



# SUMMER CAMP 2021

WELCOME TO ANOTHER SUMMER OF FUN!

→ ENROLLMENT OPENS WEDNESDAY, APRIL 14<sup>TH</sup>, 9AM ←

---

The City of Arcata Recreation is approved by Humboldt County to run a Summer Child Care Program. With modifications to our camps, we are excited to provide your kids with the fun and engaging summer they all need during these challenging times. *The following information is important and provides updates.*

Hello Camp Families –

Time to start planning your summer! **Summer Camp enrollment opens at 9 a.m. on Wednesday, April 14<sup>th</sup>.**

We are NOT accepting in-person enrollments. You may enroll via online, phone, email, mail, fax, or drop-off.

- Required Forms and Enrollment Options/Procedures are outlined below.
- Visit our [website](#) for specific details on summer camp offerings.

## **REQUIRED FORMS (Please complete one form per child.):**

After submitting your completed forms, you MUST contact the office with enrollment details (who, what, when) and your payment information. Enrollment is confirmed via an emailed sales receipt.

- ✓ Youth Master Registration Form - *For all participants enrolling through the office.*
- ✓ Parent / Guardian Pledge - *For all participants enrolling through the office.*
- ✓ Automatic Credit Card Billing Authorization Form - *If utilizing Payment Plan.*
- ✓ Youth Development Scholarship Fund Form & Copy of Eligibility - *If utilizing scholarship program.*
- ✓ Changing Tides Family Services Use Agreement & Child Care Certificate - *If utilizing Changing Tides.*
- ✓ Leader-in-Training Packet – *If enrolling as a Leader-in-Training.*

**FORMS:** [Download the fillable forms from the Camps webpage and submit to the office.](#)

Forms may be electronically completed/submitted **OR** Forms may be completed by hand and submitted.

- ❖ PHONE: (707) 822-7091
- ❖ EMAIL: [rec@cityofarcata.org](mailto:rec@cityofarcata.org) (High quality pictures of completed forms are also accepted.)
- ❖ MAIL: 736 F Street, Arcata, CA 95521
- ❖ FAX: (707) 825-2218
- ❖ DROP-OFF: 736 F Street, Arcata, CA 95521 in Water/Utility Payment Box  
Put completed forms in an envelope marked for Recreation and drop-off in one of the two water/utility payment boxes- in front of City Hall or in the back parking lot between City Hall and the Library.  
*\* Please note: Forms dropped-off Tuesday evening or early Wednesday morning may not be received before enrollment begins at 9 AM on Wednesday morning.*

## **Enroll with OFFICE (phone / email / mail / fax / drop-off):**

Enrollments processed with the office are handled on a first come, first served basis. All required forms must be on file prior to enrollment/payment. Submit required forms along with enrollment details. Depending on your choices, you may need to call in to make payment. Payment Plans, Scholarships & Changing Tides can be used.

**MORE INFORMATION ON THE OTHERSIDE...**

## **Enroll ONLINE: (No forms/paperwork required for online enrollment.)**

Give yourself ample time to work out any potential problems by making sure you can log in to your online account prior to the enrollment opening date.

- Click this link for camp [online enrollment/registration](#).
- DO NOT create a new online account. You received this email, therefore you already have an account.
- Remind yourself of your Recreation *Username* and *Password*.
- If you need assistance logging into your existing account please contact the office.

When enrolling online you must pay in full using a Visa/MasterCard. If you do not receive a payment confirmation receipt, you *have not completed the process and your child is not enrolled in camp*. Please know that currently we cannot accommodate Payment Plans, Scholarship Payments or Changing Tides clients online.

### **Payment Plans:**

An Automatic Credit Card Billing Authorization Form is required to be on file in order to use a Payment Plan. Payment Plans are not available for online enrollments.

### **Youth Development Scholarship Fund (YDF):**

To use the Youth Development Scholarship Fund, necessary paperwork must be in place prior to enrollment. Scholarships are not available for online enrollments. Contact the office to inquire about eligibility.

### **Changing Tides:**

Families planning to use Changing Tides must have the necessary paperwork in place prior to enrollment. See the REQUIRED FORMS checklist to familiarize yourself. Call your case worker if you are unsure of your status. Online enrollment is not available to Changing Tides families.

### **COVID Regulation Compliance:**

Camps are open to all families. However, in order to comply with Humboldt County regulations and do our part to keep our participants healthy, all participants must pass a daily health screening in order to participate.

Daily health screening questions include:

- 1) Has anyone in your household had a fever in the last 24 hours?
- 2) Has anyone in your household had a cough/shortness of breath in the last 24 hours?
- 3) Has your child or anyone in your household been in contact with anyone who has tested positive for the novel Coronavirus within the last 14 days or is currently awaiting test results in the last 14 days?
- 4) Have you traveled out of the County within the last 14 days?

If you answer yes to any of the above questions your child cannot attend the program.

Face coverings, physical distancing and other COVID health and safety protocol are in place. Each camp is limited to ten campers, up to two Leaders-In-Training, and one staff member. Drop-off/Pick-up times are staggered and additional time is taken for wellness screenings. To limit community contact we are not offering field trips, swim days, large group games, or sleepovers. For more details on this summer's COVID related policies and procedures, please check out our *summer camp information letter* found on our [camp webpage](#).

### **We are here to help!**

We encourage you to be **ready** with your summer schedule at the time of enrollment. If you have questions or would like assistance with planning before Wednesday, April 14<sup>th</sup>, please do not hesitate to contact us.



Happy Planning!