



Millbrae Adventure Summer Camp

Frequently Asked Questions

Q: How can I contact staff throughout the day?

A: For day-to-day questions during the camp day once camp begins, please contact camp staff at (650)270-6022. For any additional questions, including registration and enrollment, please contact the Millbrae Recreation front office at recreation@ci.millbrae.ca.us or (650)259-2360.

Q: What should I bring to camp each day?

A: Each day, your child should bring a refillable water bottle to camp. We have plenty of water fountains at the Millbrae Recreation Center & Taylor Middle School for campers to refill their water bottle throughout the day. Campers should also bring a nut-free, large, non-perishable lunch and plenty of snacks. Our camp has morning and afternoon snack times in addition to lunch time. We are an active camp, and spend time outdoors daily, and campers should arrive to camp with sunscreen on to protect themselves from the sun. We also encourage that you send a bottle of sunscreen with your camper to camp so they can re-apply sunscreen throughout the day. In addition, since campers spend plenty of time outdoors, please ensure your camper is wearing closed-toe shoes to avoid any potential injury. On Wednesdays, campers should wear their camp t-shirt, and on Thursdays, campers need to bring water-play clothes.

Q: When does my camper need to wear their camp t-shirt, and why?

A: Every Wednesday! On Wednesdays, campers walk to get ice cream on Broadway in Millbrae. We require campers to wear a camp t-shirt for identification purposes in addition to their camp wristband.

Q: What should my child bring for water-play on Thursdays?

A: Thursdays are water play days, from 12:30pm – 2:00pm, when the weather permits. Campers should bring water-play clothes on Thursdays. This includes bringing a swimsuit, towel, and change of clothes (including socks and shoes). Please do not have your child bring any personal water-play toys from home, as we have plenty of toys to keep them engaged during water-play.

Q: My child does not want to participate in water-play. Can they do something else?

A: We understand some children may not want to participate in water-play. We encourage all campers to bring water-play clothes on Thursdays in case they change their mind. For campers that do not want to participate in water-play, we will have a separate, dry area for them to play games led by counselors.

Q: Can you heat up my child's lunch for them?

A: Unfortunately, we are unable to heat up or refrigerate any camper lunches. A microwave and refrigerator are not available, so staff are unable to heat up camper lunches. As mentioned, lunch and snack should be non-perishable.

Q: Will you provide lunch and snacks for my child if they forget their lunch?

A: If a camper forgets their lunch, camp staff will notify parents/guardians of the forgotten lunch. Parents/guardians must be able to come drop off lunch for their child in the event of a camper not having lunch. We will have extra snacks if the lunch arrives late, or the camper is hungry.

Q: Are masks required at camp? What COVID-19 guidelines are followed?

A: All San Mateo County COVID-19 guidelines will be followed. At this time, it's your choice if you would like your child to wear a mask at camp or not. Masks are not required at this time, but participants are more than welcome to wear a mask if they choose. If there is any new information regarding San Mateo Guidelines, we will make sure to update camp participants and their families of any adjustments to these protocols.

Q: What if my child has allergies or needs medication?

A: Upon registration, please indicate if your child has any allergies, medical conditions, or needs medication during the camp day. Please explain and provide us with as much detail as possible so we can provide the best possible care for your child. Counselors will have a list of these allergies and medical conditions on hand. On the first day of camp, please inform counselors of any additional information they need to know concerning allergies, medical conditions, or medication. If your child has medication, please hand it to the counselor at check-in on Monday morning. If your child has an epi-pen, we encourage you to provide us with 2 epi-pens if able.

Q: What happens if a child exhibits illness during the program?

A: If your child feels sick prior to arriving at camp for the day, please have them stay home. If your child is experiencing any of the following symptoms, they should be kept home from camp: fever over 99 degrees, excessive runny nose and eyes, coughing, stomachache, or earache. If your child or anyone in the household tests positive for COVID-19, please stay home. Kindly call the Recreation office at (650)259-2360 if your child is ill and not attending camp for the day. If a child comes to camp and exhibits symptoms, parents/guardians will be contacted to pick up their child immediately.

Q: How late can I drop off my child in the mornings?

A: Check-in is from 8:00am – 9:15am each day. During this time, campers have free play. Beginning at 9:15am, campers begin camp curriculum and activities. We ask that campers arrive no later than 9:15am to start the day's activities.

Q: How early can I pick up my child in the afternoon?

A: Check-out and pick up is from 4:00pm – 5:30pm each day. Beginning at 4:00pm, campers participate in free play. If you need to pick up your child earlier than this time, please inform the Lead Counselor for your group that morning. Upon picking up your child early, please visit the check-in room at Taylor Middle School. Recreation Staff will check-in with the group your camper is in, and have a counselor bring your child to meet you. Please note that on Wednesdays, it is difficult to accommodate for early pick-up due to being offsite from 12:15pm – 3:30pm. We discourage early pick up on Wednesdays.

Q: How much will it cost if I pick up my child late?

A: You are welcome to pick up your child at any time between 4:00pm – 5:30pm. If a camper is not picked up by 5:30pm, staff will call the parent/guardian contact information on file to pick up their child immediately. Beginning at 5:30pm, the parent/guardian will be charged \$20 for every 30 minutes of no pick-up. This is for emergency cases only. We will not be able to accommodate consistent late pick-up.

Q: How can I have another adult besides myself pick up my child? What is a Code Word?

A: During registration, you were asked to provide a “Code Word” that will be asked by staff when picking up your child from this program. It is your responsibility to remember this code word and give it to anyone who has permission to pick up your child. Anyone who is authorized to pick up your child should be given the word you provide. At check-out, staff members will ask for the code word each afternoon in order to pick up your child. On the first day of camp, staff members will remind you of our code word policy. If you forget your code word, please go to the check-in room at Taylor Middle School immediately.

Q: What are the age groups at camp?

A: Our camp is split up into the following age groups: Junior Rangers (6 year olds), Ambassadors (7-8 year olds), and Naturalists (9-11 year olds). Campers are split up into these age groups so they participate in age-appropriate activities.

Q: Are the age groups separated during the camp day?

A: The Jr. Rangers, Ambassadors, and Naturalists all get picked up and dropped off at Taylor Middle School daily. Once camp curriculum begins, all groups separate to engage in varying age-appropriate activities. Throughout the week, there are times the three groups will come together to participate in activities such as camp-wide games, scavenger hunts, shows, trips to ice cream, and water-play.

Q: Can my child be in the same group as their friend?

A: Our camp follows age groups so camp activities are more individualized and age appropriate. All groups will see each other throughout the day, during early and after care, and during camp-wide activities. We encourage campers to make new friends in their group. If you would still like to inquire about a group change, you must gain approval from the Recreation Coordinator. Please call (650)259-2360 or email recreation@ci.millbrae.ca.us to inquire.

Q: Can I accompany my child throughout the camp day?

A: Unfortunately, we do not allow any parents/guardians to attend camp with their child throughout the camp day. Per City of Millbrae Policy, the city conducts background checks on every employee and volunteer prior to the start of camp. While the Millbrae Recreation Center is a public building, we encourage parents/guardians to not stay in the building during the camp day. Per our Code of Conduct Policy, parents/guardians are not allowed to interfere in the camp day and involve themselves in situations or become actively involved in the camp day while the camper is checked into the program. Upon check-in, staff are responsible for the participant until check-out. Parents/guardians are not allowed to shadow or become included in camp unless pre-approved by the Recreation Coordinator.

Q: Do you provide extra supervision for participants with disabilities, medical needs, emotional support, etc.?

A: Millbrae Adventure Summer Camp does our best to accommodate all disabilities. Summer camp is similar to a school environment with large groups of children, noise, and movement between locations. We recommend you reach out the Recreation Coordinator upon registration for camp if any accommodations need to be requested. While we do our best to accommodate all participants, we are unable to provide 1-on-1 supervision. If your child has an aide at school, we highly recommend that an aide accompanies the child at camp daily. All aides must be at least 18 years of age by the first day of camp and clear Livescan Fingerprinting as a background check. Livescan Fingerprinting takes time and cannot be processed immediately. The timeline is based on the DOJ and Millbrae Recreation cannot control or speed up this process. Parents/Guardians must contact the Recreation Coordinator by May 1, 2024 to assess the needs of the child and discuss the background check process for the aide. Please contact (650)259-2360, or email recreation@ci.millbrae.ca.us.

Q: Why is there a fee for the Counselor in Training (CIT) Program?

A: Our Counselor in Training Program provides teenagers ages 13 – 15 with work-experience and job preparation tools for years to come. CITs go through an application process, including an interview, and are given responsibilities throughout the camp day. The fee helps cover costs associated with the CIT program such as uniform, staff time during training and the application process, and CIT supplies.

Q: I'm on the wait list for Millbrae Adventure Summer Camp. What do I do?

A: Once there is movement to take participants off the waitlist, we will contact you via email with a link to sign up and register for camp. Recreation Staff will also call you to notify you that this email has been sent to you. Once the email has sent, you have 24 hours to register after receiving the link.

Availability to be taken off the waitlist will be on a first-come first-serve basis by submission date on our registration website. We understand that there is uncertainty of the waitlist and commit to being transparent about the process. You will only be notified if a space becomes available to register for camp.

Q: What is the cancellation policy? Do you prorate camp?

A: In the event that you wish to cancel registration, please contact Millbrae Recreation Department. A \$24.99 cancellation/processing fee applies when a refund is requested prior to the first day of camp. Refunds will be granted up to seven calendar days prior to the start date of camp. Processing fees are assessed for each camper and each week of camp that is being changed or canceled. There are no fees to transfer to another similar camp. Transfers, credits, or refunds for medical reasons require a doctor's/health plan documentation and will be pro-rated from receipt of notification if camp has begun. No processing fees will be assessed for medical refunds.



What To Bring to Camp:



Refillable
Water Bottle



Lunch & Snacks
(Nut-free &
Non-perishable)



Sunscreen



Closed-Toe
Shoes



Camp T-Shirt
(Wednesdays Only)



Water-Play Clothes
(Thursdays Only)

