



Dear Camp Director,

2019

Enclosed you will find important information regarding your reservation here at Daybreak Camp. Please take time to review this Welcome Packet.

### **Use Agreement**

Sign, make a copy for yourself and return to [rich@daybreakcamp.org](mailto:rich@daybreakcamp.org) or

Daybreak Camp  
6676 Rose Acres Lane.  
Felton CA 95018

Include a check for the deposit amount.

This will insure your reservation with Daybreak Camp.

Your reserved dates will be held for 30 days from the date of this letter.

### **Insurance Requirements**

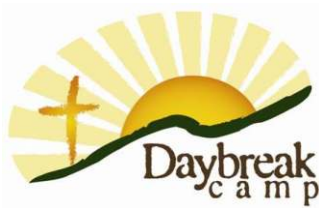
We require a copy of liability insurance with limits of not less than \$1,000,000.

Should you have any questions, please do not hesitate to contact us.

We look forward to working with you!

In Christ,

Rich and Marci Burdick  
Co- Executive Directors  
Daybreak Camp Inc.



# Upon Your Arrival

## Check In

Upon arrival please allow time for the check-in process at the Daybreak Camp office. At this time you will receive; camp keys, Directors Notebook, and we will have an opportunity to communicate information regarding your stay here.

## Welcome and Orientation

Please build in time at the start of your event for the opportunity to welcome your group, provide an orientation to the kitchen staff and instruction in the sound booth.

## Unloading-Loading & Parking

You are welcome to unload vehicles on the driveway by the barn. Food and kitchen supplies may be unloaded at the kitchen. Immediately following unloading **ALL VEHICLES MUST BE MOVED TO THE PARKING LOT** because of fire lane regulations. There are posted signs around the camp—**PLEASE OBSERVE ALL POSTED SIGNS.**

## Kitchen Operation

There is a kitchen notebook in the kitchen for your kitchen staff. This notebook contains detailed information about the equipment operation and cleaning. Sanitary and emergency Instructions are in this notebook and are posted around the kitchen. If you have food arriving prior to your event, this will need to be arranged with the Daybreak office.

## Support Equipment

Sports equipment and audio visual equipment is available. Please ask about it when you check-in. A sound systems is provided in the amphitheater. Please make arrangements with the Daybreak staff for equipment operation training in the sound booth for one of your workers. Daybreak **does not** have a portable sound system for your use.

## Office Equipment & Use

Daybreak Camp is wireless so that you may set up your office in any location. If you need to use a printer or fax machine you are welcome to use this equipment in the main office. Please be prepared with a cell phone to conduct your camp business.

## Directors Notebook and Box

A notebook containing the emergency plan, maps of the camp and the area, check out procedures, emergency phone numbers and facilities cleaning and closing instructions will be given to you at the check in interview. The box also contains 2-3 sets of keys, emergency horn, painters tape for posting (please do not use duct, packing, scotch or masking tapes) accident report forms and stick lighter.

## Fire Safety

Daybreak is located in a High Fire Hazard area. Daybreak Camp is a no smoking facility. Campfires are allowed only in designated areas. Outdoor cooking at the kitchen area only.



# Before Your Arrival

## A Phone Call

We want you to have a great experience during your stay at Daybreak Camp! One week prior to your reserved date you will receive a call /email from us. At this time we will request a schedule of your event and review the CHECK LIST with you, this is a perfect time to discuss any last minute details prior to your event.

## Swimming Pool

**Our swimming pool is open May 1 to September 30. Daybreak Camp does not provide a life guard!** You will need to provide (1) lifeguard for every 25 swimmers. Lifeguards must have a current Lifeguard certificate and advanced CPR. **Daybreak requires a copy of your Lifeguard's certificates on to be on file with us. If you do not have a lifeguard in your group call us and we will refer you to a local lifeguard service**

## Planning Activities Away From Daybreak

The phone numbers of agencies that can provide information about area parks and various other recreational activities are provided on the attached "Additional Information" sheet.

## Minor Camper - Medical Release Forms - State requirement

Enclosed is a suggested Medical Release form that will provide release for medical treatment of minors. Please have minor campers (under the age of 18) attending your camp provide the requested information on the "Medical Release form". You may make as many copies of the form as you need. If your group has a form for your campers/staff, please make sure the information we are requesting is on that form.

## Camper and Adult Staff Roster

Please provide the requested information on the attached roster for each camper and adult staff, **remember to include yourself and your team** when accounting for attendance at Daybreak Camp.

## Seventy two (72) Hour Camps

Camps that are 72 hours or greater must provide a camp **Registered Nurse**. The RN must maintain a **medical log** that is required by the County of Santa Cruz. An area with two (2) beds must be designated as an infirmary. We have created a space perfect for this use located in the Creekside Trailer.

## Not Welcome at Daybreak

Alcohol, illegal drugs, smoking, or weapons of any kind are not allowed at Daybreak Camp.  
**PETS ARE NOT ALLOWED AT DAYBREAK.**

## Arrival/Departure Time

Please adhere to the arrival time and departure time on your use agreement.

## Cleaning— End of camp cleaning crew

It is your responsibilities to keep the cabins, restrooms, kitchen, dining hall, snack shack, and the grounds clean. Assign members of your group ahead of time to do these specific cleaning tasks. Cleaning instructions are provided in each area and in the Camp Director's Notebook. The keys to the cleaning supply cabinets will be issued to you when you check in. **Be prepared to participate in a "walk through" with Daybreak Staff at the conclusion of your event to insure cleaning requirements have been met.**



# While You Are Here

## Have a Great Camp

Our goal is to provide outstanding Christian Hospitality. It is our desire that you have a positive experience while here at Daybreak. Please, if there is any way we can help you, let us know.

## Medical Emergencies

Emergency numbers are provided in your Camp Director's Notebook. Take care of the patient first, then report all medical emergencies to the Daybreak office **IMMEDIATELY**. Please fill out the accident report form. For immediate medical attention call 911.

## Other Emergencies

Natural emergencies such as earthquakes, or in the case of fire, require cool heads and a plan. The emergency reaction plan is provided for you in the Director's Notebook. In the case of emergency please follow the instructions carefully. Located in every building you will find a yellow pamphlet outlining Daybreaks Emergency procedures. It is your responsibility to train your staff/campers.

## The Animals and Reptiles at Daybreak

All animals/reptiles (lizards) at Daybreak are wild and must be treated that way. Do not pick them up or touch them. Assure that all children are also informed.

## Activity Hours

Daybreak has positive relationships in the community. Please respect the peace and quiet of our neighbors. Santa Cruz County rules specify **quiet hours** from **10:00 PM to 8:00 AM**. Please observe these hours and **end all amplification by 10:00 PM**.

## Daybreak Property

Daybreak Camp Inc. is a Non Profit Christian Organization whose operation depends entirely on camp use fees and donations. While striving to continually improve the facility and our service, we seek to keep down the cost of camp fees. Daybreak cannot afford to replace property that has been broken or misused. You are responsible for the assurance of the proper use of the facility. You will be charged for any damage to the facility outside of normal wear. Our guest arriving after you should expect to find the camp in the same condition that you found it. Thank you very much for your help in keeping Daybreak affordable for all.

## Security

Daybreak Camp is not secure from strangers entering camp. To ensure safety of your group, ask strangers to exit immediately. Report strangers to Daybreak Staff. Both yellow entrance gates can be closed and/or locked during the night by a member of your group.



# Departure

## **Cleaning (This is very important)**

By asking our groups to clean during their stay and upon departure, allows Daybreak to keep costs reasonable. Please assure that the facility is cleaned as instructed in the camp closing instructions. We have several camps that occur back to back. Please leave the facility clean for the next group. **Arranging a cleaning crew plan ahead of time will help this process go much smoother. You may be charged an additional fee up to \$500.00 dollars if this cleaning agreement is not upheld.**

## **Return**

Director's Box and any other borrowed items to the Daybreak office.

## **Return of Sports Equipment**

Return all of the sports equipment to the sports bins. Double check the camp grounds for left out balls, bats, gloves, etc and return to the sports bin. You will be charged for any missing or damaged equipment.

## **Payment**

Include time in your departure schedule for a financial check out at the Daybreak office. Have your roster completed including the following: yourself, leadership team, cooks/ kitchen staff, part timers and those who were here anytime during the day. If you would like to re-book your event you may do so at this time.

**Payment is expected in full by check, cash or credit card before departure.**

## **Check Out**

Please assure that all departure requirements are met and the camp is vacated by agreed upon time indicated your Use Agreement.



# Facility

## RECYCLING

Santa Cruz County has Ordinances with which Daybreak must comply. Ordinance 4795-5-No person shall place recyclables in garbage containers. There are large blue bins behind the dining hall/kitchen for recyclables. Cardboard can be flattened and placed in the 2yard bin. A list of recycling information is in this packet and posted in the kitchen. Small BLUE recycling bins are placed through out the camp and are for soda cans and plastic water bottles. We recycle CRV's and the money is placed in our campership fund. It is a Santa Cruz County Ordinance that 50% of all packaging be reusable, recyclable, or biodegradable. The use of polystyrene foam packaging is to be discontinued.

## Fully Equipped Kitchen

Daybreak has a well equipped commercial kitchen available for your group.

Commercial stoves/ovens/grill	Various stainless steel pans	Microwave
Convection ovens	Large sinks for washing pans	Storage containers for food
Commercial Ice Maker	Melamine plates, bowls, cups	Various Cooking Utensils
72 Cubic Ft Freezer	Glasses & Silverware	Outdoor charcoal BBQ Grills
Large walk-in refrigerator	Conveyor Toaster	Rest room for kitchen workers
Large stainless cooking pans	Knives	Dry storage area
Large and medium coffee pots	Mixers—1 large & 1 small	Commercial chemical sanitizer
		Recycle bins

## Dining Hall and Outdoor Patio

Dining Hall seats approximately 80 people for indoor meeting and is equipped with chairs, tables. Indoor dining seats approximately 50 people. There is plenty of outdoor seating on 2 patios with picnic tables. A fire pit is located near by.

## Recreation

Two children's playgrounds - Volleyball Court - Horseshoes - Softball Field - Ping-pong Swimming Pool - Hiking Trails- Basketball Court - 9 square in the air

**Sports Equipment** - Volleyball, Soccer, Ping-Pong, Horseshoes, Basketball may be Loaned out.

## Amphitheater

Seats 250 - Sound System, Large Stage, & outdoor lighting

## Other Facilities

Snack Shack is equipped with refrigerator/freezer. Please arrange in advance to use.

## Central Restrooms and Showers

Eight women's showers and restroom are located at the lower rest rooms

Men's central restroom is next to the women's central rest room

Eight men's showers are 100 yards up the canyon road

## Cleaning and kitchen Supplies

All cleaning supplies for the cabins, restrooms and kitchen are provided. In addition, oven cleaner and grill cleaner, paper towels, chemicals for the dishwasher, dishwashing soap and hand soap are provided. **Please provide your own dishwashing gloves, foil, plastic wrap and meal napkins.**



# Additional Information

## **Beaches**

Santa Cruz Parks & Recreation 831-462-8300

## **Fishing**

Trout Farm 7701 East Zalante Rd, Felton 831-335-4317

Loch Lomond Recreation Area 831-335-7424 (summer only)

## **Groceries/Drug Stores**

Safeway and CVS Drug on Mount Hermon Rd in Scotts Valley

Nob Hill on Mount Hermon Rd in Scotts Valley

New Leaf Market (Health/Organic Foods) on Hwy 9 in Felton

Safeway and CVS Drug on Graham Hill Rd in Felton

Costco in Santa Cruz - 6 miles

Rite Aid on Hwy 9 in Felton

## **Other**

Roaring Camp & Big Trees Narrow Gauge Railroad, Graham Hill Rd, 831-335-4400

Wilder Ranch State Park, Coast Rd off Highway 1, 831-426-0505

National Weather Service 831-656-1725

## **State/County Parks**

Highlands Park 831-336-8551

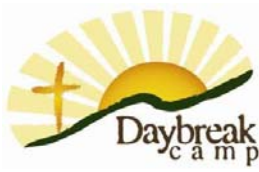
Henry Cowell Park 831-335-4598

Fall Creek State Park 831-335-4598

Siltanen Park & Recreation, 127 Vine Hill Rd, Scotts Valley 831-438-3251

Santa Cruz Park & Recreation 462-8300 or reservations 831-462-8333

Santa Cruz Wharf/Boardwalk 831-429-3477



# Before Arrival Check List

- \_\_\_\_\_ Medical Release Forms (campers under 18 years of age)
- \_\_\_\_\_ Certified Lifeguard(s) copy of cert. & advanced CPR card
- \_\_\_\_\_ Camper and Adult Staff Roster
- \_\_\_\_\_ RN (for camps of 72 hours or more)
- \_\_\_\_\_ First Aid Kit
- \_\_\_\_\_ Cell Phone, Lap Top & additional office supplies
- \_\_\_\_\_ Arrangement for "end of Camp" Cleaning Crew
- \_\_\_\_\_ Cook, Kitchen Staff and Dishwashers
- \_\_\_\_\_ Certificate of Insurance
- \_\_\_\_\_ Method of payment - Due at Departure





# Lodging and Rates

Daybreak can accommodate **groups of 25 to 275**. (196) in beds and the remainder in tents and RV's.

**Nine (9) cabins that sleep 16** (in twin bunks) each for a total of 144 people are nestled in the redwoods. Centrally located men's and women's rest rooms are near the cabins. Cabins are **not** winterized.

**Live Oak Cabin** has three sleeping rooms and a restroom with a shower. Two of the rooms sleep (4) people and one room sleeps (8) (total of 16). Live Oak is winterized. All beds are bunked.

**Creekside** has three sleeping rooms, a restroom with a shower. The group room sleeps 10, room #2 sleeps (4) and room #3 sleeps (2) in double bed (total of 16). Creekside is winterized.

**The Infirmary - camps 72 hours or more.** Located in the Creekside Trailer with a private entrance, 2 beds, locking cabinets, refrigerator, washer, dryer and sink.

There are **12 RV sites in the shade** behind the dining hall with an **additional 7 RV sites** on the flat area above the swimming pool. All sites have water and electrical hookups. Please no air conditioners .

**The Barn**, during the summer season, will have (1) bunk and can function as your guest speaker accommodation office or staff meeting room. During the winter, fall and spring the barn will sleep (8). The barn is winterized. All beds are bunks.

**A Tent Cabin** is located by the lower rest room with (6) bunks (sleeps 12) and is winterized

Approx. **thirty (30) tents** can be pitched in beautiful areas of the camp.

## 2019 Rates

Minimum summer rates (June 15-August 15) are 100 persons per night for a total of \$3,000 per night. If you have LESS than 100 you will be charged the minimum rate. If you have MORE than 100 persons, you will be charged per person at the \$30.00 rate.

Type		Over Night per person per night
Staff or Camper	Per night	\$30.00
Staff or Camper DAY RATE (No overnight stay)	DAY RATE PER DAY	\$12.00
Children Under 5	No charge	No charge
Reservation Deposit for 1-3 days	\$1,000.00	Non refundable or transferable Will deduct from the final bill
Reservation Deposit for 4+ days	\$2,000.00	Non refundable or transferable Will deduct from the final bill

Spring ( May 1 to June 14) and fall (August 16 to September 31) rates are for a 50 person minimum or a total per night of \$1,500. If you have LESS 50 persons you will be charged at \$1,500. per night. If you have MORE than 50 persons you will be charged per person rate of \$30.00 per night. Winter (October 1 to April 30) rates are for a 25 person minimum or a total per night of \$750