

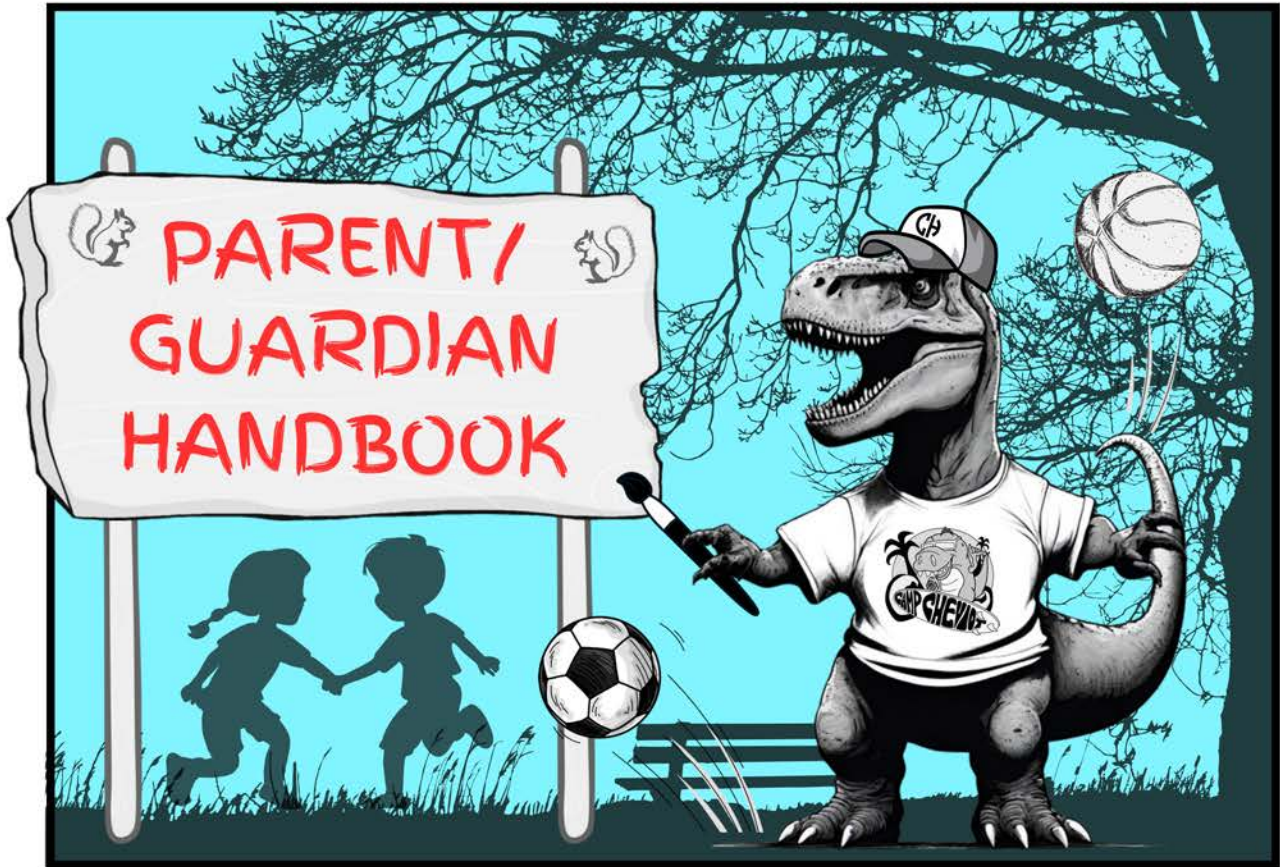


CITY OF LOS ANGELES
DEPARTMENT OF RECREATION & PARKS
CHEVIOT HILLS RECREATION CENTER



CAMP CHEVIOT

2551 MOTOR AVE. LOS ANGELES, CA 90064



PHONE: (310) 837-5186

EMAIL: CHEVIOTHILLS.RECREATIONCENTER@LACITY.ORG

FOR CAMP CHEVIOT UPDATES & PICS,
FOLLOW US ON INSTAGRAM:



@CHEVIOTHILLSRC



WELCOME TO CAMP CHEVIOT



Hello Camp Cheviot Participants & Parents/Guardians!

Welcome to Camp Cheviot! Get ready for an awesome summer filled with games, sports, arts and crafts, special events and more. At Camp Cheviot, we are all about having a blast while learning and growing together.

Our mission? To make sure every camper has a blast in a safe and supportive environment. We are here to help them learn, make friends and discover new skills while having the time of their lives.

In this handbook, you'll find all the ins and outs of camp - rules, procedures and everything in between. Please note that all Parents/Guardians will be asked to acknowledge their receipt, understanding, and agreement of this handbook when filling out the Camper Information Form(s).

Make sure to give it a good read with your camper(s) so you're both ready to dive into the fun and make memories that will last a lifetime.

Got questions? We've got answers! Don't hesitate to reach out via phone or email. We're here to help make this the best summer ever!

Best,
Camp Cheviot Staff

TABLE OF CONTENTS

CAMPER INFORMATION FORM.....	1
SHADOWS & AIDES.....	1
STAFFING.....	2
ILLNESS, INJURIES & MEDICATIONS.....	2
CHILD ABUSE REPORTING.....	2
CAMP HOURS.....	3
EXTENDED CARE.....	3
A DAY AT CAMP.....	3
WATER PLAY & SWIMMING.....	3
CAMP T-SHIRTS & DRESS CODE.....	4
WHAT TO WEAR/BRING.....	4
PERSONAL ITEMS.....	4
LUNCH & SNACK.....	5
DROP OFF & PICKUP.....	5
RATIOS/GROUPS & FRIEND REQUESTS.....	6
THE WEEKLY DIG.....	6
FIELD TRIPS.....	6
CAMPER CODE OF CONDUCT.....	7
BEHAVIOR REPORTS & GROUNDS FOR DISMISSAL.....	8
REFUND POLICY.....	8

CAMPER INFORMATION FORM

All campers must have a Camper Information Form on file at the Recreation Center. This contains information such as authorized pickup names, emergency contacts, health information and more. For the protection of your camper, we require that this form be complete and accurate.



Changes can be made to this form at any time. Please make sure you keep this form up to date and make any adjustments in a timely manner. Please email cheviothills.recreationcenter@lacity.org to inform us if any updates are made during the course of the program.

It is mandatory that an additional adult besides the parents/guardians be listed as an emergency contact.

Please ensure you have filled out this form at least one week prior to your camper's first day. Please use the following link (case sensitive):

bit.ly/CHCamperForm

SHADOWS & AIDES

Persons with disabilities are welcome to participate in our programs. Reasonable accommodations will be made with prior arrangements. If there are any special needs that your child may have due to a diagnosed condition (i.e. ASD, ADHD,) we need to be made aware in order to ensure proper care for your camper. Some conditions may require a one-on-one aide. Cheviot Hills Recreation Center does not provide one-on-one supervision; all activities are group activities and are staffed as such. Please be aware that some accommodations may take 30 days or longer. Please reach out in writing to the Facility Director to request accommodations.

- There will be additional charges for shadows/aides attending field trips.
- Cheviot Hills Recreation Center is not responsible for campers removed from the group by a shadow/aide.



STAFFING

All staff members have gone through an interview process to ensure they meet the qualifications for the Summer Camp Counselor position. All staff have gone through the City of Los Angeles Department of Recreation and Parks hiring process, which includes fingerprinting and a criminal background check. As part of Staff training, Camp staff will be CPR and First Aid certified. Please note that are staff will have a camp nickname that they go by which is to help protect their privacy but also to start the process of fun at camp.

ILLNESS, INJURIES & MEDICATIONS

In order to maintain the wellness of our campers and staff, Camp Cheviot does not permit campers with any communicable diseases, including colds, to attend camp. If it is determined that a camper is not well enough to participate fully in the program, we will call the parent/guardian to pick them up from camp. Parents/guardians will have no more than one hour to come and pick up the camper.

For all minor injuries, minimal first aid will be provided - water, soap, band-aids and ice packs. The injury will be logged and the parent will be notified upon pickup.



The image shows a form titled "CHEVIOT HILLS RECREATION CENTER OUCH? REPORT" with a USA logo. It includes fields for "Participant Name" and "Date". Under "Description of Injury", there are checkboxes for Arms, Leg, Head, Other, Wrist, Ankle, Knee, Neck, Face, Nose, Ear, Mouth, and Teeth. A "Specify:" section has checkboxes for Right and Left. A "Treatment Applied" section has checkboxes for Washed, Band-Aid, Ice, First Aid, and Parents Called. At the bottom, there are fields for "Staff Who Attended to Injury?" and "How Did Injury Occur?" followed by a "Staff Signature" line.

For any emergency or major injuries, 911 will be called and the camper will be transported to the nearest hospital. The parent/guardian will be called immediately using the phone numbers provided in the Camper Information Form. In the event that the parent(s)/guardian(s) cannot be located, the emergency contact(s) will be contacted.

If your camper needs to have access to their medication during camp hours, please complete the "request for medication to be given out during camp" question in the Camper Information Form. Please note that your child is fully responsible for requesting and taking their medication during camp hours. Camp Cheviot Staff is not responsible for reminding a camper to take medication. Staff will not be responsible for administering any medication directly, but will supervise the camper while they take their own medication.

CHILD ABUSE REPORTING

Under the mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, the Recreation Staff is mandated to report any suspected form of child abuse to the proper authorities. Misconduct or harassment of any participant in the Camp Cheviot program is considered to be child abuse and will be reported.



CAMP HOURS

Mon-Thu Hours: 10am - 4pm

Fri Field Trip (purchased separately) hours vary based on location.
No Camp on Friday for campers who are not attending field trip.

EXTENDED CARE

Hours: 8am - 10am (Big Gym) and 4pm - 6pm
(Playground/Clubrooms)

Extended Care is a supervised, non-structured activity offered for two hours before and/or after camp for an additional fee.

- Campers enrolled in Extended Care must be picked up by 6:00pm. An additional fee of \$1.00 per minute will be charged after 6:00pm. Please call the Recreation Center immediately if you anticipate being late past 6:00pm.



A DAY AT CAMP

Each week we will have a creative theme that all of our activities will be based around. Campers will also focus on a weekly sport, gaining valuable skills and participating in a friendly competition within their group to end the week. Participation by everyone helps to ensure camp is fun for all and will be strongly encouraged by camp counselors. Below is a typical schedule:

8:00am - 10:00am	Extended Care	Big Gym
10:00am - 10:15am	Drop Off & Morning Meeting	Diamond 5
10:15am - 12:00pm	Two Activity Rotations	Various
12:00pm - 1:00pm	Lunch	Outdoors
1:00pm - 3:45pm	Three Activity Rotations	Various
3:45pm - 4:00pm	Snack & Pickup	Front Lawn
4:00pm - 6:00pm	Extended Care	Playground/Clubrooms



WATER PLAY & SWIMMING

Water Play and/or Swimming takes place on Tuesdays and Wednesdays.

- Campers Ages 5-6 will participate in Water Play activities such as slides, sprinklers, mini-pools and more.
- Campers Ages 7 and up will have the option of going to the pool (subject to pool availability).



CAMP T-SHIRTS & DRESS CODE

Campers must wear a Camp Cheviot shirt every day. Each camper will receive one t-shirt for the summer. Additional shirts may be purchased for \$15 each. T-shirts may be picked up at the recreation center on the Monday of the camper's first week. If your child arrives without the proper camp shirt, we will provide one for them and you will be charged \$15.

For safety purposes, close-toed shoes with rubber soles must be worn daily, no exceptions. Please ensure campers wear comfortable clothing that can withstand a day of active play. If campers need to change their clothing during camp hours, please make sure they can do so themselves as staff is not permitted to help them change.

Camp shirts must be in good condition with no alterations. All campers must be toilet trained to attend Camp Cheviot.

WHAT TO WEAR/BRING



- Camp Cheviot T-Shirt
- Tennis Shoes
- Hat
- Sunscreen
- Backpack
- Water Bottle
- Lunch
- Water Play/Swimming Gear
 - Bathing Suit
 - Towel
 - Water-Friendly Shoes



Please label all personal items with your camper's name.

Additional items may be required for field trips. Please see "The Weekly Dig" for details.

PERSONAL ITEMS

City of Los Angeles Department of Recreation and Parks and Cheviot Hills Recreation Center are not responsible for personal items brought to camp including but not limited to glasses, clothing, jewelry, backpacks, cell phones, electronics, games, toys, money, etc. Please keep valuable items at home.



LUNCH & SNACK

You must provide your child with a lunch and drink on Monday, Tuesday and Wednesday. A snack will be provided daily at 3:45pm for each camper. If your camper has special dietary needs (i.e. kosher, allergies), please send them with their own snack. If you pick your child up early, they will not receive a snack.

- Facilities are not available at the recreation center to purchase lunch.
- Vending machines are off-limits during camp hours.



On Thursdays, lunch will be provided. If your camper has special dietary needs or does not want the food provided on Thursdays, please provide them with their own lunch.

The menu for Thursdays will be provided in The Weekly Dig.

DROP OFF & PICKUP

Authorized Drop Off/Pickup persons must sign in and sign out the camper daily with a full signature. Campers will be released only to those adults whom the parent has designated on the Camper Information Form. Adults may be required to show ID at Drop Off and/or Pickup. If a parent requests that someone else sign-in and/or sign-out the camper, the request must be made in person at the office and/or added to the Camper Information Form.



Campers ages 11 and up may be given permission by the parent/guardian to sign themselves in and/or out. This must be filled out on the Camper Information Form.

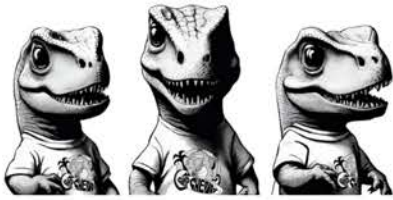
If you need to drop off your camper after 10:15am or pick your camper up before 3:45pm, please come to the Recreation Center office. Please inform your camper's counselor during drop off if you plan to pick your camper up early that day.

If you choose to pick up your camper early, you should arrive in time to allow office and camp staff 15 minutes to reach an appropriate stopping point in their activity and gather the camper and their belongings. Picking your camper up early may mean they miss out on snack or other group activities.

Campers must be picked up by 4:00pm unless they are enrolled in Extended Care. We reserve the right to charge the camper's account for Extended Care if they are not picked up on time.

RATIOS/GROUPS & FRIEND REQUESTS

There is a 1:10 Counselor to Camper ratio. Head Counselors, Activity Leaders, Leaders/Interns and Camp Directors are also on-site providing supervision.



We accept friend requests for campers in the same age cohort. Send any friend requests by the Wednesday prior to the week beginning to our camp admin at amy.farkas@lacity.org.

Please note that friend requests are not guaranteed.

“THE WEEKLY DIG”

All participants will receive The Weekly Dig the week prior to the week they are registered for with any relevant information. Please make sure the office has your correct email address on file so you don't miss any important details.

The Weekly Dig will include information such as theme activities, Thursday lunch menu, Special Event plans, dress-up days, field trip times and specifics and more.



FIELD TRIPS

Field trips are on Fridays. Campers will be transported by a school bus for all trips. A lime green/teal Camp Cheviot shirt must be worn on all field trips. Campers must be enrolled Mon-Thu of that week in order to sign up for that week's field trip and must attend at least two other days of camp that week. Drop off and pick-up times may vary. Please ensure you know what time the bus departs and arrives for each trip.

- Parents/Guardians **may not** drop off or pick up any campers at the field trip location.
- Parents/Guardians **may not** accompany campers on field trips.
- Siblings and/or friends who are **not registered** for the full week plus the trip may not accompany campers on field trips
- Annual passes **may not** be used for admission.
- Please refer to The Weekly Dig for details on what to wear, what to bring, and specifics regarding lunch, snack and spending money on field trip days.
- There will be additional charges for shadows/aides attending field trips.



CAMPER CODE OF CONDUCT

These are the camp rules, which are discussed with all campers on the first day of camp. Remember, these rules are here to help us have the most amazing summer ever!



1. **Be Kind:** Treat others the way you want to be treated.
2. **Listen Up:** When Counselors/Directors are talking; it's time to zip our lips and lend an ear.
3. **Be Respectful:** Use appropriate camp language - no name calling, cursing or bullying. Please do not comment on how anyone looks, acts or sounds.
4. **Personal Bubbles:** Do not touch, throw things at, or physically harm fellow campers, counselors or staff.
5. **Stay With the Group:** Stick together like glue! Stay with your group at all times. No running away. Always be with at least a buddy and a counselor.
6. **Safety First:**
 - a. No sharing food or drinks.
 - b. No climbing onto the stage, trees, fences, rocks or hiding in the bushes
 - c. No picking up sticks off ground
 - d. No petting, feeding dogs or other wildlife.
7. **Respect Camp Property:** Treat camp items such as art materials, toys, play equipment, and furniture with respect. Parents/Guardians may be held responsible for damage to any park property.
8. **Clean Up:** Clean up after yourself before moving onto the next activity.
9. **No Valuables:** Do not bring valuable items from home. Campers will not be permitted to use phones during camp hours. We reserve the right to hold on to a camper's phone until the end of the day and return it to the parent/guardian upon pickup.
10. **Use Your Words:**
 - a. If you've got a problem or need help, don't be shy! Talk to a counselor and we'll do our best to help you out.
 - b. If you are hurt (OUCH!?) let your counselor know, so they can fill out a report and let your parents/guardians know at the end of the day.
11. **HAVE FUN!**

BEHAVIOR REPORTS & GROUNDS FOR DISMISSAL

If a camper does not follow the above rules, a Behavior Report may be issued. After an initial warning and discussion, we have a three-strike policy as follows:

- A first strike requires a meeting with the parent/guardian, camper and counselor.
- A second strike will be an additional meeting with the full-time recreation center staff included.
- A third strike will result in disciplinary action and/or dismissal from the program.

Based on the severity of the camper's action, Camp Cheviot reserves the right to immediately dismiss a camper from our program.

There will be no refunds for campers dismissed from the program.

CHEVIOT HILLS RECREATION CENTER
Behavior REPORT

Participant Name: _____ Date: _____

Incident

Physical Behavior

Not Listening to Directions

Refusal to Participate

Other: _____

Corrective Action

Verbal Warning

Strike #1

Strike #2

Strike #3

Notes

Staff Signature _____ DIC Signature _____



REFUND POLICY

- All refund requests must be submitted via email on a CHRC Refund Request Form. Refund requests for camp must be submitted two weeks prior to the camp week beginning.
- There are no refunds or credits for missed days.
- No Refunds for the Enrollment Fee, or Ultimate Extended Care Package.
- A 15% administrative fee will be assessed by the City of Los Angeles Department of Recreation and Parks for any patron granted a refund.
- No full refunds will be issued unless the program is cancelled by the recreation center.

**ALL PROGRAMS SUBJECT TO CHANGE
OR CANCELLATION WITHOUT NOTICE**