

**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS**

SUMMER DAY CAMP 2024



PARENT MANUAL



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
METRO REGION

**CYPRESS PARK RECREATION CENTER
SUMMER DAY CAMP
"CAMP GO BANANAS"**



Dear Parents:

Welcome to our Day Camp! This camp is a supervised recreational program that includes various activities such as games, sports, arts and crafts, and special events woven together in a traditional day camp setting. We aim to teach, guide and safeguard children who come to learn and play. Our program strives to meet fundamental needs for the growth and development of all children.

Our goals include supporting and strengthening each child while focusing on improving communication, increasing the ability to work and play in a group, and sharing each other's culture and values. Additionally, we strive to develop children to their fullest potential. We focus on self-awareness, self-confidence and feelings of self-worth, values development, physical development, health, and nutritional awareness.

This information packet includes all the guidelines, rules, procedures, and policies you will need for the program. Please read them carefully, as it is essential that you know and understand this program. Please review this packet of information with your child (ren) so that they can better understand the program as well.

We look forward to working with you and your child (ren) and anticipate a safe and enjoyable program with us. If you have any questions regarding any of the information in this packet, please do not hesitate to call the park office.

Sincerely,

Day Camp Staff
Cypress Park Recreation Center

HOURS OF OPERATION: This is a Day Camp program, Not Childcare. Summer Day Camp will operate Monday – Friday between the hours of 7:30A.M. – 6:00P.M. Campers must be signed in, so please do not drop off your children before the designated time.

REGISTRATION: In order to be registered for camp the following must be completed for each camper:

- A complete and current registration form signed by parent/ guardian.
- A complete and current Health History Form.
- Proof of age (i.e. birth certificate, passport, school ID, etc.)
- Attendance of the Parent Orientation by parent/ guardian. (Mandatory for new campers)
- Registration fees and all registered week's fees paid in full before services rendered.
- Attestation scholarship forms if applied for.

Only payments by personal check, money order, visa and /or exact cash will be accepted. **Please make checks payable to: CITY OF LOS ANGELES.** A fee will be assessed for all returned checks. It is required that you notify our office immediately of any changes that need to be made to your child's application (e.g. phone number, address, medical information etc.) Registration will be an ongoing process until the maximum number of children has been reached in each session. Registration is taken on a first-come first-serve basis and will fill up quickly. Summer Camp for youth ages 5-12 will house a maximum of 45 children in each weekly session. Teen Camp for youth ages 13-17 will house a maximum of 5 teens in each weekly session. Fees are non-refundable and may only be applied to activities indicated on receipt.

AGE: Our Summer Camp is designed for children ages 5-12. Teen Camp is designed for teens ages 13-17. A child who turns 13 after the start date of camp, June 12, 2024, will need to continue to be enrolled and pay the fees for the youth camp, ages 5 – 12.

REGISTRATION FEE: \$25.00 and must be paid in advance before starting camp. This fee is charged one time and is non-refundable. It covers the cost of 2 camp shirts and administrative expenses. Campers will need to wear the summer day camp shirt to camp every day of attendance. There is no exception to this rule. If campers do not wear camp shirt to camp, camper will be given a shirt and parent or guardian will be charged \$10.00 for the new shirt. Additional shirts may be purchased for \$10.00. On days when we have themes and ask campers to dress accordingly, they do not need to wear their camp shirt if they choose to participate. If the camper chooses not to participate, the camp T-shirt must be worn.

REGULAR WEEK FEE: Youth camp (ages 5 – 12) is \$50.00 and is due the Wednesday prior to the start of the selected week. Patrons are able to pay the discount fee of \$25.0 per week per camper if they make under \$90,000 for the year and provide proof of income through the City of Los Angeles attestation scholarship form. Field trip fees are included in the weekly fee. Teen camp (ages 13 – 17) is \$50.00 and is due the Wednesday prior to the start of the selected week. There is no low income discount for Teen Camp. Field trips are included in the weekly fee. Please refer to the 2024 summer day camp field trip flyer for a complete list of field trips. It is not acceptable for campers to attend camp only on field trip days. We require a child to attend at least two days prior to a field trip if planning to go to the trip.

SIBLING DISCOUNT: There is no sibling discount for the 2024 summer day camp or 2024 teen camp.

FIELD TRIP FEES: Please review the 2024 summer day camp field trip flyer for a complete list of field trips, times and dates. Field trip fees are included in the summer day camp weekly fee. There will be no day camp available for any camper who elects not to attend a trip. The trip schedule may change due to bus availability. Please consult staff for further information. Even though all field trip fees are paid for, patrons may need to pay for or provide a lunch for some of the field trips.

LATE PICK UP AND LATE PAYMENT FEE: There is a \$5.00 charge for every 15 minute after the end of camp, per child. The end of camp is exactly 6:00PM. Parents, please contact the center immediately if you anticipate being late.

PARENT ORIENTATION: The orientation is a required part of the camp registration process. At parent orientation, there will be a review of the parent manual. Please feel free to ask any questions concerning the parent manual and /or camp itself. This is the opportunity for parents and their campers to meet the summer day camp staff.

SIGN-IN AND SIGN-OUT PROCEDURES: A parent or designated person must sign-in and sign-out their child(ren) daily with an official signature and printing of first and last name. Do not drop off your child without signing them in. There will be no exceptions. Sign-in and sign-out, will always be at the main office. A staff member at the office will retrieve your camper(s) for you. Campers will only be released to those adults whom the parent or guardian has designated on the original application form. If the parent or guardian request that someone else sign-in and /or sign-out the camper, the request must be made in person and added to the campers application form. For this reason, we ask that you list as many people as possible that you think might eventually pick up your child(ren) from summer camp. Anyone signing out a camper will be requested to show some type of identification. In order for a camper to sign themselves in and out, the youth must be at least 12 years old and have authorization to do so on their camper application form. In the event that you drop off your child for self sign-in please make sure that he or she successfully enters the recreation center building. A child 12 or older is not allowed to sign-in or sign-out a younger sibling.

NON-CUSTODIAL PARENT: Unless a copy of a current restraining order is on file at the recreation center, a non-custodial parent will be allowed to sign-in and/or sign-out a camper at anytime. We ask, for the happiness of the camper that divorced or separated couples agree to review this parent manual together and abide by the policies herein.

ACTIVITIES TIME: Organized group activities will begin at 9:00AM. If you know that your child will be late or absent from camp on any given day, it is important that you call us by 9:00AM to let us know. We will have activities planned until 5:00PM daily. Please do not pick up campers until that time if possible.

PARTICIPATION: A variety of different activities will take place throughout the day. It is important, and to each child's benefit, that everyone participates in all activities. Participation by everyone makes camp more fun for all youth and staff. If your child refuses to participate in organized activities and refuses to follow the directions laid forth by camp counselors, the guardian of child will be called and required to pick up the camper. Disruptive campers create problems for the counselors because of the fact that we do not offer one to one camper – counselor ratio but rather do activities in a group setting.

DRESS CODE: Children must wear closed-toe shoes to camp for their protection. Please do not send your child to camp in sandals or Crocs. Your child needs to dress appropriately. Dresses, skirts and dress-type clothing should not be worn to camp. Please ensure that your child(ren) can participate in all activities and are not inhibited by their clothing. If child(ren) needs to change their clothes during camp hours, please make sure they can dress themselves. Please feel free to come early to help. Counselors and other campers **CAN NOT** change or help change a camper. Because changing space is limited, it is recommended that on days that swimwear is required, children wear their swimwear to camp underneath their clothing and are ready for water activity prior to arriving at camp.

BREAKFAST AND SNACK: We do not provide breakfast. We do provide an afternoon snack between the hours of 3:00pm – 4:00pm. Please make sure your child eats a healthy breakfast before arriving at camp.

LUNCH: A free lunch will be provided by the Summer Lunch Program. Lunch will be served each day from 12:15PM -12:45PM, with the exception of trip days. A lunch menu will be given out for the entire summer lunch program so that parents can see what their child (ren) will be eating each day throughout the summer. Parents are encouraged to send their child with a lunch or snack if they believe their child (ren) will not eat the free lunch provided.

SPECIAL DIET LUNCH/SNACK: If your child is on a special diet, please pack a spoil-free lunch for your child everyday. The best are granola bars, dried fruits, and trail mix. We have a microwave and refrigerator on site so that counselors can warm up food as needed. Do not send perishables in your camper's lunch. Please advise the Cypress Park staff of any food allergies your child(ren) may have and indicate this in their camper application packet. Provide an extra drink for your child. The best drinks are those do not contain a lot of sugar. Check the contents of

the package to ensure that healthy drinks are sent. Water bottles, with your child's name on it are encouraged. It is important that we work together to prevent dehydration of any camper and have a health-conscious attitude.

PRE-TRIP PROCEDURES: it is imperative that all campers arrive to camp on time on field trip days. Prior to all trips, all participants and staff will receive a pre-trip orientation. Participants will be assigned to groups with at least 1 recreation staff member before boarding the bus. Health History/Emergency Forms will be taken on every field trip. A trip itinerary and complete roster of participants will be left at the center. Upon arriving to the field trip location, Recreation Staff will designate a clearly identifiable and known landmark as a "rally point" or "link-up point" where participants will go in the event that anyone becomes separated from their group. All participants will be advised to remain at the designated "link-up point" or "rally point" until a Recreation Staff arrives to retrieve them.

FIELD TRIP: There will be a Recreation full – time staff member on all trips. Trip days will, for the majority of the time, fall on a Thursday. There will be no day camp available for any camper who elects not to attend the trip. Any camper that does not meet at the center will not be permitted to go on the trip. Please refer to your trip schedule for drop-off and pick-up times and please arrive at the recreation center at the listed field trip departure times. We return back from all field trips before 6:00PM. Please be at the recreation center at least 10 minutes prior to 6:00PM. It is much nicer for you to wait for your child, than to make your child wait for you. However, due to unforeseen circumstances, we are sometimes a little late arriving back at the center at our designated time. The policy remains the same; a late fee will be charged if your child has to wait to be picked up. Please read the field trip fliers given out weekly to inform you of what your child should bring on a trip. Please note where we are going on our trip and for how long we will be gone and please send your child with spending money accordingly. If a field trip requires additional payment, that payment must be made prior to the day of the trip. Please check the field trip schedule for trip prices and times of departure and arrival. **NOTE:** No camper may go on a field trip without current version of summer camp shirt. In the event that no extra shirts are available, the camper will be sent home, or parent will need to pay the \$10.00 fee for a new shirt. We can't allow any child to go on a field trip without camp shirt for safety concerns. There will be no refund or adjustments in weekly fees for any trip(s) that camper(s) do not attend.

FIELD TRIP LUNCH: You will be notified whether to send a non-perishable lunch or lunch money on field trip days. We ask that you please abide by our request as some field trip locations do not allow outside food and others might not have anywhere to purchase food. If you are asked to send money for your camper's lunch, a minimum amount is suggested. Parents will be advised as to how much lunch money should be provided on a trip to trip basis. Please refer to the 2024 summer camp weekly brochure for more information.

BEACH TRIP: All campers will be required to bring their own towel and sun block on a beach trip. It is highly recommended that you do not send socks with your child on these days, as they tend to get lost easily.

The following rules will be observed:

1. We will participate in water play only where lifeguards are present and water pollution levels are safe.
2. Campers must utilize the buddy system, especially in the water. Campers may enter the water only when counselor is on water duty.
3. Campers may not go into the ocean where water levels exceed their waist.
4. All campers are required to eat lunch as a group. A rest period will be required before the campers can get back into the water.
5. No camper is permitted to go to the restroom facilities alone. At all times, a recreation staff member will accompany all campers that wish to use the restroom.

BUS GUIDELINES: The City of Los Angeles, Department of Recreation & Parks provides school buses for field trips. One staff member will be designated as a bus leader. The leader will take count of all campers prior to our departure from the Cypress Park Recreation Center. Another count will be conducted once the entire group is on the bus. Campers will walk to and from the bus in single file lines. The bus leader is responsible for maintaining a roll-call sheet while traveling to and from any field trip. The driver may enforce the bus rules; however, it is the responsibility of the bus leader to ensure that the rules are covered prior to departure to and from any field trip. Upon return to the facility from a field trip, all campers must be signed out. Please do not see your child get off the bus and try to take the camper without signing – out. Please wait until all youth are to a designated area, where counselors can address which campers are leaving in a controlled environment.

BUS RULES:

1. Recreation Staff must sit next to the emergency exit.
2. Eating, drinking, or gum chewing is not allowed
3. The use of cell phones, radio, iPods, MP3 players, or headphones/ear-buds is not permitted on the bus.
4. Talking and singing are permitted so long as it does not distract the driver.
5. Windows on buses may not be lower than the 3rd notch.
6. Everyone must remain seated and facing forward while the vehicle is in route to and from trip.
7. Arms and legs must be kept inside the vehicle at all times.
8. Passenger's entire body and personal belongings must be clear of the bus aisle at all times.

VAN SAFETY: Children will not be permitted to bring open beverages or food (candy included) of any kind into a city vehicle. Campers must remain seated, with seatbelts on at all times.

- Riders must follow instructions of the counselor(s) / driver at all times.
- Riders must keep their body parts inside the van at all times.
- The use of personal radios, iPods, MP3 players or headphones/ear-buds is not permitted in the van.
- Children cannot open or close the van doors for safety reason. The van driver will open and close the van doors.
- Children should use their "inside voices" while riding in the vans.
- Booster seats will be used in accordance with California safety laws.

SWIM DAYS: Unless otherwise noted, swim days will be on Fridays between the hours of 2:00PM – 6:00PM. All L.A. City Aquatic's rules will be observed when visiting L.A. City pools. Lifeguards are on duty at all times. In addition Camp staff will supervise the campers in the pool. All swimmers must wear appropriate swimwear. They are to use a swimsuit or trunks with an inner lining; they will not be allowed into the pool with anything else. Please have your child wear their swimsuit underneath their clothes. Each child should also have a towel and sunscreen. Please be advised that children under the age of 7 will not be able to go swimming. Aquatic's rules require that children under the age of 7 must be accompanied (1 to 1), by an adult, at all times and we cannot meet that requirement with our current staffing numbers. Children who do not go to the pool will stay at Cypress Park and participate in some type of entertaining activity.

CAMP GUIDELINES: Campers are expected to abide by the Six Pillars of Character. These guidelines are to enhance the growth and development of all participants.

1. **TRUSTWORTHINESS:** Be honest; do not deceive, cheat or steal. Be loyal.
2. **RESPECT:** Treat yourself and others with respect. Use good manners and no foul language. Don't threaten, hit, or hurt anyone.
3. **RESPONSIBILITY:** Do what you are supposed to do. Think before you act, and be accountable for your choices.
4. **FAIRNESS:** Play by the rules, take turns, and share.
5. **CARING:** Be kind, compassionate, and show you care.
6. **CITIZENSHIP:** Do your part to improve your Park and Community.

SAFETY RULES:

1. **BUDDY-UP:** Campers must take a buddy with them at all times (ex. Restroom, water fountain) and notify counselors before going anywhere.
2. **COMFORTABLE FOOTWEAR:** No sandals or Crocs. Closed-toe shoes must always be worn.

PARENTS OATH:

- My child and I will abide by the rules and guidelines established by Cypress Park Recreation Center in an effort to ensure the safety, health, and welfare of all participants.
- I will help with all discipline matters concerning my child. I understand that failure to obey all summer camp rules may result in dismissal from the program.

- I fully understand and agree that there is a ZERO TOLERANCE policy for campers in regard to the use of alcohol, drugs, drug paraphernalia, or any illegal controlled substances. I also understand that the use of drugs or alcohol is grounds for immediate dismissal from this program.
- I fully understand that violent or disrespectful behavior, based on the Camp Director's judgment, will not be tolerated and may also result in immediate dismissal from this program.
- I fully understand that weapons of any kind are not permitted on park grounds.

Cypress Park Recreation Center reserves the right to cancel or substitute programs or activities when necessary.

PROBLEM RESOLUTION: If your child has a problem with another camper, he/she should bring it to the attention of the Recreation Staff to resolve the issue. Under no circumstances should any camper retaliate against another camper.

DISCIPLINE: We want a fun and safe camp for everyone, but there will be consequences for continual misbehavior. In the event that the rules are broken, the following 4-step Re-Direction procedure will be carried out.

DISCIPLINARY PROCEDURES:

1. First incident: the child will be spoken to about their inappropriate behavior.
2. Second incident: A conference with the Camp Director. This will be recorded on a Sad Gram, and the parent will receive a copy.
3. Third incident: a conference with the Director-in-Charge and the issuance of a Sad Gram with a scheduled meeting with the parents.
4. Fourth Incident: a cool-down time will be issued until the parent comes to pick up the camper. We will contact the guardian and ask that you pick up the camper immediately. A report will be issued dealing with the incidents. The Director-in-Charge will meet with the parent(s) and camper to discuss a resolution for the incident or the dismissal or suspension of the camper from the program. A third Sad Gram will be issued. Three strikes and you are out policy will be enforced.

VIOLENT BEHAVIOR AND DISOBEDIENCE THAT ENDANGERS AND/OR DISRUPTS THE SUMMER DAY CAMP REQUIRES IMMEDIATE PARENT PICK-UP FROM ANY SAID LOCATION. IN THE EVENT A PARENT OR AUTHORIZED ADULT CANNOT BE LOCATED, THE CAMPER MAY BE SEPARATED FROM CAMP UNTIL AN AUTHORIZED ADULT CAN BE REACHED. NO REFUND WILL BE PROVIDED.

PERSONAL BELONGINGS: You are encouraged to label all personal articles (clothing, camp shirts, backpacks, lunch pails, etc.) so as to ensure accountability. **Campers are not to bring personal items (balls, money, electronic games, jewelry, walkman/ipod/MP3 players or cell phones, etc.) to camp.** Campers will not be allowed to use cell phones during camp hours. If seen by staff, these items will be taken away and returned at the end of the day. The Recreation Center, its staff, and the City of Los Angeles, Department of Recreation and Parks are not responsible for lost or stolen items.

LOST & FOUND: Any lost and found items will be put in the Lost & Found bin. Before leaving, please search through the Lost & Found box for any of your camper's items. The box will be emptied out every other week. Items will be placed to the trash.

PHONE CALLS: Campers are not allowed to use cell phones at camp. A staff member will call you if there is an emergency or a camper is ill. We also ask that you do not call your child at camp. Phone calls interrupt whatever activity your child is participating in. There is only one phone line at camp, and we must leave that line open for emergencies. If you need to get a message to your child, a staff member can relay the message. Please only call for emergencies.

ILLNESS, EMERGENCY, AND MEDICATION:

- **Minor Injuries:** Staff, certified in CPR/First Aid will administer treatment for minor cuts, scrapes, and bruises. The injury will be logged, and the parent will receive a notification upon incident of accident. Staff will contact you and send some photos of the injury.

- **Emergency/Major Injuries:** In the event of a major medical emergency, 911 will be called, and the camper will be transported to the nearest hospital. The parent/guardian will be called immediately. We will use the phone numbers listed on the application. In the event that the parent(s) cannot be located, the other emergency contacts will be notified. Please advise us in writing, of all current phone numbers.
- **ILLNESS:** DO NOT send your child to camp if he/she is not feeling well. Should your child become ill while at camp, he/she will be separated from other children and made as comfortable as possible. The parent/Guardian will be called at the numbers listed on the camper application packet to pick up the camper immediately. For the protection and safety of all participants, campers with contagious medical conditions will not be admitted for summer day camp. Proof of doctor's medical release is required before the camper is re-admitted to the day camp (Examples of this include pink eye, lice, etc.).
- **MEDICATION:** We are not authorized to administer any medication. If your child requires any sort of medication it must be signed in and out to the recreation center's main office. All medication must have the campers name on the label along with clear instruction for use. Staff **WILL NOT** be responsible for directly administering medication to the camper but will supervise the camper while he/she takes their medication.
- **COVID-19.** We will follow all up to date Department of Public Health and City of Los Angeles current protocols in regards to exposure or the testing positive to the Covid-19 virus. Masks will be provided should a camper or guardian request or desire one.

Parent(s) or guardian are required to immediately advise the camp Director in writing, of any and all changes to medical history, authorization and contact information.

DRILLS: To assure the safety of the campers, weekly drills will be held. Because of the nature of life in Los Angeles, the drills address a variety of situations: fire, earthquake, major accidents and security breaches.

STAFF: All staff member have gone through the interview process by the camp Director to ensure that they meet the qualification for summer camp counselors. The majority of the camp staff have worked as volunteers, summer youth employment workers, or recreation assistants prior to this summer. All staff have gone through the City of Los Angeles Department of Recreation and Parks hiring process, which includes fingerprinting to investigate criminal background. In addition each staff member has received a minimum 8 hours of staff training that includes CPR, First aid and American Camping Association workshops. No staff member under the age of 18 is ever left alone with the campers.

SUPERVISION RATIO:

Camper age	Number of staff	Number of campers
5-8 years	1	8
9-11 years	1	10
12-15 years	1	12
<u>On Field Trips</u>		
5-12 years	1	8

GUESTS: Parents are not allowed to participate or attend field trips with staff. The only Children allowed on trips are the campers. Unless they are registered and participating in the day camp, no siblings or friends will accompany the summer camp on any trips.

HEALTH HISTORY FORM / EMERGENCY CARDS: For the protection of your child, we request that health history form and camper application be as complete and accurate as possible. We cannot accept a camper application with the parent/guardian listed as the only emergency contact. It is mandatory that another adult be listed, in the event that the parent/guardian cannot be located.

Please list your cell phone numbers also. If you know you cannot be contacted at the number listed on your camper's application on a particular day, please provide staff, in writing, with an alternate number.

CHILD ABUSE: 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.

HARASSMENT OF ANY OTHER CHILDREN BY ANY PARENT OR FAMILY MEMBER IS CONSIDERED TO BE CHILD ABUSE, AND WILL BE REPORTED.