

City of Los Angeles Department of Recreation and Parks

Encino Community Center

4935 Balboa Blvd., Encino, CA 91316 * Phone: (818) 995-1690

2024-2025

Follow us @  

WINTER



Ages:
5-12 yrs

CAMP



December 16 - January 3

CAMP ENCINO



Registration Begins
October 21



e-mail: Encino.communitycenter@lacity.org
web: <https://www.laparks.org/reccenter/encino-community>





Welcome to Camp Encino



Camp Dates

December 16 - January 3

Camp Days

Monday - Friday

Camp Hours

9:00am - 4:00pm

Extended Care Hours

7:30am - 6:00pm

(Included with fees)

Weekly Rates and Fees

- \$25.00** Registration Fee per child (includes 1 camp shirt)
- \$215.00** 5 days per week, includes trip
- \$205.00** 4 days, includes trip (weeks 2 & 3)
- \$190.00** 4 non-trip days per week (week 1 only)
- \$180.00** Any 3 non-trip days per week
- \$10.00** Additional Camp T-Shirt (must wear daily)
- \$1.00** Late pick-up fee (per minute, per child after 6pm)

Ages: 5-12 yrs

Camp Encino offers a wide variety of activities including sports, arts & crafts, science, games, cooking, weekly themed events, individual awards, group awards, contests, dress up days, great field trips, and MORE!

Week 1



December 16 - December 20

Field Trip: Knott's Berry Farm

Theme- Snowy Safari

****Camp offered Monday-Friday this week****

Daily Snacks are provided.



December 23 - December 27

Field Trip: John's Incredible Pizza

Theme- Icy Escape

****Camp is Closed on Wed., Dec. 25, 2024****

Children MUST wear camp t-shirt, closed toe shoes, & bring a lunch daily.

Week 3



December 30 - January 3

Field Trip: Adventure City

Theme- Frosty Festivities

****Camp is Closed on Wed., Jan. 1, 2025****

We reserve the right to cancel programmed activities without prior notice.



As covered entity under Title II of the Americans with Disabilities Act, the City of L.A. does not discriminate on the basis of disability, and upon request will provide reasonable accommodations to ensure equal access to its programs, services and activities.



Child's Name _____ Current Grade _____ Group _____

Registration Application



Encino Community Center
 4935 Balboa Blvd. • Encino, CA 91316
 Phone (818) 995-1690

Phone:
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December 16 - January 3

Initial Payment Breakdown

Camp Hours: 9:00am - 4:00pm
Extended Care Hours: 7:30am - 6:00pm (Included with fees)

Weekly / Daily Rates & Fees

\$25.00 Registration Fee per child (includes 1 camp shirt)
\$215.00 5 days, includes trip
\$205.00 4 days, includes trip (weeks 2 & 3)
\$190.00 4 non-trip days per week (Week 1 only)
\$180.00 Any 3 non-trip days per week
\$10.00 Additional Camp T-Shirt (must wear daily)
\$1.00 Late Pick-Up fee (per minute, per child after 6pm)

\$25.00	Registration Fee	\$
\$215.00 (5 days)	X _____ Weeks Paid in Full	\$
\$205.00 (WK 2 & 3)	X _____ Weeks Paid in Full	\$
\$190.00 (4 days)	X _____ Weeks Paid in Full	\$
\$180.00 (3 days)	X _____ Weeks Paid in Full	\$
\$10.00	X _____ T-Shirt(s)	\$
	Total Received	\$
	Receipt #	
	Initial Payment Date	
	Staff Name	
Yes	T-Shirts Received?	Qty _____

For Office Use Only

Payment is due in full for all weeks at the time of registration.

Please put an X in each box for the days you wish your child to attend camp.

MON TUES WED THUR FRI

WEEK 1: December 16 - December 20				
Dec. 16	Dec. 17	Knott's Berry Farm	Dec. 19	Dec. 20
WEEK 2: December 23 - December 27				
Dec. 23	Dec. 24	Dec. 25 CLOSED	John's Incredible Pizza	Dec. 27
WEEK 3: December 30 - January 3				
Dec. 30	Dec. 31	Jan. 1 CLOSED	Adventure City	Jan. 3

Scheduled Activities and Field Trips are subject to change or cancellation without prior notice.

Tuition	Receipt	Date
Tuition	Receipt	Date
Tuition	Receipt	Date

Other	Receipt	Date
Other	Receipt	Date
Other	Receipt	Date

Other	Receipt	Date
Other	Receipt	Date
Other	Receipt	Date

Camp Encino Registration Application

Group _____

Child's Gender: Male Female Other _____ Current Grade: _____ School: _____

Childs Name: _____ Age: _____ Birthdate: _____ / _____ / _____
First Last

Address _____ City _____ State _____ Zip Code _____

Parent / Guardian's Name: _____ E-mail Address: _____

Home Phone:() _____ Cell Phone:() _____ Work Phone:() _____

Parent / Guardian's Name: _____ E-mail Address: _____

Home Phone:() _____ Cell Phone:() _____ Work Phone:() _____

I authorize these additional persons (include car pools) to pick up my child and to be contacted in case of an emergency:

Please Note: If biological parent is not permitted to pick up child, written documentation by the court is required.

Name _____ Phone:() _____ Relation _____

Name _____ Phone:() _____ Relation _____

Name _____ Phone:() _____ Relation _____

MEDICAL INFORMATION: Insurance Provider _____ Policy # _____

Physician _____ Phone:() _____ Dentist _____ Phone:() _____

Is child on medication? Yes ___ No ___

If so, list medication: _____ Amount _____ Frequency _____

Reason for limitations of physical activities, if any _____

List any major illnesses, allergies, medical conditions, or behaviors we should be aware of in case of a major emergency

PLEASE READ THOROUGHLY AND SIGN /INTL. IN THE PERTINENT PLACES. CAMPERS WILL NOT BE PERMITTED TO PARTICIPATE IN ANY CAMP ENCINO PROGRAMS UNLESS THIS FORM IS CORRECTLY FILLED OUT, INITIALED, AND SIGNED.

AUTHORIZATION TO PARTICIPATE

My child, a minor, has my permission to participate in all Camp Encino activities therein (including chartered bus trips). I understand that certain activities by nature have an increased risk of injury, including death, despite extensive measures taken by staff to provide a safe environment and ensure the safety of my child. I understand the nature of games, sports, water play, and swimming activities and I am aware of the minor's experience and capabilities and believe my child to be qualified, in good health and in proper physical and emotional condition to participate in such activities. I agree to relieve the City of Los Angeles, Department of Recreation & Parks, its officers and agents and employees from any injury to my child in connection with this program. I further understand that the City of Los Angeles Department of Recreation & Parks CARRIES NO INSURANCE.

PARENT INITIALS _____

CONSENT TO TREATMENT OF A MINOR

I, as the parent/legal guardian of the minor participating in this program, do hereby authorize the City of Los Angeles Department of Recreation & Parks to act as agents for the undersigned to consent for any x-ray examination, anesthetic, medical or surgical diagnosis or treatment/hospital care which is deemed advisable by, and is to be rendered under the general or specialized supervision of any physician/surgeon licensed under the provisions of the Medicine Practice Act on the medical staff of a licensed hospital; whether such diagnosis or treatment is rendered at the office of said physician or at said hospital. It is understood that this authorization is given in advance of any such diagnose, treatment or hospital care which the aforementioned physician in the exercise of their best judgment, may deem advisable. This authorization shall remain effective through the conclusion of the event or program that the minor is participating in, unless revoked sooner in writing and delivered to said agent.

PARENT INITIALS _____

GENERAL POLICIES

1) Campers must meet age requirements by the start of camp and may be required to show proof of age. **2) Full refunds are only issued when the Recreation Center cancels the activity.** No refunds are granted once the 1st day of a registered camp week begins. A 15% administrative fee will apply to all qualifying refunds. Allow 6 to 8 weeks for processing of refunds. **3) Camp deposits/registration fees are non-refundable and non-transferrable.** **4) Tuition, must be paid in full (for all camps), no later than said due date, or you may lose your space in the program and your deposit.** If payment has not been paid by said due date, a late fee of \$10.00 will apply. If you require a paid week to be transferred, a 15% fee per week will be charged. **5) Only the parents and authorized individuals listed on this application will be allowed to sign-out the child.** When picking up the child ALL authorized individuals will be required to present a picture I.D. at anytime a staff member requests it, **NO EXCEPTIONS. Written permission must be provided by the parent/guardian if you wish your child to be released to anyone other than those authorized on the registration form.** **6) For safety purposes, Camp t-shirt and tennis shoes must be worn daily.** Children who attend camp without a t-shirt will be issued one and you will be billed appropriately. **7) Campers are responsible for providing and applying their own sun block as necessary.** Staff WILL NOT be held responsible for providing, applying, or having to remind campers to apply sun block. **8) For the safety and happiness of the children and staff, parents are not permitted to linger in or around the program for extended periods of time.** **9) Parents are not permitted to drop-off, pick-up, or accompany the children on any camp field trips.** **10) Staff reserves the right to change or alter programming at any time without notice.** **11) The facility, the staff, and the City of Los Angeles Department of Recreation and Parks are not responsible for broken, lost, or stolen items/articles.** Cell phones, electronics, personal toys, games and other items are NOT permitted at camp. **12) Camp Hours are from 7:30am-6:00pm.** Any child picked up after 6:00pm will be assessed a \$1.00 per child late fee for each minute late, over and above all other fees. **13) All activities, other than scheduled field trips and swimming will occur at Encino Community Center, Encino Park, and/or Encino's Women's Center.**

I acknowledge that I have read all of the policies in the parent handbook and as listed on this application. By my child's participation I agree to follow and abide by these rules and understand that transgression of any policy is cause for immediate expulsion from the program without refund.

Parent/Guardian (*Signature*)

Parent/Guardian (*Print Name*)

Date