

City of Los Angeles Department of Recreation and Parks



# CAMP BALBOA



# SUMMER DAYCAMP

CAMP BEGINS: JUNE 11-AUGUST 8



**REGISTER HERE**

**AGES  
5-12 YRS**

**CAMP HOURS ARE 9AM-4PM**

**Extended care is available for an additional cost**

## REGISTRATION BEGINS APRIL 1, 2025

17015 Burbank Blvd. Encino, CA 91316 | **Phone:** (818) 756-9642

**Email:** Balboa.SportsCenter@lacity.org | **Instagram:** BalboaSportsComplex

# CAMP BALBOA WELCOMES YOU!

1. Registration begins **APRIL 1, 2025** and will continue until registration is full. Spaces are limited; applications will be processed as received.
2. **REGISTER CAREFULLY.** There are **NO REFUNDS**, and **NO TRANSFERS of FEES** from one week to the next.
3. Participants must be age appropriate by the first day they attend and may be required to show proof of age.
4. A one time registration fee of \$25.00 per camper is required and it is NOT REFUNDABLE.
5. Your child is registered for a week of camp once we receive the full payment for that specific week and all registration forms. Your child's first week of camp must be paid in Full at the time of registration. REGISTER CAREFULLY—NO TRANSFERS of FEES.
6. Payments may be made by Visa, MasterCard, check or money order payable to: **L.A. City, Dept. of Rec. & Parks.**
7. Balances must be paid **BY THURSDAY** the week before your child attends.
8. **ALL TRIP VENUES are now CASHLESS.** When your child attends a trip you will need to send your child with a **re-loadable cash card for lunch.** Counselors will assist the campers in handling cash cards and receipts.
9. **Due to staff availability and unforeseen circumstances: All scheduled field trips and activities are subject to change or cancellation without prior notice.**
10. There are no alternate activities for campers on Trip Days. If your child is not attending the trip he/she will not be at Balboa for the day.
11. A weekly newsletter will be sent home with all important information for trips and activities. Times will vary on trip days so please check the WEEKLY NEWSLETTER each week for camper arrival times and trip durations.
12. Campers should bring their lunch daily. On Trip Days Campers should bring EITHER their Lunch OR a reloadable cash card.
13. The parent of a Camper who requires a one-on-one aide or "Shadow" must provide their own Assistant. The One-On-One Shadow MUST be from an Agency, not a family member. The parent shall pay all trip fees for the Shadow and any other fees associated with camp.
14. Please retain all receipts for tax purposes as we do not provide duplicates.
15. For safety purposes, please submit a recent photo of your child with their registration.
16. The Parent Manual will be provided for you. It contains more detailed information about the camp day, camper expectations, policy and procedure, and other vital information.
17. ALL REQUIRED FORMS MUST BE SUBMITTED BEFORE YOUR CHILD ATTENDS CAMP.

*Persons with disabilities are welcome to participate in our programs. In some cases a person of assistance may be required to aide the disabled participant at the cost of the patron.*

Week of:	TRIP LOCATION	CAMPER ARRIVAL TIME	TRIP Duration	LUNCH Or Cash card	What to Bring & Wear	WEEKLY CAMP FEE
Week 1 June 11th-June 13th	NO FIELD TRIP THIS WEEK	NO TRIP	NO TRIP	NO TRIP	Camp Shirt	<b>\$180</b>
Week 2 June 16th-June 20th No Camp June 19		TBD	June 18th	Cash Card	Camp Shirt Bathing suit Water Shoes Sunscreen Extra clothes	<b>\$205</b> <b>3 day option \$180</b> <b>(no trip)</b>
Week 3 June 23th-June 27th		TBD	June 25th	Cash Card	Camp T-Shirt Tennis Shoes Water sun- screen	<b>\$215</b> <b>4 day option \$190</b> <b>(no trip)</b>
Week 4 June 30th-July 3th No camp July 4th		TBD	July 2nd	Cash Card	Camp shirt Tennis shoes Sunscreen Water	<b>\$205</b> <b>3 day option \$180</b> <b>(no trip)</b>
Week 5 July 7th-July 11th		TBD	July 9th	Cash Card	Camp Shirt Bathing suits Water Shoes sunscreen	<b>\$215</b> <b>4 day option \$190</b> <b>(no trip)</b>
Week 6 July 14th-July 18th		TBD	July 16th	Cash Card	Camp shirt Tennis shoes Sunscreen Water & snacks	<b>\$215</b> <b>4 day option \$190</b> <b>(no trip)</b>
Week 7 July 21st-July 25th		TBD	July 23rd	Cash Card	camp shirt Sunscreen water	<b>\$215</b> <b>4 day option \$190</b> <b>(no trip)</b>
Week 8 July 28th- August 1st		TBD	July 30th	Cash Card	Camp shirt Comfy shoes	<b>\$215</b> <b>4 day option \$190</b> <b>(no trip)</b>
Week 9 August 4th-August 8th		TBD	August 6th	Sack lunch Snacks & water	Camp Shirt Bathing suits Water Shoes sunscreen	<b>\$215</b> <b>4 day option \$190</b> <b>(no trip)</b>

# CAMP BALBOA WELCOMES YOU!



## WEEKLY RATES & FEES:

\$25.00 Registration Fee (non-refundable)  
\$215.00 5 day option WITH TRIP  
\$190.00 4 day option NO TRIP  
\$180.00 3 day option NO TRIP  
\$ 60.00 Extended Care (1st child)  
\$ 30.00 Extended care for sibling  
\$10.00 Additional Shirt Cost

## TUITION:

Payment is due every Thursday for the following week. Our Summer Camp is a first come first serve basis

## EXTENDED CARE:

Extended care is an additional cost program that is from 8AM-9AM and from 4PM-6PM.

## REFUNDS AND CANCELATIONS:

Due to prior scheduling of staff, buses, trip reservations, pre-purchase of tickets, and the inability to replace your child's space on the days they are absent, NO REFUNDS, MAKE-UP DAYS, OR TRANSFERS of money, including absences related to illness or medical reasons, will be given for any day, including trip days. 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. Registration fees are non refundable. A 15% Administrative fee will apply to qualifying refunds. Refunds take 6-8 weeks to be processed. Refunds must be requested in writing using a refund request form.



# PLEASE CHECK ALL THAT APPLY (OFFICE USE ONLY)

- ☐ Week 1– Four Day    ☐ Week 2– Three Day    ☐ Week 3– Four Day-    ☐ Week 4– Three Day    ☐ Week 5– Four Day  
☐ Week 1– Five Day    ☐ Week 2– Four Day    ☐ Week 3– Five Day-    ☐ Week 4–Four Day    ☐ Week 5– Five Day  
☐ Week 6– Four Day    ☐ Week 7– Four Day    ☐ Week 8– Four Day    ☐ Week 9– Four Day  
☐ Week 6– Five Day    ☐ Week 7– Five Day    ☐ Week 8– Five Day    ☐ Week 9– Five Day

Please only check off weeks that you have paid for not weeks that you are planning to

CAMP DAYS & HOURS & FEES		
<u>Registration Fee</u>	Registration fee includes 1 Camp Shirt	\$25 (one time fee) Non-refundable
<u>Camp Days</u>	Monday—Friday ( 9AM-4PM) **Field Trips on WEDNESDAYS* unless specified	\$190 4 Day option no field trip \$215 5-Day option With TRIPS
<u>Extended Care</u> *Additional cost	Extended care 8AM-9AM & 5PM-6PM	\$60 (FIRST CHILD) \$30 SIBLING COST
<u>Extra Camp Shirt</u>	Must be worn daily; \$10.00 for additional shirts.	\$10 each
<u>Late Pick Up Fee</u>	Pick-up after 6:00pm	\$1 per minute

Balboa Summer Camp will consist of:

Cooking

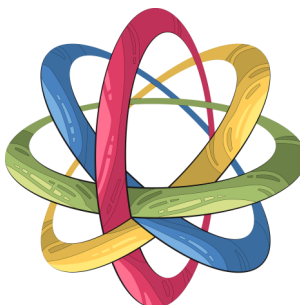
Science

Field Trips are on WEDNESDAYS

Sports

Indoor Games

Arts & Crafts



**NO CAMP ON:**

**JUNE 9-10, 2025**

**JUNE 19, 2025**

**JULY 4, 2025**



# SUMMER CAMP 25 APPLICATION

Participant Name \_\_\_\_\_

DOB \_\_\_\_\_ AGE \_\_\_\_\_

## Camper Information

Group \_\_\_\_\_

Child's Gender: (please circle)

Male / Female / Other      Current Grade: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Parent or Guardian Name:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_  
**Best Contact Phone:** (    ) \_\_\_\_\_ - \_\_\_\_\_ **Home / Work Phone:** (    ) \_\_\_\_\_ - \_\_\_\_\_ **Ext.:** \_\_\_\_\_

**Parent or Guardian Name:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_  
**Best Contact Phone:** (    ) \_\_\_\_\_ - \_\_\_\_\_ **Home / Work Phone:** (    ) \_\_\_\_\_ - \_\_\_\_\_ **Ext.:** \_\_\_\_\_

The following individuals have my unrestricted permission to pick up and sign out the above children without any further confirmation from me. Photo identification will be required upon picking up the participant.

Name \_\_\_\_\_ Phone: (    ) \_\_\_\_\_ Relation \_\_\_\_\_  
Name \_\_\_\_\_ Phone: (    ) \_\_\_\_\_ Relation \_\_\_\_\_  
Name \_\_\_\_\_ Phone: (    ) \_\_\_\_\_ Relation \_\_\_\_\_  
Name \_\_\_\_\_ Phone: (    ) \_\_\_\_\_ Relation \_\_\_\_\_

The following individuals are **NOT AUTHORIZED** to pick up and sign out the above children. **Please Note:** If named person is a biological parent, written documentation by the court is required.

Name \_\_\_\_\_ Phone: (    ) \_\_\_\_\_ Relation \_\_\_\_\_  
Name \_\_\_\_\_ Phone: (    ) \_\_\_\_\_ Relation \_\_\_\_\_

**MEDICAL INFORMATION:** Insurance \_\_\_\_\_ Provider \_\_\_\_\_ Policy # \_\_\_\_\_

Physician \_\_\_\_\_ Phone: (    ) \_\_\_\_\_ Dentist \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Is child on medication? Yes \_\_\_\_\_ No \_\_\_\_\_

**If so, what**

**Kind:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Frequency:** \_\_\_\_\_

Reason for limitations of physical activities, if any \_\_\_\_\_

**Allergies or food sensitivities, if any:** \_\_\_\_\_

List any major illness or medical conditions or behaviors that we should be aware of in case of a major emergency

\_\_\_\_\_  
\_\_\_\_\_

# Camp Balboa Summer Registration (Continued)

INITIALS \_\_\_\_\_

## **AUTHORIZATION TO PARTICIPATE**

My child, a minor, has my permission to participate in all Camp Balboa 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 and sports 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) Refunds** may be issued for long-term illnesses only, provided that we receive a signed note from a licensed physician within the same week the child was absent. A 15% processing fee will apply to all refunds in addition to all other non-refundable fees. Allow 6 to 8 weeks for processing of refunds. No full refunds will be given unless the activity is cancelled by the center. **3) All camp deposits are non-refundable and non-transferrable, NO EXCEPTIONS.** **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. **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 8:00am-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 will occur at Balboa Sports Complex.**

### **Refunds and Cancellations**

Due to scheduling of staff, busses, trip reservations, pre-purchase of tickets, and the inability to replace your child's space on the days they are absent, **NO REFUNDS, MAKE-UPS, OR TRANSFERS of money,**

Refunds will be processed **ONLY** if you meet the pre-requisites listed below.

- Refunds must be requested **Two Weeks in advance.** NO FULL REFUNDS.
- Deposits and Registration Fees are NOT REFUNDABLE.
- Refunds **will not** granted if your child attends any portion of the camp week.