

# 2024 SUMMER DAY CAMP

## PARENT MANUAL

### WELCOME

Welcome to Chevy Chase Summer Day Camp Program. Here at our camp, your children will participate in a safe and fun filled environment. They will interact with fellow campers in games and activities designed to build self-esteem and encourage cooperation.

This handbook will provide you with important information about our camp. Please read through it carefully, and if you have any questions or concerns, please contact one of our camp staff members at (818)550-1453. Thank you for participating in our program.

### HOURS OF OPERATION

Summer Day Camp will operate from 8:00 a.m. – 6:00 p.m., Monday through Friday. Extended care is included. Campers must be signed in, so please do not drop off your child before this time.

### REGISTRATION PROCEDURES

Registration will be online: <https://reg.laparks.org/web/wbwsc/webtrac.wsc/splash.html> or in person. Registration is an ongoing process until the maximum number of campers are reached for the week. There is a cap of 45 campers per week. Every child must have a current, up to date application and emergency/health history card on file before they will be accepted into the program. It is important for the safety of your child, that you notify the office of any changes that need to be made on the form anytime during camp hours.

### TRADITIONAL DAY CAMP

Our Traditional Day Camp is designed for children ages 5-12 years old. Five year old participants who wish to register for this camp must have turned 5 by June 12, 2024.

### CIT CAMP

Our Counselor-In-Training Program is designed for children 13-16 years old. CIT's will assist counselors in leading group activities for the children who are enrolled in the traditional day camp program, and also learn valuable leadership, citizenship and life skills. A segment of the day will also be designated for age appropriate activities which include physical fitness and training based workshops.

### PAYMENT POLICY AND PROCEDURES

- Payments can be done online or in person
- Only participants who have paid for the current camp session will be allowed to participate in camp.
- Camp fees are set as weekly sessions and not on a per day basis. Fees will not be prorated unless Chevy Chase RC staff cancels a day/week.
- No full refunds will be issued unless camp is cancelled by center.
- A 15% administrative fee will apply to all refunds.
- Fees are non-transferable and may only be applied as indicated on the receipt.
- Only payments by personal check, credit card, 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.

**CAMP WEEK FEE:**

Is due the Friday prior to the start of the selected week, if space is still available. Please see camp flyer for weekly fees. Camp fees include supervision, activities, lunch, and afternoon snack, and fieldtrip fees. Day camp is Monday through Friday from 8:00am-6:00pm. Structured camp activities will take place from 9:00am-4:00pm. hours may vary on trip days.

**LATE PICK-UP FEE:**

Will be charged at \$5.00 for every 15 minutes after the end of camp. The end of camp will be 6:00p.m. Parents, please contact the center immediately if you anticipate being late. After several attempts to contact the parent or legal guardian, any child not picked up when the park closes at 8:00 p.m. will be turned over to the Security Services Division (SSD) or LAPD. The late fees will also be charged. Please don't keep your child waiting.

**SIGN-IN AND SIGN-OUT PROCEDURES:**

Parents or a designated adult must sign-in and sign-out their child daily with a full signature. Do not drop off your children without signing them in. There will be no exceptions. Campers will be released only to those adults whom the parent has designated on the original application form. If a parent requests that someone else sign-in and/or sign-out the camper, the request must be made in person and added to the camper's application form. For that reason we ask that you list as many people as possible that may possibly pick your child up from camp. Anyone signing out a camper may be requested to present identification. Camp Chevy Chase will not allow any children enrolled in the traditional day camp to sign themselves in and out. A parent/guardian or authorized adult must sign them in and out.

**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-out the camper at any time. We ask for the happiness of the camper that divorced or separated couples agree to review this parent manual together and agree to abide by the policies herein.

**LUNCH & SNACK**

Chevy Chase RC participates in the Free Summer Lunch program offered to youth ages 1-18. The program runs from June 13 - August 2, 2024, no food service on Monday June 12, Monday June 19, Thursday July 4, and week 9 of camp August 5-August 9, 2024. The free summer lunches are given to us through a grant program, therefore we have no control over the menu. If your child is on a special diet or a picky eater, please pack a spoil-free lunch for your child every day. Do not pack foods that need heating or refrigeration. We highly recommend that campers eat breakfast before coming to camp since the majority of campers are enrolled in camp for more than 8 hours per day and we only provide one meal. We ask that you send additional snacks and a water bottle with their name on it that they can enjoy throughout the day and refill as needed. Most hours will be held outdoors so hydration is a must.

An afternoon snack will be provided by the camp. The designated snack time will be at 3:30pm. Snack is not provided on trip days.

## **PROPER CAMP ATTIRE**

Due to the different kind of activities your child will be participating in, proper attire is a must! In order to provide the safest experience possible the majority of programming will be outdoors! Please consider this when preparing your child for the day. The following are suggestions for proper program attire: closed toe shoes, a hat, t-shirt, a pair of jeans or shorts, and SUNSCREEN. Please DO NOT send your child to camp in open-toed shoes, a skirt, dress or anything that will prevent them from taking part in outdoor program activities.

It is recommended that campers bring the following items EVERYDAY:

- Water bottle with name on it
- A hat
- Closed toe shoes (for daily sport activity)
- Sunscreen (preferably spray-on types)

\*\*Please label all your child's belongings.

Your child is responsible for his/her belongings.

**Staff is NOT responsible for belongings that are misplaced, lost, or left after closing.**

## **SUMMER CAMP T-SHIRTS**

Two Summer Camp t-shirts will be issued to each participant. These shirts must be worn daily and especially on fieldtrip days. Any child not wearing the camp t-shirt on a trip day will not be allowed to attend the trip. If the t-shirt is lost or misplaced, an additional one can be purchased for \$10, if available.

## **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 an adult before boarding the bus. Health History/Emergency Forms will be taken on every trip. A trip itinerary and a complete roster of participants will be left at the center. Upon arriving to the trip site, 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 the group. All participants will be advised to remain at the designated "link-up point" until a Recreation Staff arrives to retrieve them.

## **FIELD TRIPS**

Trip days will, for the majority of the time, fall on Thursday. Any camper that does not meet at the center will not be permitted to go on the trip. We will not wait for late campers, NO EXCEPTIONS! NO REFUNDS WILL BE ISSUED FOR MISSED TRIPS. Please refer to the trip schedule for drop-off and pick-up times. Due to unforeseen circumstances, we are sometimes a little late arriving back at the center at our designated time. The policy still remains the same; a late fee will be charged if the child has to wait to be picked up. The weekly Info board & newsletter will let you know what your child should bring on the trip. Please note where we are going on our trip and how long we will be gone and send your child with spending money accordingly.

NOTE: No camper may go on a field trip without the current camp shirt.



## **FIELD TRIP LUNCH**

You will be notified whether to send a non-perishable lunch, lunch money or if lunch is being provided on field trip days. We ask that you please abide by our request as some locations do not allow outside food and others may not have anywhere to purchase food. If you are asked to send money for your camper's lunch, a minimum amount will be suggested.

## **POOL DAYS & WATER PLAY**

Campers will be transported via city van. All LA City Aquatics' rules will be observed when visiting LA 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 permitted in the pool with anything else. Please have your child wear their swimsuit underneath their clothes. Each child should also have a towel and sunscreen. Children may bring sandals to wear at the pool but, must still wear closed toe shoes at camp.

Please be advised that children under the age of 7 will not be going swimming. Aquatic's rules required 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.

Children who do not go to the pool will participate in water play. Please send a towel, sunscreen and a change of clothes for those who will be participating in water play. Pool Days and water play will be on Fridays. Please see weekly info board for details and updates.

## **BEACH TRIPS**

All campers will be required to bring their own towel and sunblock on beach trips. 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 a counselor is on water duty.
3. Campers may not go into ocean where water level exceeds 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 any and all campers that wish to use the restroom.

## **BUS GUIDELINES**

The City of Los Angeles, Department of Recreation & Parks provides buses for field trips. One staff member will be designated as bus leader. The leader will take a count of all campers prior to our departure from the center. Another count will be conducted once the entire group is on the bus. Campers will walk to and from the bus in a single file line. The bus leader is responsible for maintaining a roll-call sheet while traveling to and from field trips. 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 the trip. Upon return to the facility all campers must enter all the way inside the facility in a single-file line before they may be signed out.

## **BUS RULES**

1. Recreation Staff must sit next to emergency exits.
2. Eating, drinking, or gum chewing is not allowed.
3. The use of cell phones, radios, etc. or headphones/earbuds 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 any 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. Ensure that your entire body and personal belongings are clear of the aisle at all times.

## **VAN RULES**

- Children will not be permitted to bring open beverages or food (candy included) of any kind onto the van. Campers must remain seated, with their seatbelts on at all times.
- Riders must follow the instructions of the counselors/driver at all times.
- Riders must keep their body parts inside the van at all times.
- All personal items and trash must be picked up before leaving the van.
- The use of cell phone, radios, iPods, headphones/earbuds is not permitted in the van.
- Children cannot open or close the van doors. The van driver will close the van doors.
- Children should use "inside voices" while riding in the vans.

## **SUMMER PLAY CAMP RULES**

The following rules are meant to be discussed and understood by both parents and campers:

1. Campers are expected to participate in ALL activities.
2. Campers must follow directions at ALL times.
3. All campers must show respect for themselves, other campers, and the camp staff.
4. Campers must let a counselor know where they are going at ALL times.
5. Children must keep all body parts to themselves.
6. Children must stay with their assigned groups at all times.
7. Campers must take a buddy with them when they go to the restroom and/or to get a drink of water.
8. Sandals or open toe shoes should NOT be worn to camp.
9. Children must not use profanity.
10. Campers are expected to handle equipment, games, material and supplies appropriately.
11. Children and/or family members must not possess weapons or illegal substances.

## **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. The Buddy System requires that three people be together at all times.
2. **COMFORTABLE FOOTWEAR** No sandals or Crocs. Closed toe shoes must always be worn.
3. **NO STRANGERS.** Do not talk to strangers. Only talk to other campers and staff.
4. **HYDRATE.** Always send you child with a bottle water so they may fill up and drink water and keep hydrated during Summer camp activities.

## **BUS RULES**

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

1. **TRUSTWORTHINESS** be honest. Don't deceive, cheat or steal. Be loyal.
2. **RESPECT** Treat yourself and others with respect; follow the Golden Rule. Use good manners, not bad language. Don't threaten, hit or hurt anyone.
3. **RESPONSIBILITY** Do what you are supposed to do, and keep the park clean. Think before you act. 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 share to make your Park and Community better.

## **PARENT'S OATH:**

- My child and I will abide by the rules and guidelines established by Chevy Chase 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 rules of the center may result in dismissal from the program.
- I fully understand and agree that there is a ZERO TOLERANCE policy for campers in regards 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 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.

Chevy Chase Recreation Center reserves the right to cancel or substitute programs or activities when necessary.

## **Lost & Found:**

Mark all your child's belongings with their name. We keep lost articles for a 30 day time period, so please check regularly.

## **Medication:**

We are not responsible for directly giving medication to the campers.

## **Personal Belongings:**

All clothing, backpacks, and lunch bags should be labeled with your child's name. All personal toys, valuables and large sums of money must be left at home. Chevy Chase RC is not responsible for the lost or misplaced clothing, possessions, or money.

## **ITEMS NOT ALLOWED AT CAMP**

There are certain items that are not allowed at camp because they cause a distraction or a hazard. Campers are not allowed to bring electronic devices, iPads, tablets, electronic games, computers, or other media devices. Jewelry or other valuables are also not permitted. Campers will not be allowed to use their cell phones during camp. If a cell phone is brought to camp, it should be kept in a backpack throughout the day. If a camper needs to use their cell phone, they must get a counselor's permission. Chevy Chase RC is NOT responsible for lost, misplaced, damaged, stolen, or broken items. If you need to contact your child, please call (818) 550-1453.



**PROBLEM RESOLUTION:** In the event that your child should have 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.

**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: child will be spoken to and their energies will be redirected.
2. Second incident: a conference with the Camp Director. This will be recorded on a Conduct Report Form and the parent will receive a copy.
3. Third incident: a conference with the Director-in-Charge and the issuance of a Conduct Report 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 you and ask that you pick up the camper as soon as possible. A report will be issued dealing with the incidents. The Director-in-charge will meet with the parents and camper to discuss the resolution of the incident or the dismissal of the camper from the program.

**VIOLENT BEHAVIOR AND DISOBEDIENCE THAT ENDANGERS AND/OR DISRUPTS THE CAMP REQUIRES IMMEDIATE PARENT PICK-UP. IN THE EVENT A PARENT OR AUTHORIZED ADULT CANNOT BE LOCATED, THE CAMPER MAY BE DISMISSED FROM FURTHER PARTICIPATION IN CAMP. NO REFUNDS WILL BE PROVIDED.**

NOTE: All Conduct Reports are kept in the camper's files. Campers are accepted back to camp when parent has signed the form. Upon receiving four (4) Conduct reports throughout the 9 weeks of camp, your child will be terminated from the program. There are no refunds if the camper is withdrawn from camp.

**TERMINATION FROM PROGRAM**

A child will be suspended or terminated from the program for the following specific behaviors:

- Constant harassment, bullying or use of racial or derogatory comments towards other children.
- Fighting.
- Behavior which results in repeated disregard of camp rules.
- Disrespect shown to staff members or park patrons.
- Consistent use of profanity (abusive language).
- Possession of illegal weapons or substances or replicas of weapons.
- Theft, or destruction of personal, or facility property.
- Endangering the health and safety of other children or staff.
- Leaving the facility without permission.

**DRILLS**

To assure the safety of the children, emergency drills will be held. The drills addressed will be a variety of situations: fire, earthquake, major accidents and security breaches.

**PHONE CALLS**

Campers will not be allowed to use cell phones or park phone. If there is an emergency or the child is ill, a staff member will call you. We also ask that you do not call your child. Phone calls interrupt whatever activity your child is participating in. If you need to get a message to your child, a staff member will be able to relay a message, but please only call for emergencies.

## **ILLNESS, EMERGENCY, AND MEDICATION**

Illness: This is a Well Child facility. DO NOT send your child if he/she is not feeling well. Should the camper become ill while here, camper will be isolated, and parents/guardians will be called at the numbers listed on the registration packet to pick up the camper immediately. For the protection and safety of all participants, children with contagious conditions will not be admitted in the program. (Proof of a medical doctor's release is required before the child returns to camp.

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 notification upon pick-up.

Emergency/Major Injuries: In the event of a major medical emergency, 911 will be called and the child 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 cannot be located, the other Emergency Contacts will be notified. Please advise us, in writing, of all current phone numbers and authorizations.

You are required to advise the Director IMMEDIATELY, in writing, of any and all changes to medical history, authorizations and contact information.

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 office. All medication must have the Child's name on the label along with clear instructions for use. Staff will not be responsible for directly administering medication to the child, but will supervise the child while he/she takes their own medication.

## **SUPERVISION RATIOS:**

At Site:

Camper age	# of staff	number of campers
5 -12 years	1	10

On Field Trips:

5-6 years	1	8
7-12 years	1	10

## **STAFF**

All staff have gone through the City of Los Angeles Department of Recreation and Parks hiring process, which includes fingerprinting to investigate criminal background.

There will be staff on site who are CPR and First Aid certified.

## **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.

HARRASMENT OF ANY OTHER CHILDREN BY ANY PARENT OR FAMILYMEBER IS CONSIDERED TO BE CHILD ABUSE , AND WLL BE REPORTED.





# SUMMER DAY CAMP

## DAILY SCHEDULE

8:00AM-9:00AM

ARRIVAL, EXTENDED CARE, SIGN-IN

9:00AM-9:30AM

CLEAN UP, ROLL CALL, ANNOUNCEMENTS

9:30AM-10:30AM

FULL CAMP ACTIVITY

10:30AM-11:15AM

ACTIVITY ROTATION #1: Sport, arts & crafts, group game, team activity

11:15AM-12:00PM

ACTIVITY ROTATION #2: Sport, arts & crafts, group game, team activity

12:00PM-1:00PM

LUNCH/ PLAYGROUND PLAY

1:00PM-1:15PM

AFTERNOON ROLL CALL, ANNOUNCEMENTS

1:15PM-2:00PM

FULL CAMP ACTIVITY

2:00PM-2:45PM

ACTIVITY ROTATION #3: Sport, arts & crafts, group game, team activity

2:45PM-3:30PM

ACTIVITY ROTATION #4: Sport, arts & crafts, group game, team activity

3:30PM-4PM

AFTERNOON SNACK

4:00M-6:00PM

EXTENDED CARE