

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS - METRO REGION/GRIFFITH DISTRICT

ELYSIAN VALLEY RECREATION CENTER
1811 RIPPLE ST. LOS ANGELES, CA 90039
(323) 666-5058

E-MAIL: ELYSIANVALLEY.RECREATIONCENTER@LACITY.ORG
WEBSITE: LAPARKS.ORG/RECCENTER/ELYSIAN-VALLEY

SUMMER DAY CAMP PARENT HANDBOOK



CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS
ELYSIAN VALLEY SUMMER DAY CAMP

Dear Parents:

Welcome to our Elysian Valley Day Camp! This camp is a supervised recreational program that includes a variety of activities such as games, sports, arts and crafts and special events that have been woven together in a traditional day camp setting. Our purpose is 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 to share 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 packet of information includes all the guidelines, rules, procedures, and policies that you will need for the program. Please read them carefully, as it is essential that you know and understand this information. Please review this packet of information with your child(ren) so that they can have a better understanding of the program as well.

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

Sincerely,

Elysian Valley Day Camp Staff



HOURS OF OPERATION: Summer Day Camp will operate from 8:00 a.m. – 6:00 p.m., Monday through Friday. Extended care is included. Structured Camp activities will operate from 10:00am-4:00pm. **Campers must be signed in**, so please do not drop off your child before this 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.
- A complete and current Parent Agreement form signed by parent/guardian.
- If applicable; Household who received subsidized rate must have an Attestation Form on file.
- Registration fees and all registered week's fees paid in full before services rendered.

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. There is no priority for participants who are already registered. Registration is taken on a first-come first-served basis and will fill quickly. Each week will house a maximum of 35 children.

TRADITIONAL DAY & TEEN 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 completed kindergarten by the close of the 2023-2024 school year. *Be Potty Trained.

CIT CAMP: Our Counselor-In-Training Program is designed for children 13-15 years old. To qualify for this program, campers must have attended the traditional day camp program for at least 2 years as well as have submitted a resume and completed an interview. CIT's will assist counselors in leading group activities for the children who are enrolled in the traditional day camp program, and 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 educational based seminars.

REGISTRATION FEE: \$25.00 and must be paid prior to starting camp. This fee is charged one time and is non-refundable. It covers the cost of field trip buses, one camp shirt and administrative expenses. The current camp shirt is to be worn on all field trips. Additional shirts may be purchased for \$11.00 each (tax included).

TRADITIONAL CAMP & CIT WEEK FEE: is due the Wednesday 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 field trip fees. It is not acceptable for campers to attend only on field trip days; therefore, they must attend Monday and Tuesday in order to attend weekly trip. Day camp is Monday through Friday from 8:00am-6:00pm, structured camp activities will take place from 10:00am-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 and names must match as shown on the camper's application. NO EXCEPTIONS! Camp Elysian Valley 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.

CHECK IN & CHECK OUT: Extended care starts at 8:00am-9:00am. Organized group activities will begin at 9:00 a.m. For this reason, it is in your child's best interest to arrive at camp by 9:00 a.m. or he/she will miss out on these activities. If you know your child will be late or absent from camp on a given day, it is very important that you call us by 9:00 a.m. This is for your child's safety and so that we may plan activities accordingly. We will have activities planned until 4:00 p.m. daily. Extended care starts at 4:00pm-6:00pm.

BREAKFAST: Please make sure that your child eats a hearty breakfast before arriving at camp. Camp activities require a lot of energy and a good attitude, both of which require a good breakfast.

LUNCH: A free lunch will be provided by the Summer Lunch Program. Lunch will be served each day from 12:15 p.m. – 12:45 p.m. with the exception of trip days. Lunch menus will be posted and emailed weekly.

SNACK: If you plan on having your child, be at camp past 4:00PM please send them to camp with afternoon snack. The designated snack time will be at 3:30pm. Snacks are not provided.

SPECIAL DIET LUNCH/SNACKS: If your child is on a special diet please pack a spoil-free lunch for your child every day. The best snacks are granola bars, dried fruits, and trail mix. Candy, gum, or soda will be confiscated. **Do not pack foods that need refrigeration or heating.** Children may not always eat at the base camp site during lunch and should be able to take their lunches with them. Do not send perishables in your camper's lunch. Also, advise the staff of any food allergies your camper may have and indicate this in their registration packet. Please provide extra drinks for your child. The best drinks are those that do not contain a lot of sugar (most fruit drinks) or salt (sports drinks). Check the contents on the package to ensure that healthy drinks are sent. Water bottles, with your child's name on them, are encouraged and fully supported by the staff. It is important that we work together to prevent dehydration of any camper and have a health-conscious attitude.

SUMMER DAY CAMP ACTIVITY SCHEDULE:

8:00am-9:00am	Arrival, extended-care
9:00am-10:00am	Clean-up & Roll Call & Morning Circle/Playground
10:00am-11:00am	Activity Rotation#1 (sport of the week, arts & crafts, teambuilding)
11:00am-12:00pm	Activity Rotation#2 (sport of the week, arts & crafts, teambuilding)
12:15pm-12:45pm	Lunch
12:45pm-1:15pm	Reading or Summer Homework (If Applicable)
1:15pm-2:15pm	Activity Rotation#3 (sport of the week, arts & crafts, teambuilding)
2:15pm-3:15pm	Camper's Choice/Themed Activity (all Camp)
3:15pm-3:30pm	Snack
3:30pm-4:00pm	Outdoor Activities
4:00pm-6:00pm	Extended Care/Playground

Please note: The daily activity schedule is subject to change slightly to accommodate special events, field trips, pool days and may be modified at any time by the discretion of the Day Camp Director.

PARTICIPATION: A variety of different activities will take place throughout the day. It is important, and to each child's benefit, that everyone participate in all activities. Participation by everyone makes camp more fun for all. They will get **DIRTY!** Please dress them appropriately.

DRESS CODE: Children must wear closed-toe shoes to camp for their protection. Please note that children will not be allowed in camp with sandals or Crocs. Please have your child dress appropriately. Dresses, skirts and dress clothing should not be worn to camp. Please ensure that your child/ren can participate in all the activities and are not inhibited by their clothing. For their protection, **children must wear closed-toe shoes to camp and will not be allowed in camp with sandals.** If children need to change their clothes during camp hours, please make sure they can dress themselves or feel free to come early to help. Counselors and other campers CANNOT 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.* **Sandals or water-shoes are allowed to be worn on water field trips and pool days, however campers must still wear closed-toe shoes until we get to the venue.**

PRE-TRIP PROCEDURES: It is imperative that all campers arrive to camp by the designated 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: There are only 40 spaces available for each field trip. There will be Recreation Staff on all trips. Trip days will, for the majority of the time, fall on Wednesday and some Thursdays. 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. CAMPERS MUST ALSO ATTEND 2-DAYS BEFORE ANY TRIP DAY IN ORDER TO ATTEND WEEKLY TRIP!** Campers may not just show up for the weekly trip, they must participate in weekly camp activities. Please refer to your trip schedule/weekly parent letter for drop-off and pick-up times and be early. It is much nicer for you to be waiting 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 still remains the same; a late fee will be charged if the child has to wait to be picked up.

The schedule will also 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. In the event that no extra shirts are available for purchase, the camper will be sent home. There will be no refund for the trip.

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 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.

BUS GUIDELINES: The City of Los Angeles, Department of Recreation & Parks provides charter 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, iPods, MP3 players, 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 SAFETY: 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, MP3 players, 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.

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.

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 two 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 bottled water so they may fill up and drink water and keep hydrated during Summer camp activities.

PARENT'S OATH:

- My child and I will abide by the rules and guidelines established by Elysian Valley 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 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 this includes but is not limited to fighting, punching, disruptions, sexual harassment, and sexual language will be based on the Director's judgment and will not be tolerated with the possibility of it resulting in immediate dismissal from this program.
- I fully understand that weapons of any kind are not permitted on park grounds.

Elysian Valley Recreation Center reserves the right to cancel or substitute programs or activities when necessary.

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, there may be a 3-step Re-Direction procedure or immediate dismissal from the program based on the nature of the event. This will be determined by the Camp Director:**

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 cool down 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 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.

(This includes but is not limited to fighting, punching, disruptions, bringing weapons of any kind to camp, sexual harassment, sexual language, the use of alcohol, drugs, drug paraphernalia, or any illegal controlled substances.)

All Conduct Reports are kept in the camper's files. Campers are accepted back to camp when parent has signed the form. There are no refunds if the camper is withdrawn from camp.

PERSONAL BELONGINGS: You are encouraged to label all personal articles (clothing, backpacks, lunch pails, etc.) so as to ensure accountability. **Campers are not to bring personal items (balls, money, electronic games, jewelry, iPod/MP3 players or cell phones, etc.) to camp.** Campers will not be allowed to use cell phones during camp hours. If seen by our 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 box located in Camp Office. Before leaving, please search through the Lost & Found box for any of your items. The box will be emptied on Monday mornings.

PHONE CALLS: Campers will not be allowed to use the phone at camp or otherwise. If there is an emergency or the camper is ill a staff member will call you. 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 need to leave that line open for emergency purposes. 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. If you and the camper's other parent are divorced or separated, please make sure the other parent is aware of this rule.

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 notification upon pick-up.

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 cannot be located, the other Emergency Contacts will be notified. Please advise us, in writing, of all current phone numbers and authorizations.

Illness: This is a Well Child facility. 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 the other children and tried to be made comfortable as soon as possible. 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, campers with contagious conditions will not be admitted in the Summer Camp. Proof of a medical doctor's release is required before the camper is re-admitted to the camp.

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 camper's name on the label along with clear instructions for use. Staff will not be responsible for directly administering medication to the camper but will supervise the camper while he/she takes their own medication.

You are required to advise the Director IMMEDIATELY, in writing, of any and all changes to medical history, authorizations 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 members have gone through the interview process by the camp director to ensure that they meet the qualifications 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 of 24 hours of staff training that includes CPR, First Aid and ACA workshops. At least 80% of the staff is 18 years of age or older and there is no staff under the age of 16 that is ever left alone with the campers.

SUPERVISION RATIOS:

At Site:

Camper age	number of staff	number of campers
5 –12 years	1	10

On Field Trips:

5–12 years	1	10
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GUESTS: Parents are not allowed to participate in field trips. The only children allowed on trips are campers. Unless they are registered and participating in the camp, no siblings or friends will accompany the camp on the trips.

HEALTH HISTORY FORM / EMERGENCY CARDS: For the protection of your child, we require that the Health History Form and application be complete and accurate. We cannot accept a camper with the parents/guardians listed as the only emergency contact. It is mandatory that another adult be listed, in the event that the parents/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 at sign-in time.

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 REPORT



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ELYSIAN VALLEY RECREATION CENTER

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Alejandro Herrera, Cesar Melendez, Edwin Rodriguez, Esther Laguna,
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Recreation Aides:

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