

City of Los Angeles  
Department of Recreation and Parks

# SUMMER DAY CAMP



## PARENT HANDBOOK

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS  
METRO REGION  
GRIFFITH DISTRICT  
DAY CAMP

Dear Parents:

Welcome to Camp Glassell! This camp is a supervised recreational program that includes a variety of activities such as games, sports, arts & 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 and 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,

*Day Camp Staff*



**HOURS OF OPERATION:** This is a Day Camp program, Not Childcare. Summer Day Camp will operate from 8:00 AM - 6:00 PM, Monday through Friday. No one will be at the center before 8:00 AM. **Campers must be signed in**, so please do not drop off your child before this time.

**AGES:** Our Summer Camp is designed for children ages 5-12yrs. Five year old participants must have already attended Transitional Kindergarten.

**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:	<u>camper age</u>	<u>number of staff</u>	<u>number of campers</u>
	3 – 5 years	1	6
	6 –8 years	1	8
	9 –11 years	1	10
	12 – 15 years	1	12
On Field Trips:	6 –12 years	1	5 -7

**REGISTRATION:** In order to register 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.)
- ❖ Registration fees and all registered week's fees paid in full before services rendered.

Only payments by personal check, Visa, MasterCard, 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. 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. The camp will house a maximum of 50 children in each weekly session.

## FEES:

**REGISTRATION FEE:** \$ 25.00 non-refundable, one time charge per program. It covers the cost of one camp shirt and administrative expenses. The current camp shirt is to be worn on all field trips. Additional shirts may be purchased for \$ 10.00 + tax.

**WEEK FEE:** \$ 90.00 and is due the Wednesday prior to the start of the selected week, *if space is still available*. Spots are not held until weekly fees are paid in full. The camp fees include supervision, activities and lunch. Field trips are included. There is no camp on trip days for children who do not attend trips.

**LATE PICK-UP FEE:** \$ 5.00 for every 15 minutes, or fraction thereof, after the end of camp. The end of camp is 6:00 PM. Contact the center immediately if you anticipate being late. The facility closes at 9:00 PM, therefore any campers not picked up by 8:30 PM will be turned over to the Security Services Division of LAPD. Late fees will also be charged. **Please do not keep your child waiting.**

**LATE PAYMENT FEE:** \$ 5.00 late payment fee will apply to all payments received after the due date, *if space is still available*.

*Fees are non-transferable and may only be applied as indicated on the receipt. No refunds unless class or activity is cancelled.*

**CHECK IN & CHECK OUT:** Day Camp check-in is from 8:00 AM – 10:00 AM, daily (unless otherwise specified for trips). Organized group activities will begin at 10:00 AM. Please ensure your child arrives by then to avoid missing out. If you know your child will be late or absent from camp on a given day, call us by 9:00 AM for safety and planning purposes. Activities run until 4:00 PM daily, so try to pick up your child after this time.

**SIGN-IN AND SIGN-OUT PROCEDURES:** Parents or designated individuals must sign their child in and out daily with a full signature. Do not drop off your children without signing them in. There will be no exceptions. **Campers are released only to those adults listed on the original application form.** *For your child's safety identification will be required.* To authorize someone else to sign out your child, the application form must be updated in person. For this reason, we ask that you list as many individuals as possible that may potentially pick your child up from camp.

Children aged 10 and older may sign themselves in/out with prior authorization. They must adhere to assigned times and **cannot sign in after 10:00am**. In the event that you drop off your child for self sign-in, make sure that he/she has successfully entered the park office. A 10-year-old cannot sign for younger siblings.

**NON-CUSTODIAL PARENT:** Unless a copy of a current restraining order is on file at the recreation center, a non-custodial parent listed on the application 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.

**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:** For your child's protection only fully enclosed shoes are permitted in camp. Any footwear that leave parts of the foot exposed, such as sandals, Crocs, Tevas, etc... is not allowed. Please ensure that your child/ren can participate in all the activities and are not inhibited by their clothing. Dresses, skirts and dress clothing should not be worn to camp. 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.*

**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 daily from 11:45 AM - 12:15 PM with the exception of trip days. An afternoon snack will be served at 3:00 PM. Lunch menus will be posted.

**SPECIAL DIET LUNCH/SNACKS:** If your child is on a special diet please pack a spoil-free lunch for your child every day and remember to include necessary utensils. The best snacks are granola bars, dried fruits and trail mix. Candy, gum or soda will be confiscated and thrown away. **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.

**FIELD TRIPS:** Participants must attend at least 2 days of camp in order to attend the field trip for the week. There will be Recreation Staff on all trips. Trip days will, for the majority of the time, fall on           Fridays          . *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. Parents may not drop their kids off at the trip location if they have missed the bus. Please refer to the trip schedule 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. Because most venues are now cashless we recommend sending your child with a gift card which our staff can keep in a labeled bag for each child. It's important for siblings to bring their own spending money, as they may be divided into separate groups.

NOTE: No camper may go on a field trip without the **current** camp shirt. In the event that no extra shirts are available, the camper will be sent home. There will be no refund for the trip day.

**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, as well. 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.

**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 TRIP LUNCH:** You will be notified whether to send a non-perishable lunch, lunch money or if lunch will be provided on field trip days. Please consult the field trip schedule. We ask that you 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.

**BEACH TRIPS:** All campers will be required to bring their own towel and sunblock on beach trips. It is highly recommended that you do not send socks with your child on these days, as they tend to be lost very 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 a counselor is on water duty.
3. Campers may not go into the 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.

**SWIM DAYS:** Unless otherwise noted, swim days will be Tuesdays and Thursdays from 12:30 PM to 3:00 PM. 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. Children should 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 fully enclosed 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 either play low-organized games or participate in water play. Please send a towel, sunscreen and a change of clothes for those who will be participating in water play. Children may bring sandals to wear at the pool but, must still wear fully enclosed shoes at camp.

**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.

**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 are not allowed.
3. The use of electronic devices, including but not limited to, cell phones, tablets, portable electronic games, 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 into 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.
- ◆ Eating, drinking, or gum chewing are not allowed.
- ◆ All personal items and trash must be picked up before leaving the van.
- ◆ The use of electronic devices, including but not limited to, cell phones, tablets, portable electronic games, or headphones/earbuds is not permitted in the van.
- ◆ Children may not 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.
2. COMFORTABLE FOOTWEAR **Closed shoes must always be worn.** No sandals, Crocs, Tevas, etc.

**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: child will have a conference with the Camp Director. The incident will be recorded on a Discipline Notice which will be shared with the parent at pick-up.
3. Third incident: child will have a conference with the Director-in-Charge. The incident will be recorded on a Discipline Notice and a meeting will be scheduled with the parents.
4. Fourth incident: child will be given a cool down period until they can be picked up, and the parent will be contacted to request that the child be picked up as soon as possible. The incident will be recorded on a Discipline Notice. 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 that a parent or authorized adult cannot be located, the camper may be dismissed from further participation in camp. No refunds will be provided.**

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

**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.
- ♦ 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 camp. Proof of a medical doctor's release is required before the camper is re-admitted to the camp.
- ♦ Head Lice: if it is discovered that a camper has head lice or nits the parent/guardian will be called to pick up the child immediately. The camper will be readmitted only after proper treatment, and must be rechecked by the staff to confirm that the child is lice/nit free.
- ♦ 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.**

**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. We need to keep the lines 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.

**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, tablets 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. Before leaving, please search through the Lost & Found box for any of your items. The box will be emptied on Monday mornings.

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

**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.

#### **PARENT'S OATH:**

- ◆ My child and I will abide by the rules and guidelines established by \_\_\_\_\_ Glassell 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.
- ◆ \_\_\_\_\_ Glassell Recreation Center reserves the right to cancel or substitute programs or activities when necessary.



## **CITY OF LOS ANGELES**

Karen Bass - Mayor  
Eunisses Hernandez - 1st Council District

### **Department of Recreation and Parks** **Board of Recreation and Park Commissioners**

Renata Simril - President  
Luis Sanchez - Vice President  
Marie Lloyd - Commissioner  
Fiona Hutton - Commissioner  
Benny Tran - Commissioner

### **Recreation & Parks Administration**

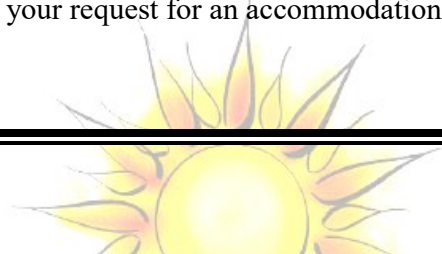
Jimmy Kim - General Manager  
Matthew Rudnick - Executive Officer & Chief of State  
Chinyere Stoneham - Assistant General Manager, Recreation Services Branch  
Cathie M Santo-Domingo - Assistant General Manager, Planning, Maintenance & Construction  
Anita Meacham - Metro Region Superintendent  
Kimberly Simonet - Principal Recreation Supervisor II  
Leslie Perez - Principal Recreation Supervisor I  
Javier Solis - Superintendent, Park Maintenance Division  
Julio Hernandez - Acting Principal Grounds Maintenance Supervisor II  
Marc Gross - Recreation Supervisor, Griffith District

### **Glassell Recreation Center**

Arlene Cordova - Senior Recreation Director  
Gerardo Valdez - Recreation Coordinator  
Marco Villarreal - Recreation Coordinator

Michelle Alvarez \* Cid Austriaco \* Justin Batoon \* Isaiah Bermudez \* Yvette Castillo  
Isabella Corona \* Tina Corona \* Nancy Cortes \* Saray Cortes \* Hector Cortez \* Juan Esparza  
Armando Fernandez \* Iliana Garcia-Lana \* Marycruz Gonzalez \* Genevieve Hernandez  
Gianna Hernandez \* Giselle Hernandez \* Estela Jaramillo \* Veronica Jaramillo  
Hayk Karapetian \* William Lopez \* Samantha Matara \* Andrea Miller \* Gerardo Monroy  
Raiden Perez \* Evelyn Reyes \* Candy Reyes-Vasquez \* Izzabel Rogel \* Steve Sic-Hinojosa  
Brena Toscano \* Joiah Vergara \* Vincent Vergara \* Vincent Vergara Jr  
Kyah Warweg \* Racquel Zimmerle

Persons with disabilities are welcome to participate in our programs.  
Reasonable accommodations will be made with prior arrangements. Be aware that some accommodations may take 30 days or longer. Please submit your request for an accommodation as soon as possible.



“Achieving gender equity through a continuous commitment to women and girls in sports.”