



*City of Los Angeles  
Department of Recreation and Parks  
West Region, Coastal District  
Roz Wyman-Palms Recreation Center*

***PALMS DAY CAMP  
Winter 2024-25***

***PARENT HANDBOOK***

*2950 Overland Avenue  
Los Angeles, CA 90064  
(310) 838-3838*

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
WEST REGION, COASTAL DISTRICT  
PALMS PARK DAY CAMP PROGRAM

Dear Parents:

Welcome to Palms Winter Day Camp! This camp is a supervised recreational program that includes a variety of activities such as games, sports, 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 of 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 together. 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,

*Palms Day Camp Staff*

**HOURS OF OPERATION:** Winter Day Camp will operate from 9:00 a.m. – 3:00 p.m., Monday through Friday. Extended Care will be offered from 8:00 a.m. to 9:00 a.m. and from 3:00 p.m. to 6:00 p.m. No camp staff will be at the center before 8:00 a.m. **Campers must be signed in**, so please do not drop off your child before this time.

**REGISTRATION:** The following must be completed for each camper.

- A complete and current registration form signed by parent/guardian **or**
- An online EPACT Registration Form
- A complete and signed Field Trip Slip (**ONLY if your child will be attending trips**)
- 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 camp group will house a maximum of 30 children in each weekly session.

**AGE:** Our Winter Day Camp is designed for children ages 3-16.

**TINY TOT CAMP:** Our Tiny Tot Camp is designed for children ages 3-4 years old. Camp is offered Monday through Thursday from 9:00 a.m. to 12:00 p.m. Campers must be fully potty trained.

**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 be entering into kindergarten by the start of the 2025-2026 school year.

**2950 CAMP:** Camp 2950 is designed for campers who will be entering 6<sup>th</sup>-8<sup>th</sup> grade in the Fall of 2025. Campers are off site three days a week and all field trips are included in the weekly fee.

**LIT PROGRAM:** The Leadership in Training Program is designed for students entering 9<sup>th</sup>-10<sup>th</sup> grades in the Fall of 2025. Students learn valuable leadership skills while also “shadowing” counselors and assisting them with supervising campers and planning/coordinating themed camp activities.

**FEES:** Fees are non-transferable and may only be applied as indicated on the receipt. Only payments by debit or credit card (Visa or Mastercard only) will be accepted.

**REFUNDS:** A 15% administrative fee will be assessed by the City of Los Angeles for any patron granted a refund, change or transfer per child, per session. No make-ups or credits will be given for missed days. **Refund requests for weekly camp fees will not be accepted less than two weeks in advance.**

**TINY TOT WEEKLY FEE:** Week #1 is \$140.00 and Week #2 is \$100.00. Payments are due the Wednesday prior to the start of the selected week, if space is available. Camp hours are Monday through Thursday 9:00 a.m.-12:00 p.m.

**DAY CAMP WEEK FEE:** Week #1 is \$300.00, Week #2 is \$240.00 and Week #3 is a daily rate of \$50.00 per day. Payments are due the Wednesday prior to the start of the selected week, if space is available. Camp fees include supervision and daily activities. Day Camp is Monday through Friday from 9:00 a.m. – 3:00 p.m.; hours may vary on trip days. It is not acceptable for campers to attend only on field trip days. Additional fees will be required for Extended Care and field trips. **There is NO EXTENDED CARE for Week #3.**

**CAMP 2950:** Week #1 is \$350.00, Week #2 is \$240.00 and Week #3 is a daily rate of \$50.00 per day. Payments are due the Wednesday prior to the start of camp. Camp hours are Monday through Friday from 9:00 a.m. to 3:00 p.m., and Extended Care is available for an additional fee. **All field trips are included in the weekly fee. There is NO EXTENDED CARE for Week #3.**

**LIT CAMP FEE:** \$175.00 is due the Wednesday prior to the start of the selected week, if space is available. The camp fees include activities, training and supervision. Camp hours are Monday through Friday from 8:00 a.m. to 6:00 p.m. There are no additional fees for Extended Care.

**EXTENDED CARE FEE:** For an additional \$50.00 per week, extended supervision is offered from 8:00a.m. – 9:00 a.m., and again from 3:00 p.m. -6:00 p.m. Extended care is intended for supervision only, and no organized activities will take place during these times. An afternoon snack is provided daily at 3:15 p.m. **Extended Care is not available for campers enrolled in the Tiny Tot Camp.** If a camper is dropped off before 9:00 a.m. and they are not signed up for Extended Care, they will be charged at \$1.00 per minute until 9:00 a.m. when regular camp begins. **Please plan ahead.**

**FIELD TRIP FEE:** Weekly Field Trips for Day Camp Participants are \$50.00 each and we are only able to take a maximum of 45 campers on each trip. Sign-ups are on a first come, first serve basis, and must be paid at least two weeks prior to the scheduled trip. **There will be care and supervision for children who elect to not attend field trips.** There are NO REFUNDS granted for field trips.

**LATE PICK-UP FEE:** Late fees will be charged at \$1.00 for every minute after the end of camp. The end of camp will be 3:00 p.m. or 6:00 p.m. as per prior agreement. 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 9:00 p.m. will be turned over to the Office of Public Safety (OPS) or LAPD. The late fees will also be charged and must be paid prior to drop of the following day. **Please don't keep your child waiting.**

**SIGN-IN AND SIGN-OUT PROCEDURES:** Parents or a designated person 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 registration form. We do not accept email or phone request for pick-ups.** 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 will be required to present identification.

A camper must be at least in the 4<sup>th</sup> grade AND be authorized to do so on the registration form to sign himself/herself in or out of camp. If your child is allowed to sign himself/herself in or out of camp, it is important that they do not come earlier or stay later than their assigned time.

**Children who sign themselves in will not be admitted after 9:30 AM.** In the event that you drop off your child for self-sign-in, please make sure that he/she has successfully entered the Recreation Center. **A camper authorized to sign themselves in and out is NOT allowed to sign in/out a younger sibling.**

**NON-CUSTODIAL PARENT:** Unless a copy of a current Restraining Order or Family Law Court Order is on file at the Recreation Center, a non-custodial parent **will be** allowed to sign-out the camper at any time. For the camper's overall happiness, we ask that divorced or separated couples review this parent manual together and agree to abide by the policies herein.

**CHECK IN & CHECK OUT:** Check in each day for all camps will begin at 8:45 a.m. (unless otherwise specified for trips). Organized group activities will begin at 9:30 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 organized group activities. If you know your child will be late or absent from camp on a given day, it is very important that you call to let us know; ESPECIALLY on trip days.

**PARTICIPATION:** A variety of activities will take place throughout the day. It is important and to each child's benefit that everyone participates in all activities. Participation by everyone makes camp more fun for all.

**DRESS CODE:** 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 of 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 or crocs. They may also get dirty, so please dress them appropriately. If children need to change their clothes during camp hours, please make sure they can dress themselves. Counselors and other campers **CANNOT** change or help change a camper. As changing space is limited, it is recommended that on days that swimwear is required, children wear their swimwear underneath their clothing. Sandals and water-shoes are allowed to be worn on water field trips and pool days only. However, **campers must wear closed-toe shoes to camp and will be allowed to change into their water shoes once we reach the venue.**

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

**LUNCH:** The designated lunch period is from 11:30 a.m.-12:00 p.m. daily. Please pack a spoil-free lunch and snack for your child every day. The best snacks are fruit, veggies, granola bars, dried fruits, and trail mix. The best drinks are those that do not contain a lot of sugar or salt. Candy, gum or soda are not allowed at camp and will be confiscated and thrown away. Please **do not pack foods with nuts or that need refrigeration or heating.** Campers will also need a

water bottle labeled with their name daily. It is important that we work together to prevent dehydration of any camper and to have a health-conscious attitude.

Children may not always eat at the base camp site during lunch and should be able to take their lunches with them. Also, please advise staff of any food allergies your camper may have and indicate this on their Camp Registration Form and Health History Card.

**AFTERNOON SNACK:** An afternoon snack is provided at 3:15-3:30 p.m. for campers who are enrolled in Extended Care.

**PRE-TRIP PROCEDURES:** It is imperative that all campers arrive to camp on time on field trip days. Prior to all trips, 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 Cards 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 45 spaces available for each field trip.** Field Trips will, for the majority of the time, fall on **Thursdays for Camp 2950**, and on **Wednesdays for Traditional Day Camp**. Campers enrolled in PPCC Camp will NOT attend field trips. Any camper that does not meet at the center at the designated time will not be permitted to go on the trip. We will not wait for late campers, **NO EXCEPTIONS!** If the camper is not present for the Pre-Trip Orientation, they will not be allowed to attend the trip, and **NO REFUNDS** will be issued. Please refer to your Weekly Calendar for the trip schedule and drop-off/pick-up times. Please try your best to be on time. It is much nicer for you to be waiting for your child, than to make your child wait for you. Please note that sometimes, unforeseen circumstances may cause the group to be a little late arriving back to 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 Calendar will include trip information and let you know what your child should bring on the trip. Please note where we are going, how long we will be gone, and send your child with spending money accordingly. Please pay special attention to the information regarding spending money as some venues are cashless. For Cashless Venues, you will be required to send your camper with a prepaid Visa or MasterCard. Field Trip Payments are due two weeks prior to the scheduled trip date and no payments for a trip will be accepted on the day of the trip. There are **NO REFUNDS** for field trip payments, so please try your best to plan accordingly.

**NOTE: No camper will be permitted to attend a field trip without the current camp shirt.** If a camper arrives to camp without the correct camp shirt, we will provide them with a shirt and bill your account \$10.00. In the event that no extra shirts are available for purchase, the camper will not be permitted to attend the trip and no refund will be issued.

**FIELD TRIP LUNCH:** You will be notified whether lunch is provided or to send a non-perishable lunch, money or prepaid cards for each trip. 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/prepaid cards for your camper's lunch, a minimum amount will be suggested.

**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 headphones/ear buds are 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.

**BUS GUIDELINES:** The City of Los Angeles, Department of Recreation & Parks provides charter buses for most field trips. One staff member will be designated as the 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 headphones/ear buds are 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.

**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 loyal and honest. Don't deceive, cheat or steal.
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 that you care for others.
6. CITIZENSHIP: Do your share to make your park and community better.

**BEHAVIOR INCENTIVE PROGRAM:** At Palms Park, we promote a caring environment free from bullying and one that emphasizes trust, honesty and respect. We also encourage campers to participate in group activities and to exercise positive behavioral characteristics such as good citizenship, sharing and positive moral character. To encourage positive behavior, campers earn tickets when they are “caught doing good”. Campers accumulate tickets throughout the week and they are allowed to purchase goodies from the Palms Pantry each Friday 2:15 p.m.- 2:45 p.m. The more “good” you do, the more tickets you earn!

**SAFETY RULES:** To ensure that our camp continues to be a clean and safe environment, we ask that campers follow a few simple rules.

1. BUDDY-UP: Campers must take a buddy with them at all times (ex. restroom, water fountain, office) and notify counselors before going anywhere. The Buddy System requires that there are **three people together at all times.**
2. WEAR COMFORTABLE SHOES: No sandals. Closed toe shoes must always be worn.
3. NO STRANGERS: Do not talk to strangers. Only talk to other campers and staff.

**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 immediately. Under no circumstances should any camper retaliate against another. Also, under no circumstances should parents confront campers. All issues should be brought to the attention of the Camp Director and a parent conference will be held as deemed necessary. All disciplinary procedures are ultimately left to the discretion of the Camp Director.

**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: Constitutes a conversation with the Camp Director. This will be recorded on a Redirection Form and the parent will receive a copy.
3. Third incident: A conference with the Coordinator or Director-in-Charge and 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.

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

**VIOLENT BEHAVIOR AND DISOBEDIENCE THAT ENDANGERS AND/OR DISRUPTS THE CAMP REQUIRES IMMEDIATE PARENT PICK-UP AND MAY LEAD TO THE CAMPER BEING DISMISSED FROM FURTHER PARTICIPATION IN THE PROGRAM. REFUNDS ARE NOT PROVIDED TO CAMPERS WHO ARE DISMISSED DUE TO DISCIPLINE.**

**PERSONAL BELONGINGS:** To ensure accountability, you are encouraged to label all personal articles (clothing, backpacks, lunch pails, etc.). Campers are not to bring personal items (balls, money, electronic games, jewelry, 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 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 that the noncustodial parent is also aware of all camp rules.

**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 made as comfortable as possible. Parents/Guardians will be called at the numbers listed on the registration form 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 may be required before the camper is re-admitted to the camp.
- Medication: We are not authorized to administer any medication. If your child requires any 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, we will carry out weekly drills. Due to the nature of life in Los Angeles, the drills address a variety of situations including fire, earthquake, active shooters, major accidents, and security breaches.

**STAFF:** All staff members have gone through an extensive 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 also gone through the City of Los Angeles Department of Recreation and Parks hiring process, which includes fingerprinting to investigate criminal background history.

In addition, each staff member has received a minimum of 24 hours of staff training that includes CPR, First Aid and 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
	3-4 years	1	6
	6-14 years	1	10
On Field Trips:	5-6 years	1	5
	6 –14 years	1	10

**GUESTS:** Only children that are registered and participating in the camp will be allowed to go on field trips. No parents, siblings or friends will be allowed to accompany the camp on trips.

**HEALTH HISTORY FORM / EMERGENCY CARDS:** For the protection of your child, we require that the camp application including current health history be complete and accurate.

We cannot accept a camper with the parents/guardians listed as the only emergency contact. It is highly recommended that another adult be listed in the event that the parent/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, all Recreation Staff are 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.

Persons with disabilities are welcome to participate in our programs.  
Reasonable accommodations will be made with prior arrangements.  
Programs are subject to change and or cancellation.