



City of Los Angeles

Department of Recreation and Parks

## PAN PACIFIC RECREATION CENTER



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For Camp pictures and updates

Follow us on Instagram:



@panpacificrc



# The Basics of **Camp Pan Pacific**

## Welcome

At Camp Pan Pacific we provide a program designed to offer your child a diverse recreational experience in a positive atmosphere where they can learn new skills, enjoy a wide variety of indoor and outdoor activities, develop new interests, make new friends and have lots of fun! We promote having a positive social behavior, a safe environment and quality programs.

## Overview of a Day at Camp

- AM Extended Care:** 7:30am–9:00am
- Programmed Activities:** 9:00am–4:00pm
- Lunch Time:** 12:15pm–12:45pm
- Pool Time** (optional) 12:45pm– 2:00pm
- PM Extended Care:** 4:00pm–6:00pm

**Camp ends at 6:00pm SHARP**

PLEASE NOTE: If your child is not picked up by 6:00pm a \$1.00 per child late fee will be charged for every 1(one) minute late, over and above all other fees. This fee must be paid when you pick your child up. Exceptions are on field trip days if there is a planned late drop off scheduled by the buses.

### Child/Counselor Ratio

Ratios are implemented during programmed camp hours and activities.

<i>Camper Age</i>	<i>Counselor to Camper Ratio</i>
<i>5-6 year old</i>	<i>1: 8</i>
<i>7-9 year old</i>	<i>1: 10</i>
<i>10-12 year old</i>	<i>1: 12</i>

**Staff reserves the right to change or alter the schedule without notice.**



# Registration Information

There is a one-time registration fee per child. Due to the popularity of our camp, many weeks will fill up each summer. In order to guarantee your child's space in our program each camper must be paid in full for that week before signing your child in. At the time of registration you must: 1. Have read through the Parent Handbook entirely. 2. Bring the completed registration application. 3. Pay the required fees that are due at the time of registration.

Day Camp	Sports Camp	Gymnastics Camp	CIT Program
<input type="checkbox"/> Ages 5 to 12 years old <input type="checkbox"/> Art's & Crafts <input type="checkbox"/> Wacky Games and Sports <input type="checkbox"/> Weekly Themes	<input type="checkbox"/> Ages 7 to 12 years old <input type="checkbox"/> Training <input type="checkbox"/> Sport of the Week <input type="checkbox"/> Tournaments	<input type="checkbox"/> Ages 7 to 12 years old <input type="checkbox"/> 3 Weeks only <input type="checkbox"/> Emphasis on technique <input type="checkbox"/> Performance	<input type="checkbox"/> Ages 13 to 15 years old <input type="checkbox"/> Leadership Training <input type="checkbox"/> Work Experience <input type="checkbox"/> Volunteer Hours certification

## Refund Policy

There are no refunds, transfers, or make-ups on registration fees or missed days including those due to illness. The number of children registered in our program determines our staffing, supplies, materials, and equipment purchased. Transfers or refunds may be issued ONLY for long-term illnesses (3 consecutive days or more), provided we receive a signed note from a licensed physician within the same week the child was absent. A 15% administration fee will be processed for any patron granted a refund. No full refunds will be issued unless the program is canceled by the Recreation Center. No refunds will be granted after camper is signed in on the first day. Allow 6-8 weeks for the processing of refunds. **There are no refunds if your child is dismissed from camp for disciplinary reasons, no exceptions. There are no refunds for missed field trips.**

## Insurance

Neither Camp Pan Pacific, nor L.A. City Department of Rec. & Parks carry insurance. All patrons must be responsible for providing their own insurance policy.



# Sign-in/ Sign-Out Procedures

## Sign - In Policy & Procedures

When you bring your child to camp you must sign them into the appropriate group. All campers must be signed in with a parent/guardian present daily. **NO camper will be permitted to sign themselves into camp.** If your child's name does not appear on the daily sign-in sheet please notify staff and ask for assistance, you are NOT permitted to add your child's name onto the sheet.

## Sign - Out Policy & Procedures

No camper will be released to any person that is not authorized and is not listed on the camper's emergency form. **NO EXCEPTIONS!** Please come prepared with proper government issued I.D. Written permission must be provided if you wish your child to be released to anyone other than those authorized on the registration form.



# Field Trips & Other Activities

## Field Trips

Field trip times may vary. Please ensure you know what time the bus departs and arrives for each trip. All Bus Rules must be strictly followed. Any disruption to the driver or disruption of the safety of the bus trip will result in immediate suspension of the camper, and the child must be picked up from the trip location. Please be aware of the trip destination, drop-off and pick-up times. All trip information will be in our Weekly Newsletters. Please do not send sick children on field trips. Parents are not permitted to accompany campers on any camp field trips. No sack lunches on trip days (unless otherwise noted). Children must bring a prepaid debit or credit card for snacks on some trips. Parents will have the option each trip morning to give it to their group counselor. Counselors will assist the children in ordering and buying their lunches. There is no stay back/in-camp supervision that is provided on field trip days. If your child is not attending the trip he/she must stay home for the day.

Please note: Most of our larger venues that we are visiting will require the camper to bring a prepaid debit/credit card in order to purchase snacks.

For updates on bus  
departures and  
arrivals:

Send a text to: 81010

Text this message: @2024camppp



## Swim (Ages 7 years & up)

If your child will be participating in pool time, they must bring their swimsuit, towel, and sunscreen. If scheduled, swim time will typically occur on Monday through Thursday from 12:45pm–2:00pm. All children over the age of 7 years old will have the option to go swimming. Campers must wear appropriate swim attire and white rash guards are not permitted. While at the pool, the children are closely supervised at all stages of swim time including locker-room time, on deck, and while swimming. For the safety of the children horseplay is not permitted. Children must follow all pool rules and guidelines, NO EXCEPTIONS! Non-swim activities will be offered as an alternative for those children who don't want to swim or participate. We DO NOT provide sunscreen for your child. Please be advised that all children are responsible for providing and applying their own sunblock as necessary. Staff WILL NOT be held responsible for providing, applying, or having to remind campers to apply sunblock.

Campers who are of the age of 5 & 6 will be offered "water play" using the Rec Centers Splash Pad.

(All of the same rules apply for water play)

## Movies

Movies will be shown at some point and time during the summer. The movies shown will be either G or PG rated. No PG-13 or higher rated movies will be viewed or shown at camp. Discretion will be used in the PG rated movies selection. If you do not wish your child to view any G or PG movies while at camp, please provide us with a written notice.

## Lunch and Snack

Pan Pacific Recreation Center is enrolled in the LAUSD Lunch Program. All campers will be offered a prepared lunch daily. Campers will also be offered an afternoon snack. Campers will be encouraged and allowed appropriate time to eat a morning snack, lunch, and afternoon snack. Most campers find that they need more food on camp days vs. school day due to the amount of movement activity. If your family is able to do so please pack extra snacks/food for your child.



# **Safety Guidelines**

## **Medical**

Camp Staff should be notified and aware of any medication, medical exceptions, limitations, allergies, or problems concerning any child attending Pan Pacific. All medication must be in an original prescription container with the correct dosage label attached. Medications shall be submitted to the Camp Director/Office, accompanied with the exact directions and a written notice giving us permission for medication disbursement. You may only bring enough medicine for one day. Please Note: Staff will ONLY guide the child with their medication. Staff will not at any time directly administer any medication; children must physically administer their own medication.

## **Band-Aid First Aid**

Typically, the most common type of first aid used is Band-Aid First Aid. If something serious should happen, staff is instructed to remain calm, calm the child or children, and any others involved. Staff will inform parents of all injuries either verbally and/or in writing. If a head or other serious injury happens, we will call for immediate notification to the parent/guardian, and if needed the ambulance. Most minor injuries can be taken care of by staff quickly and carefully and communicated at check-out time.

## **Child Abuse**

Under Mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, Pan Pacific Recreation Center staff is mandated to report any SUSPECTED form of child abuse to the proper authorities.

## **Shadows and Aides**

Persons with disabilities are welcome to participate in our programs. Reasonable accommodations will be made with prior arrangements. All shadows and one-on-one aides must be live scanned and cleared by the City of Los Angeles. Please allow at least six weeks for the shadow/aide to be cleared. Campers who require a one-on-one aide must provide their own assistants and pay for the assistant for each field trip they will attend in addition to the child's tuition. All aides MUST be fingerprinted and cleared by L.A. City Department of Recreation & Parks prior to working. Clearance can take between 6-8 weeks, so please plan accordingly. Please see the office for supplemental paperwork if your child will require an aide at camp.

# Camper Expectations/ Discipline Procedures and Policies

The goal of Pan Pacific Staff is to provide each child a well-rounded positive experience and make sure we take all steps possible for the safety and well-being of every child in our program. When the rules are followed by all campers, your child's camp experience and enjoyment will be greatly enhanced. Please see our list of expectations and discuss them with your child before they attend camp:

1. Campers are encouraged to always play fair, have fun and stay safe.
2. Always use their words to communicate (never resort to physical violence to handle any situation).
3. Always be polite and treat others the way you would like to be treated.
4. Always listen to their counselors and follow their direction as quickly as possible.
5. Always tell their counselors when they are having any problems they cannot handle on their own. The counselors are there to help them and are there for their safety.
6. Campers must be accompanied by a staff member at all times. Campers must ask permission when they need to go somewhere and are never to leave the presence of their counselors.
7. Be respectful to Staff members and fellow campers.
8. Fighting, profanity, disrupting behavior, immoral conduct or degrading remarks will not be tolerated.
9. Destruction or vandalism of any park or Pan Pacific materials or property will not be tolerated.
10. Stealing from any staff member or fellow campers will not be tolerated.

These rules are not all-inclusive, but are meant as a guide. Extreme behaviors not specifically listed shall be handled on a case-by-case basis. Depending on age of the child, the incident, and the severity, consequences in the event a child does not follow our rules and guidelines, the following may occur:

1. A verbal warning (i.e.. A staff member may discuss with the camper and try to get them to understand what they did wrong, think about why they did it, and what they think can be done next time to avoid the same problem or related problems.)
2. 5 (five) minute reflection period.
3. The child may be sent to a different age- appropriate group.
- 4.. The child may get a written notice home (Sad Gram).
5. The child may be sent home, suspended from camp for a day., or expelled from the camp program.

**\*\*NO REFUNDS will be granted for disciplinary removal from the camp program.**

**\*\*Staff may use their discretion as to how many verbal warnings and reflection periods will be issued before an office visit and conference with the Camp Director is warranted.\*\***



## Social Media and Cell Phone Use

The Park Director and/or Camp Staff may take pictures of children during camp activities for posting to the Pan Pacific Recreation Website or Pan Pacific social media. The use of these pictures will be for program promotion only. No Parents are permitted to take pictures of other campers other than their own on the premises. In general, our camp views social networking sites (i.e., Facebook, Instagram, Snapchat, Twitter), personal websites, and weblogs positively and respects the right of campers to use them as a medium of self-expression. If a camper chooses to identify himself or herself as a camper at our camp on such internet venues, some readers of such websites or blogs may view the camper as a representative or spokesperson of the camp. In light of this possibility, our camp requires, as a condition of participation in the camp, that campers observe the following guidelines when referring to the camp, its programs or activities, its campers, and/or employees, in a blog or on a website. 1. Campers must be respectful in all communications and blogs related to or referencing the camp, its employees, and other campers. 2. Campers must not use obscenities, profanity, or vulgar language. 3. Campers must not use blogs or personal websites to disparage the camp, other campers, or employees of the camp. 4. Campers must not use blogs or personal websites to harass, bully, or intimidate other campers or employees of the camp. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another person. 5. Campers must not use blogs or personal websites to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.



**All Programs are subject to change or cancellation without notice.**