

WINTER CAMP HANDBOOK

General Information
& Policies 2019-2020



PR WINTER CAMP

City of Pico Rivera - Department of Parks & Recreation
P.O. BOX 1016 • 6767 Passons Blvd • Pico Rivera, CA. 90660-1016
(562) 801-4430 • recreation@pico-rivera.org • www.pico-rivera.org



**A MUST READ
FOR PARENTS**

PARENT & GUARDIAN CODE OF CONDUCT

The Summer Camp program believes parents/guardians play a vital role in their child's experience.

1. Maintain perspective, cooperation, and communication between yourself and camp staff in all matters that affect your child.
2. Refrain from using any rude, loud, abusive, any type of threatening behavior, or foul language.

Parents/guardians inappropriate behavior may affect your child's ability to participate in camp.

STAFF CODE OF CONDUCT

Camp staff are to handle concerns or issues with parents/guardians in a courteous, professional manner. Camp staff will share information about a camper's day with parents/guardians as needed according to their behavior.

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WELCOME

The City of Pico Rivera welcomes you and your child to Winter Camp. Thank you for choosing to spend your winter break with us!

This handbook is designed to provide valuable information regarding program design, schedule, guidelines and important contact information.

WINTER CAMP CONTACT NUMBERS

The camp cell phones is for emergency only. The camp cell phone is available throughout the designated week of winter break during normal operating camp hours.

Winter Camp Cell Phone	(562) 850-3617
Pico Park Community Center	(562) 801-4470
Parks & Recreation Department	(562) 801-4430
Eyvette Ruiz, Recreation Coordinator	(562) 801-4932
Sonya Patterson, Interim Director	(562) 801-4326

CAMPER CODE OF CONDUCT

Disruptive or disrespectful behavior toward other campers or camp staff may result in suspension or program dismissal. Parents will receive a Parent/Guardian Notification if their child is experiencing a behavior problem and together we will discuss.

In order to provide a safe environment where campers can explore and have fun, limits are set on behavior. Limits are set for three reasons:

1. To prevent campers from injuring themselves or others.
2. To prevent the destruction of property, materials or equipment.
3. To help campers learn respect for themselves, other campers, and adults.

Additionally, we ask that campers follow these basic rules:

1. Respect recreation staff and other campers in the program.
2. Ask staff before leaving the group.
3. Everyone participates.

DISCIPLINARY ACTION

1. First occurrence - verbal consultation with parent.
2. Second occurrence - verbal consultation, written behavior contract with camper and parent.
3. Third occurrence - two day suspension from camp. (No Refunds)
4. Fourth occurrence - dismissal from camp program.

ZERO TOLERANCE POLICY

Camp has a zero-tolerance policy regarding bullying and violence towards other campers or staff. Campers who violate this policy can be immediately dropped from the program.

SICK POLICY

If a camper displays the following symptoms then the camper should be kept home or will be sent home from camp:

- Headache, fever of 101 degrees or more, excessive runny nose and eyes, excessive coughing , stomach ache, vomiting, diarrhea, sore throat, skin rashes (until definite diagnosis by Doctor)
- Head lice or any symptoms. According to the California Department of Public Health, children with lice must stay home. If child is noticed to have lice or nits (eggs), they will be asked to be picked up from camp and not to return until all lice and nits are no longer present.

The weekly fee is not prorated for campers kept home while sick.

ELECTRONIC DEVICES

Electronic devices such as cell phones, IPODS, tablets, etc., are **NOT** allowed at camp. Camp staff will collect any electronic devices brought to camp and will place them in a storage area. Devices will be released to parents at time of sign-out. **Camp staff are not responsible for any lost, stolen or damaged devices.**

GIFT POLICY

No employee of the City may accept personal gifts or tips at any time; including holidays.

INTRODUCTION

The Pico Rivera Department of Parks & Recreation Winter Camp is a structured program for school age children. This program provides campers with a fun, safe environment where they can participate in exciting activities during the Winter break.

Camp location is as followed:

Pico Park -9528 Beverly Blvd., Pico Rivera 90660

- ◆ Winter Camp

PROGRAM DESIGN

Grades are according to the 2019-20 school year.

Winter Camp:

- ◆ Kinder - 2nd Grade. (Must be 5 years old by start of camp.)
- ◆ 3rd - 5th Grade
- ◆ 6th - 8th Grade

- Camp ratios:

On Site

1:12

Off Site

1:10

- Group games, outdoor play, and art activities occur throughout the day.
- One field trip that is designed to be age appropriate.
- A light AM snack is provided for campers.
- Campers are required to provide their own sack lunches and a light PM snack.

CHILDREN WITH SPECIAL NEEDS

The Winter Camp program does not discriminate on the basis of race, color, national origin, gender, or disability. Children with disabilities must be able to operate within our established ratio and will be integrated into the regular daily activities. If a child is unable to function within our ratio, parent/guardian are required to provide an aide for their child. If your

child may require a special accommodation for participation call Recreation Coordinator, Eyvette Ruiz at (562) 801-4932.

ADMISSION

Winter Camp is open to children who are currently enrolled in Kinder through 8th grade (according to 2019-20 school year). A copy or proof of grade level is required at time of registration.

Each camp has a maximum enrollment of campers:

- ◆ Winter Camp: 60

FEE

Camp fee is \$99 per week, (\$89 for Pico Rivera residents) per child. Fee includes: field trip, and a light AM snack. Daily rates are not available. Additional trips may be added. Additional trip fees are **not** included in the \$99 weekly fee. Parents will be provided with ample notice in the event that an additional trip is scheduled and will be provided with the cost to attend. Additional trips are optional. On-site camp staff will be present for those who do not attend additional trips.

REFUNDS / CANCELLATIONS

All refunds must be requested 8 business days before the start of the desired cancellation week in person or in writing. No refunds will be given after the start of the requested week. All requests are to be directed to the Parks and Recreation Department located at 6767 Passons Blvd. or at recreation@pico-rivera.org

SUNSCREEN

Parents are highly recommended to apply sunscreen to their child every morning. Only spray sunscreen will be allowed to be applied by staff throughout the day if needed, however without the first application of sunscreen provided by parent, sunscreen may not be as effective.

HEALTH AND SAFETY

All camp staff are certified in CPR/First Aid. Should an emergency occur, you will be notified immediately. If you cannot be reached, we will contact the individuals listed as emergency contacts. Emergency personnel will also be contacted when necessary.

MEDICATION POLICY

Medication must be in an original container properly labeled by the pharmacy. The prescription label must bear the name of the child to whom it is to be administered to as well as a current date. Camp staff will supervise campers as they self-administer the medication. **Staff does not administer medication.** An Authorization for Administering Medication Form and Medication Envelope must be completed and signed by the parent. Medication and all necessary forms must be given to a camp staff by the parent/guardian. See camp staff for all Administering Medication Forms.

come under the supervision of the Pico Rivera Sheriff's Department, located at 6331 Passons Blvd., (562) 949-2421.

DRESS CODE

All campers are required to wear a camp t-shirt and sneakers daily. Shirts are available for purchase at Pico Park and the Parks and Recreation Department ONLY; t-shirts are \$8 each, lime green, and display the Pico Rivera camp logo on the front of each shirt. Sandals, flip flops, crocs, etc. are not allowed to be worn at camp. For safety measures, campers will not be allowed to be signed in if out of camp dress code. Camp t-shirts are non-refundable.



FIELD TRIPS

Campers must be on time for field trip departures. Buses will not be held for late campers and no camp staff will be assigned to stay behind. On-site camp will not be held during the regularly scheduled weekly field trip. The weekly fee is not prorated for campers not attending trips. Parents/guardians are not allowed on field trips, but have the option to sign-out their child and assume supervision of the camper themselves. Camp staff will no longer be responsible for signed-out campers.

FIELD TRIP SCHEDULE

All participants must wear camp t-shirts on field trip days. **Trips subject to change without notice.**

Winter Camp: Wednesday 1/8 Rolling Bots, Glendale CA

REGISTRATION

Camp registration begins November 4, 2019.

Payments can ONLY be taken at the following locations during open business hours:

(All hours subject to change)

- **Parks & Recreation Department - 6767 Passons Blvd.**
Monday through Friday 7:00AM - 5:30PM
- **Pico Park - 9528 Beverly Blvd.**
Monday through Friday 3:00PM - 8:00PM

No online registration is accepted. Registration is taken on a first-come, first-serve basis. The first week's payment must be paid in full at the time of registration. If camp is full your child will be placed on a waiting list. Participants on the waiting list are notified on of any available spots for the upcoming week. Waitlist participants have 24 hours to respond before moving onto the next waitlist participant.

AUTOMATIC PAYMENT PROGRAM

Registration is taken on a first-come, first-serve basis. **Current, registered campers receive no priority in future weeks.** All spots are open until filled. We strongly encourage enrolling in the Automatic Payment Program.

Enrolling in the Automatic Payment program is the only way to secure your child's spot in camp. In this program you are able to select weeks you wish your child to attend. Your credit card is then charged on specified payment dates. Full payment for the first week your child attends is required at time of registration. The Automatic Payment Program form must be filled out completely and turned in at time of registration. Future pending payments are made on specified due dates.

Credit card declines of any nature while in the Automatic Payment Program (stolen card, NSF, expired cards, etc.) will result in a \$15 decline fee applied to your account. Parents/guardians will be notified of declines on Thursday mornings. Decline fees, along with the full weekly payment, must be paid by 6:30PM the same day (Thursday). Failure to do so will result in the loss of your child's spot in camp for that week. Parents/guardians of children on the camp waitlist will be notified of available spots on Friday.

To be removed from the Automatic Payment Program you must submit a written request at least 8 business days before the due date to stop a automatic payment from occurring. All requests are to be directed to the Parks and Recreation Department located at 6767 Passons Blvd. or at recreation@pico-rivera.org.

AUTOMATIC PAYMENT SCHEDULE

The first desired camp week your child attends must be paid in full at time of registration.

The payment schedule below pertains only to those who have reserved weeks and enrolled in the Automatic Payment Program.

The debit/credit card that you designate for the Automatic Payment Program will be charged on Thursdays at 12:01AM on the following dates:

<u>Camp Week</u>	<u>Payment Due Date</u>
WK 1: Dec. 23 - Dec. 27	Upon registration
WK 2: Dec. 30 - Jan. 3	Thursday, Dec. 19
WK 3: Jan. 6 - Jan. 10	Thursday, Dec. 26

Enrollments and Payments are taken during OPEN business hours.

CAMP HOURS OF OPERATION

Camp Hours: Monday - Friday from 7AM to 6PM

- All campers are required to be signed in by 9AM daily, except otherwise noted for any field trips.

Campers can be signed out at any time, unless otherwise noted for field trips. By law a child is to be released to a parent unless current court documents stating restrictions are on file with camp staff.

SIGN-IN & SIGN-OUT

All campers must be signed in daily by 9AM by an adult over the age of 18 yrs.

- Sign-in for Winter Camp will occur in the Child Supervision Room location from 7AM to 9AM at Pico Park.

After 9AM it is the responsibility of the adult signing in the camper to locate camp staff to ensure proper sign-in. **At no time are campers to enter the park grounds or facility alone.**

Only those listed on the Pick-Up Authorization Form can sign-out campers. A valid ID must be presented to sign out a camper. **All persons signing out a camper must be prepared to show a valid ID daily. If a parent is not authorized to pick-up a camper, court documents stating restrictions must be turned in at time of registration.** Camp staff will not release campers to any individual that appears to be under the influence of alcohol or other drugs. Failure to follow sign-in and sign-out procedures will result in removal from the program.

LATE PICK-UP & FEES

A \$10 late fee is charged for any camper pick-up occurring after 6:05PM. Additional \$10 late fee(s) will apply every 15 minutes until 7PM. Late fees must be paid within one week of notification or camper will be dropped from camp. After 6:30PM camper(s) will be under the care of front counter park staff. After 7PM camper(s) are considered "abandoned" and will