

**City of Los Angeles Department of Recreation and Parks
MASON RECREATION CENTER**

SUMMER CAMP



HANDBOOK

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
MASON RECREATION CENTER
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Dear Parent/Guardian:

Welcome to our Summer 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, self-worth, values, 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,

Summer Camp Staff



HOURS OF OPERATION: Summer Camp will operate from 9:00 a.m. - 4:00 p.m., Monday through Friday. Extended Care will be offered from 7:30 a.m. to 9:00 a.m. and from 4:00 p.m. to 6:00 p.m. No one will be at the center before 7:30 a.m. **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.
- ❖ Proof of age may be required (i.e. Birth Certificate, passport, school ID, etc.)
- ❖ All registered week's fees must be paid in full before services are rendered.

Payments can be done online www.laparks.org/reccenter/mason and in the office by Visa, Mastercard, ONLY. 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. **Fees are non-transferable, non-refundable and may only be applied as indicated on the receipt.**

AGE: Our Summer Camp is designed for children ages 5-12.

FEES:

REGULAR WEEK FEE: \$190.00 (5 days) \$165.00 (4 days no field trip) is due prior to the start of the selected week, if space is still available. The camp fees include supervision and activities. Day camp is Monday through Friday from 9:00 a.m. - 4:00 p.m.; hours may vary on trip days. It is not acceptable for campers to attend only on field trip days. **NO CAMP** Wednesday June 19th and Thursday, July 4, 2024.

FIELD TRIP FEES: Fees will vary. Please consult the field trip schedule for a list of times, fees and due dates. There will be no day camp available for any camper who elects not to attend the trip. Which is the 4 day no field trip option.

LATE PICK-UP FEE: These will be charged at \$1 for every minute after the end of camp. The end of camp will be 6:00 p.m. or to be announced as per prior agreement. Parent/Guardian, please contact the center immediately if you anticipate being late. Because the park facility closes at 9:00 PM, campers not picked up by 8:30 PM will be turned over to the Office of Public Safety (OPS) or LAPD. The late fees will also be charged. **Please don't keep your child waiting.**

SIGN-IN PROCEDURE

When you bring your child to camp you must sign them into the appropriate group and clipboard. All campers must be signed in by a parent/guardian daily with the time and a full signature. Campers will NOT be permitted to sign themselves into camp. If your child's name does not appear on the daily sign-in sheet please report to the office for assistance, you are NOT permitted to add your child's name onto the sheet.

SIGN-OUT PROCEDURES

Only authorized adults (18 years and older) whose names are on the emergency form will be allowed to pick up your child. No child will be released at any time to an unauthorized person, **NO EXCEPTIONS!** It is your responsibility to update your child's pick-up list as needed with the names and phone numbers. Written permission must be provided if you wish your child to be released to anyone other than those authorized on the registration form. Phone call authorization will NOT be accepted. Staff will deny the release of a child if the pick-up person appears to be under the influence of alcohol or an illegal substance. We will call someone else on the emergency list to pick up that child. This is for your child's safety and welfare. Important Notice: Parents/guardians, and/or anyone else picking up your child must have a picture identification ready to show any staff member who may request it. When children are being checked out, ALL staff are instructed to request the I.D. of any person at any time who may be unfamiliar to them. We apologize for any inconvenience this may cause, but it is for the safety of your child. This is a Mason Recreation Center Policy and is **STRICTLY ENFORCED**.

CHECK IN & CHECK OUT: Check in for Day Camp each day will be **located in the front lobby of the gym**. From 7:30 a.m. - 9:30 a.m. (unless otherwise specified for trips). Organized group activities will begin shortly after. For this reason, it is in your child's best interest to arrive at camp on time 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 8:00 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, please do not pick up campers until that time if possible.

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-toed 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. They must wear their summer camp shirt every day. Each camper will get 2 camp shirts for the one time registration fee, if you require more camp shirts are \$10. Please ensure that your child/ren can participate in all the activities and are not inhibited by their clothing. 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. *We require that on day's that swimwear is needed, 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.

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 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.

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 TRIPS: There will be Recreation Staff on all trips. Trip days will, for the majority of the time, fall on Thursdays. 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. Please refer to your 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. If a trip requires additional payment, that payment must be made prior to the day of that trip. Please check the field trip schedule for payment due dates. No payments for a trip will be accepted on the day of the trip.

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.

GUESTS: Parents/Guardians 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.

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. Children are required to wear a face mask on the bus to and from the field trip.

BUS RULES:

1. Recreation Staff must sit next to emergency exits.
2. Eating, drinking, or gum chewing is not allowed.
3. The use of radios, iPods, MP3 players, or 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 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 No sandals or Crocs. Closed toed shoes must always be worn.

PARENT/GUARDIAN OATH:

- ◆ My child and I will abide by the rules and guidelines established by Mason 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.
- ◆ Mason 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, the following 3-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: a conference with the Camp Director.
3. Third incident: a cool down time will be issued until the parent/guardian comes to pick up the camper. We will contact you and ask that you pick up the camper as soon as possible.

The Director-in-charge will meet with the parent/guardian 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/GUARDIAN PICK-UP.

IN THE EVENT A PARENT/GUARDIAN OR AUTHORIZED ADULT CANNOT BE LOCATED, THE CAMPER MAY BE DISMISSED FROM FURTHER PARTICIPATION IN CAMP. NO REFUNDS WILL BE PROVIDED.

There are no refunds if the camper is withdrawn or dismissed 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, Walkman/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. Before leaving, please search through the Lost & Found box for any of your items. The box will be emptied on Monday mornings.

MEDICAL AWARENESS AND ILLNESS POLICY

Accidents and Emergencies

You must update your child's file with current phone numbers and names of people that may be contacted to pick up your child when we are unable to reach you. Please put the closest person available to the area.

Medical Awareness

We should be notified and aware of any medication, medical exceptions, limitations, allergies or problems concerning any child attending our program. Please make sure to indicate on your child's registration application any specific problems and/or needs that your child may have such as allergies, illnesses, behavioral problems, etc. as well as any prescribed medication your child is taking.

Medication

All medication must be turned into the Director/Office, accompanied with the original prescription bottle along with the exact directions and a written notice giving us permission for medication disbursement. Please Note: Staff will ONLY guide the child with their medication. Staff will not directly administer any medication at any time; children must physically administer their own medication. Staff will notify parents if the child is running low on their medication.

Medical Treatment Consent

The center will immediately call the paramedics and notify the parents of any serious illness or injury more serious than minor cuts, scrapes, or bruises. Parents/guardians are responsible for taking their children in for medical or dental care in a minor emergency when paramedics are not needed, and are financially responsible for them.

Sick Children

A child may be too sick to attend camp if:

1. The child does not feel well enough to participate comfortably in the program's activities.
2. If your child has a fever of 100.4°F or greater, they should remain at home and not return to the program until they have been without a fever for 24 hours/(one day) without the use of any medications such as Tylenol, Advil or Ibuprofen.
3. The child has any of the following symptoms:
 - If your child appears sleepy and without energy because they are not feeling well.
 - If your child vomits/throws up two or more times in the past 24 hours.
 - Signs or symptoms of possible severe illness; i.e., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy, etc.
 - If your child has a bad sore throat with fever or swollen glands, they should be seen by a doctor and should get a doctor's note before returning to the program.
 - If your child has a cold with a really bad runny nose or has trouble breathing through their nose.
 - If your child has a bad cough and is coughing up yellowish mucus.

If your child registers a temperature of 100.4 degrees or higher, the child will not be allowed to attend camp. Child and parent must wait for appropriate paperwork to be completed. Campers will not be able to return for 10 days and a negative result must be provided upon return.

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 or in writing. If a head or other serious injuries happen 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 may be communicated at check-out time.

Standard "Band-Aid" First Aid Procedures for Routine Injuries

- Overwhelming Heat: Have the child drink water and go to the office to lie down and cool off.
- Sprained Ankles or Fingers: Apply ice to the area and elevate.
- Nosebleed: Have the child sit down, slightly raise head, and apply pressure to the bridge area of the nose.
- Cuts and Scrapes: Rinse off the injured area with soap and water, dry, and apply a Band-Aid.

- Bee Sting: Using a credit card or like, scrape out the stinger. Wash with soap and water and apply a Band-Aid.

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.

SUNBLOCK

Please Note: We DO NOT provide sunscreen for your child.

It is summer time and we will be outside the majority of the day. Please make sure to apply sun block on your child each morning prior to them arriving at camp. Also, pack sunscreen in their back pack so they can reapply it as needed. Please be advised that all children are responsible for providing and applying their own sun block as necessary. Staff WILL NOT be held responsible for providing, applying, or having to remind campers to apply sun block.

Child to Counselor Ratio

Ratios are implemented during regular camp hours and activities. Ratios during extended care hours may vary daily.

Children Ages	Child to Counselor Ratio
5-12 years old	10:1

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/GUARDIAN 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.

All information is subject to change and cancellation without prior notice.