



South Seas House/Benny H. Potter West Adams Memorial Park
2301 West 24th St. Los Angeles, CA 90018
(323)373-9483 | rap.southseashouse@lacity.org



South Seas House Seasonal Camps

PARENT/GUARDIAN MANUAL

The South Seas House Recreation Center/Benny H. Potter West Adams Memorial Park, seasonal camp office welcomes new and returning campers. Our seasonal camp program is part of the quality programs offered through the City of Los Angeles, Department of Recreation & Parks. The following pages include policies, procedures and information for our seasonal camp program campers.

Camp Philosophy

The philosophy of South Seas House (SSH) is to provide a safe and nurturing environment for children by creating a positive, diverse recreational community where children can learn, grow and be themselves.

Camp Vision

Our camp program is dedicated to providing all youth with the highest quality of recreation, education and cultural experiences through a variety of activities. Participants are treated with respect through the opportunity to experience growth in the areas of interacting with others, teamwork, fair play, and skill development. The goal is to create a positive environment that fosters improved self-confidence and self-esteem through experiences in camp activities.

Mission Statement

The central purpose and role of SSH is defined with the following ideas

- Building a positive self image
- Developing healthy friendships
- Participating in non-competitive play
- Introduction of new experiences

Camp Values

The values governing SSH development will include the City of Los Angeles, Department of Recreation and Parks mission.

“Our mission is to offer Los Angeles residents and visitors the finest parks and recreation programs in the world. However, it is not only what we do; equally important is the way in which we serve the community. As such, wherever they work and whatever they do, all our employees have one thing in common-delivering quality service courteously, honestly, and effectively, through the collaboration of teamwork.”

All programs are subject to change or cancellation. Achieving gender equality through a continuous commitment to girls and women in sports. Programs are offered on a First-come, first-served basis. Payments must be made no later than the first week of the month. Persons with disabilities are welcomed to participate in our classes and programs. Reasonable accommodations will be made with prior arrangements. Please be aware that some accommodations may take 30 days or longer. Programs and classes are subject to change or cancellation without notice. No refunds will be issued unless the program is canceled by the recreation center.



South Seas House/Benny H. Potter West Adams Memorial Park

2301 West 24th St. Los Angeles, CA 90018
(323)373-9483 | rap.southseashouse@lacity.org



City of Los Angeles, Department of Recreation & Parks

Camp Program

The camp program's focus on achieving success in these four basic areas with the resources available to our program:

- Equal opportunity to participate, regardless of skill level
- A wholesome, positive, safe, and value-oriented atmosphere in which participants learn life skill development, teamwork and responsibility.
- An acceptable outlet for youthful energy.
- A broad variety of experiences to further develop self-esteem and personal confidence.

Organizational Structure (Seasonal Camp Chain of Command)

- Camp Counselors
- Camp Directors
- Recreation Coordinator
- Recreation Facility Director

Camp Registration

In order to be registered in the SSH Camp, the following items must be completed for each camper:

- Payment of the registration fee.
- A complete and current registration form.
- Weekly fee paid by the Friday before attendance.

Fees

The weekly fee should be paid in full in order to enroll in the Seasonal Camp. Spaces are offered on a first come, first served basis. Seasonal Camp hours are 9:00a.m. - 5:00p.m. The hours may vary on field trip days, which are on **Fridays**. Field trips are included in the weekly fee unless otherwise noted.

Late Weekly Fee

A late registration fee of \$10.00 will be charged for campers registering after the Friday deadline. Please make your payments no later than Friday **BEFORE** attendance, or one week in advance for Camperships.

Late Pick Up Fees

A late pick up fee of \$1 per minute will be charged for every minute after 5:00p.m. Fees are non-transferable and may only be applied as indicated on receipt. The late pick up fee must be paid the same day.

Refunds/Other Fees

A 15% administrative fee is applied to all refunds.

Seasonal Camp Office Hours: 8:00am-6pm, Monday-Friday (except holidays)

Facility Payment Hours: 8:00A.M.- 6:00P.M., Monday-Friday (except holidays)

All programs are subject to change or cancellation. Achieving gender equality through a continuous commitment to girls and women in sports. Programs are offered on a First-come, first-served basis. Payments must be made no later than the first week of the month. Persons with disabilities are welcomed to participate in our classes and programs. Reasonable accommodations will be made with prior arrangements. Please be aware that some accommodations may take 30 days or longer. Programs and classes are subject to change or cancellation without notice. No refunds will be issued unless the program is canceled by the recreation center.



South Seas House/Benny H. Potter West Adams Memorial Park

2301 West 24th St. Los Angeles, CA 90018

(323)373-9483 | rap.southseashouse@lacity.org



CAMPERS WILL NOT BE ACCEPTED ON A DAILY OR HOURLY BASIS; THERE ARE NO PRORATED FEES.

Hours of SSH Camp Operation

SSH Camp operates from 9A.M.- 5:00P.M., Monday through Friday (except holidays).

Please do not drop off your child(ren) before the agreed time. Children left before 9a.m. are not the responsibility of the camp; all campers must be signed in.

Be aware that Staff is mandated to report child neglect. Leaving your child unsupervised is considered abandonment and will be reported to the local authorities.

Sign In/Out Procedures

Parents and/or guardians must sign in/sign out their camper daily. Campers are not registered for the day until an adult has signed them in. Please give yourself enough time to do this, there will be no exceptions. A full signature in pen is the only acceptable form on the sign in sheet, initials are unacceptable.

Emergency and Pick-up Authorization

To add additional persons on the emergency or pick-up authorization forms, parents or legal guardians must make changes on the original application by visiting Camp office for changes.

Campers will be released only to the adults designated on the application. A parent may add another adult to the application at any time, but this must be done in person, not by note or over the phone. For the safety of your child, anyone signing a camper out WILL be required to provide identification; please advise everyone listed on the application of this policy.

The designated Camp drop off location (sign-in) is at the SSH at 9am. The designated Camp pick up location (sign-out) is at the SSH at 5pm. **We ask that you do not block any driveways or spaces, since this is considered a fire hazard.**

Please be on time to pick up your camper. Children tend to get upset when their parents are late. If you are going to be late, PLEASE CALL! Don't make your camper wait for you. All supervision ends at 5:00p.m. Campers picked up after the agreed time will be assessed a late fee of \$1 per minute.

Special Accommodations

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability, and upon request will provide reasonable accommodations to ensure equal access to its programs, services and activities.

Weekly Bulletins

Weekly Bulletins will be available by Friday of the previous week and upon paying for the next week. The calendar will include a general idea of daily activities, including anything special that needs to be worn or brought to camp, and details concerning the weekly trip.

All programs are subject to change or cancellation. Achieving gender equality through a continuous commitment to girls and women in sports. Programs are offered on a First-come, first-served basis. Payments must be made no later than the first week of the month. Persons with disabilities are welcomed to participate in our classes and programs. Reasonable accommodations will be made with prior arrangements. Please be aware that some accommodations may take 30 days or longer. Programs and classes are subject to change or cancellation without notice. No refunds will be issued unless the program is canceled by the recreation center.



South Seas House/Benny H. Potter West Adams Memorial Park
 2301 West 24th St. Los Angeles, CA 90018
 (323)373-9483 | rap.southseashouse@lacity.org



Camp Weeks

The following is a list of camp dates for this summer.

Week 1: December 18-22, 2023 | Fieldtrip: *LAPL Central Library and Pershing Square Holiday Ice Skating Rink

Week 2: December 26-29, 2023 | Fieldtrip: NONE (CLOSED, Mon. Dec. 25, 2023)

Week 3: January 2-5, 2024 | Fieldtrip: NONE (CLOSED, Mon. January 1, 2024)

****trips are subject to change without notice.***

Activities and trips will be provided during parent orientation. Communication of this will be available at sign out and will be posted on the Seasonal Camp Bulletin Board located at the SSH.

All campers should be on time for field trips, so they can board the bus accordingly. If a child is late and misses the bus they will not be eligible to attend the field trip and will be sent home for the day, since all camp staff attend trips. Buses cannot be held for anyone and children may not be dropped off at field trip sites.

Special Events

SSH Camp special events take place in the SSH Backyard or the Annex on designated afternoons.

Lunch

SSH does not provide a lunch for campers in the Fall, Winter or Spring Seasons. Please pack a lunch and snacks for your child that does not need to be microwaved or refrigerated.

(SUMMER CAMP ONLY) SSH offers a free lunch program courtesy of the Summer Lunch Program. Lunch will be served each day from 11:30A.M.-1:00P.M. with the exception of trip days. These meals are nutritionally balanced. Copies of the menus will be posted at the beginning of the season.**(SUMMER CAMP ONLY)**

If your camper cannot or will not eat what is being served, please send them with a lunch that does not need to be refrigerated. Refrigeration is not provided for food brought from home; please be advised to not send perishables in your campers lunch.

Please advise the staff of any food allergies your camper may have and indicate this on their

All programs are subject to change or cancellation. Achieving gender equality through a continuous commitment to girls and women in sports. Programs are offered on a First-come, first-served basis. Payments must be made no later than the first week of the month. Persons with disabilities are welcomed to participate in our classes and programs. Reasonable accommodations will be made with prior arrangements. Please be aware that some accommodations may take 30 days or longer. Programs and classes are subject to change or cancellation without notice. No refunds will be issued unless the program is canceled by the recreation center.



South Seas House/Benny H. Potter West Adams Memorial Park

2301 West 24th St. Los Angeles, CA 90018

(323)373-9483 | rap.southseashouse@lacity.org



application.

We do not allow campers to buy from street vendors during camp hours.

Earthquake

Due to the difficulty of telephone communications during an earthquake, you may not be able to contact camp; phone calls outside of the Southern California area would be easier to complete. We will contact you as quickly as possible.

Safety Drills

To assure the safety of the campers, a weekly drill is held. To ensure a safe environment the drills will address a variety of situations:

- Fire, earthquake, and security breaches

In the event of camp evacuations, the campers will be escorted to the nearest public building that ensures safety, at this time that will be at the Annex located in the park adjacent to the SSH. The parent/guardian will be called if the camper will need to be signed out from one of these areas.

Swimming

(SUMMER ONLY) Unless otherwise noted, swim days will be Tuesday & Thursday from 10:00A.M. -11:30A.M at the EXPO CENTER POOL. All campers 7 years and older are allowed in the shallow pool; they are to wear a swimsuit or trunks with an inner lining (they will not be permitted in the pool with anything else). They also need to have a towel and sunscreen.

Campers 5-6 years old will participate in other activities. All activities are supervised by SSH trained counselors.

If your child does not bring their swimsuit or does not want to go to the pool, they will be allowed to participate in other supervised activities with staff, such as water play, reading, or low-organized games.

The Aquatics Division of the Department of Recreation and Parks staffs the EXPO Center Pool. Lifeguards are on duty at all times. In addition SSH Camp staff will supervise the campers in the pool. All LA City Aquatics' rules will be observed when using the pool.

Beach Day

At the beach, the following rules will be enforced:

1. We will participate in water play only where lifeguards are present and water pollution levels are safe.
2. Campers must have a "buddy", especially in the water.
3. The camp area will be visibly marked off.
4. Campers may not go into the ocean any higher than their knees.
5. Campers may enter water only when counselors are on water duty. During water duty two staff members will be in the water at knee height, facing out towards the ocean, and two will be chest deep facing the beach. Additional staff members will be on the beach with their focus towards the water. The remaining staff members will supervise the campers on the sand.

All programs are subject to change or cancellation. Achieving gender equality through a continuous commitment to girls and women in sports. Programs are offered on a First-come, first-served basis. Payments must be made no later than the first week of the month. Persons with disabilities are welcomed to participate in our classes and programs. Reasonable accommodations will be made with prior arrangements. Please be aware that some accommodations may take 30 days or longer. Programs and classes are subject to change or cancellation without notice. No refunds will be issued unless the program is canceled by the recreation center.



South Seas House/Benny H. Potter West Adams Memorial Park

2301 West 24th St. Los Angeles, CA 90018

(323)373-9483 | rap.southseashouse@lacity.org



6. All campers will be required to eat lunch together. A rest period will be required before campers can go back into the water.
7. All campers will have restroom breaks together with two counselors in attendance. No camper will go to the restroom facilities alone.

Personal Belongings

Campers are not to bring personal items (balls, radios, money, electronic games, toys of any kind, jewelry, cell phones etc.) to camp. *The South Seas House Recreation Center, its staff, and the City of Los Angeles Department of Recreation & Parks will not be responsible for lost or stolen items.*

Dress Code

Campers are to wear their seasonal camp shirt daily. Campers are not to wear sweaters, sweatshirts, pullovers, or overalls that will cover the shirt. The camp shirt is the most important item of identification when they are in camp.

A variety of different 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. **THEY WILL GET DIRTY.** Please dress campers appropriately.

Campers must wear closed toe shoes to camp. Please note that if you send your child to camp in sandals, they will be asked to return with proper shoes.

Camp Shirt Fees

If a camper reports to camp without his/her shirt, a camp shirt will be given to them and charged to your fees. The camp shirt fee is \$15.00. Each camper will receive ONE (1) FREE camp shirt with the paid \$30 registration. A maximum of two additional shirts may be purchased throughout the season.

No camper may go on a field trip without a shirt. In the event that no extra shirts are available, the camper will be sent home.

Behavior Guidance

Counselors will assist campers in correcting their behavior before any reflection time is necessary. Discipline is a tool for the camper to use, to evaluate and learn life experiences. We will discuss, as a group, what the camp rules will be.

In the event that the rules are broken, a disciplinary procedure will be carried out.

1. **First incident:** campers receive a verbal warning about the behavior.
2. **Second incident:** reflection time. This will be recorded in the Behavior Log Book.
3. **Third incident:** camper reflection time, a discipline slip and a phone call home from the Camp Program Director, informing them of the incident and discipline slip.
4. **Final incident:** camper reflection time, a discipline slip, not allowed on field trip and a parent conference with Camp Program Director and Seasonal Camp Coordinator.
5. **Violent behavior and disobedience that endangers and/or disrupts the camp requires immediate parent pick up. If the parent or authorized adult cannot be located at the time,**

All programs are subject to change or cancellation. Achieving gender equality through a continuous commitment to girls and women in sports. Programs are offered on a First-come, first-served basis. Payments must be made no later than the first week of the month. Persons with disabilities are welcomed to participate in our classes and programs. Reasonable accommodations will be made with prior arrangements. Please be aware that some accommodations may take 30 days or longer. Programs and classes are subject to change or cancellation without notice. No refunds will be issued unless the program is canceled by the recreation center.



South Seas House/Benny H. Potter West Adams Memorial Park

2301 West 24th St. Los Angeles, CA 90018

(323)373-9483 | rap.southseashouse@lacity.org



a camper may be dismissed from camp activities.

All Discipline Slips are kept in the camper's files; campers are accepted back to camp when the parent has signed the discipline slip. **There are no refunds if the camper is expelled from camp.**

Camper Discipline Policy

Camp Discipline slips will only be used after we have tried our best to **positively** redirect the behavior, have exhausted all avenues of redirection, and have asked the Camp Program Director for suggestions on how to handle the situation. Once we are positive that we have tried everything we can think of to redirect the behavior, we will proceed to write a discipline slip and submit it to the Director for approval.

Discipline slips are a VERY big deal and should only be used in extenuating circumstances.

Camp Rules

1. Respect yourself and counselors.
2. No fighting: campers will be **EXPULSED** from camp and will not be allowed to return.
3. Current camp year shirt.
4. No outside personal items.
5. No cell phones for SSH Campers. Campers can use cell phones only during lunch & snack.
6. All campers must wear closed toe athletic shoes; Campers must wear socks as well.
7. No food or drink on the fields (only water).

Staff

All Camp staff members have gone through interviews, previous to their hiring. Most camp counselors and staff have prior experience in camps as volunteers or Recreation Assistants. During the hiring process, the City of Los Angeles Department of Recreation & Parks has screened all staff; the screening includes fingerprinting to background checks. In addition each staff member has received staff training that includes emergency procedure training.

Guests

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.

Health and Safety Procedures

Drop Off/Pick Up: Please do not block the driveways when you drop off your camper. When you drive out of your parking space, be sure to look for pedestrians, especially children. Please be mindful of not blocking other cars or parking in non-designated spots, as this poses a fire threat.

If you park on the street, please use the walkway. **DO NOT HAVE YOUR CHILD COME IN ALONE.** You must sign them in.

Remember to lock your car and do not leave any valuables in your car when you come inside the center.

Food: Refrigeration is not provided for food brought from home; please be advised to not send perishables in your camper's lunch.

Please advise the staff of any allergies your camper may have and indicate this on their application. At no time do we allow our campers to purchase from the street vendors.

All programs are subject to change or cancellation. Achieving gender equality through a continuous commitment to girls and women in sports. Programs are offered on a First-come, first-served basis. Payments must be made no later than the first week of the month. Persons with disabilities are welcomed to participate in our classes and programs. Reasonable accommodations will be made with prior arrangements. Please be aware that some accommodations may take 30 days or longer. Programs and classes are subject to change or cancellation without notice. No refunds will be issued unless the program is canceled by the recreation center.



South Seas House/Benny H. Potter West Adams Memorial Park

2301 West 24th St. Los Angeles, CA 90018

(323)373-9483 | rap.southseashouse@lacity.org



Water: Campers, especially at the beginning of summer are not used to physical activity. It is important that campers drink water throughout the day. A dehydrated child will not be able to enjoy their camping experience and it may pose a health hazard. It is strongly recommended that you provide your camper with water every day for water breaks.

Sunscreen: Since camp is primarily an outdoor experience, the chance for sunburns is great. Please send your child to camp with sunscreen. We strongly suggest that campers use caps.

Non-custodial parent: Unless a copy of a current restraining order, or other legal documents are on file at the recreation center, a non-custodial parent 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.

For any questions or concerns, please feel free to contact the Seasonal Camp office at (323)373-9483 or by emailing us at: rap.southseashouse@lacity.org

Thank you for choosing The South Seas House Seasonal Camps!

We look forward to a great season with you and your camper!

All programs are subject to change or cancellation. Achieving gender equality through a continuous commitment to girls and women in sports. Programs are offered on a First-come, first-served basis. Payments must be made no later than the first week of the month. Persons with disabilities are welcomed to participate in our classes and programs. Reasonable accommodations will be made with prior arrangements. Please be aware that some accommodations may take 30 days or longer. Programs and classes are subject to change or cancellation without notice. No refunds will be issued unless the program is canceled by the recreation center.