City of Los Angeles Department of Recreation and Parks

Encino Community Center

4935 Balboa Blvd., Encino, CA 91316 * Phone: (818) 995-1690













Welcome to Camp Encino





At Camp Encino we provide a program designed to offer your child a diverse recreation experience in a positive atmosphere. Campers will have lots of fun learning new skills, developing new interests, and making new friends. Campers will enjoy activities such as sports, arts & crafts, science, games, cooking, drama, special guests, and special events. We emphasize positive social behavior, a comfortable environment, and quality programs.

Our Camp's reputation is built on the excellence of its directors, counselors, and CIT's. They exemplify dedication, commitment, and perseverance. They are trained to interact, motivate, and inspire every child by being a positive role model and mentor. Each staff member is certified in CPR and First Aid, fingerprinted and cleared through Live Scan, and is extensively trained to respond to a variety of situations. Many of the staff have been campers in the past, bringing their creative experiences and individual skills to Camp Encino, making it the great program that it is.

Registration Information

- A. Registration begins **March 18, 2024** and will continue until camp is filled. Enrollment is limited and registration applications will be processed in the order received.
- B. Campers must meet age requirements by the start of camp.
- C. Campers must be entering Kindergarten/Transitional Kindergarten in the Fall of 2024.
- D. A one time registration fee of \$25.00 per camper is required.
- E. Your child is considered registered for a week of camp once full payment is received for that specific week.
- F. Camp deposits are required to hold your child's space in camp.
- G. Payments are due in full by the said due date for that corresponding session. A \$10.00 late fee will apply to all payments made after the due date.
- H. Payments may be made by Visa, MasterCard, check, exact cash or money order payable to: L.A. City, Dept. of Rec. & Parks.
- I. Scheduled activities and field trips are subject to change or cancellation without prior notice.
- J. Campers who require a one-on-one aide (shadow) must provide their own assistants. All assistants MUST be fingerprinted and cleared through our department prior to working. Clearance can take between 6-8 weeks so please plan accordingly. Approved/cleared fingerprints obtained from a credible organization MAY be excepted. Please contact the office for shadow forms and details.
- K. Please retain all receipts for tax purposes as we do not provide duplicates. Our Tax I.D. # is 95-6000-735.

Refunds and Cancellations

Due to prior scheduling of staff, buses, trip reservations, pre-purchase of tickets, and the inability to replace your child's space on the days they are absent, **NO REFUNDS, MAKE-UP DAYS, OR TRANSFERS** of money, including absences related to illness or medical reasons, will be given for any day, including trip days.

- Full Refunds are only issued when the Recreation Center cancels the activity.
- No refunds are granted once the 1st day of a registered camp week begins.
- Registration Fees and Deposits are non-refundable and non-transferrable.
- A 15% administrative fee will apply to qualifying refunds. Refunds take 6-8 weeks to be processed.
- Refunds must be requested in writing using a refund request form.



Registration Information







June 12 - August 9

Monday - Friday



9:00am - 4:00pm



7:30am - 6:00pm (Included with fees)

Weekly Rates and Fees

\$25.00 Registration Fee per child (includes 2 camp shirts)

\$215.00 5 days per week, includes most trips

\$205.00 **June 19th&4th of July Week, 4 days, includes trip**

\$190.00 4 *non-trip* days per week

\$180.00 Any 3 non-trip days per week *week of June 12th

\$10.00 Additional Camp T-Shirt (must wear daily)

\$10.00 Late Payment Fee

\$1.00 Late Pick-Up fee (per minute, per child after 6pm)

Tuition Due Dates

A \$30.00 deposit is required for each week you wish to hold your child's space. The balance is due in full prior to your child attending camp by the dates listed below.

کوهمنوس 1: Weeks 1, 2, 3 are due by JUNE 7, 2024

Weeks 4, 5, 6 are due by JUNE 28, 2024

ATTENTION PATRONS! IMPORTANT NOTICE

The park does not carry insurance. All patrons must assume responsibility for their own policy.

Payment Instructions

There is a one time \$25.00 registration fee period

There is a **non-refundable deposit** of \$30.00 per

week that is required at the time of registration to

camper which includes 2 (two) camp t-shirts.

Registration Process

MAIL-IN applications/payments will not be accepted and will be returned. We are not responsible for lost or missing applications/payments due to mail/postage.

IN-PERSON REGISTRATION

To register and/or reserve a space in camp, please bring your child's completed application to the office. To help speed up the registration process, please fill out and print the application in advance.

ONLINE REGISTRATION

Applications must be submitted to encino.communitycenter@lacity.org immediately upon registering. Your child is not considered registered in camp until the completed application is received.

website: reg.laparks.org







TUITION BALANCES

Balances can either be paid in the office or online using the above QR code or website. Instructions on how to pay balances online can be found at laparks.org/reccenter/encino-community.

REGISTRATION HOURS

PRE-CAMP: Monday-Friday 9am-8:30pm Saturday 9am-4pm Sunday 9am-12pm

Monday-Friday 7:30am-6:00pm POST-CAMP:

Encino Park **Encino Community Center** Parking Lot Lunch Auditorium Playground Woman's

Ventura Blvd.

"Fersons with disabilities are welcome to participate in our programs. Reasonable Accommodations will be made with prior arrangements."

reserve a space in camp. Tuition Balances must be paid IN FULL prior to the beginning of each session.

There are no refunds, transfers or make-ups for absences including those due to illness or vacation.

Credit cards (Master, Visa), check, and exact cash are accepted for payment.

Please make checks payable to:

L.A. City, Dept. of Rec. & Parks

Spaces are on a first come first served basis. Due to the popularity of our camp, we do fill up quickly. To ensure your child a space please register early.









Day Camp, & Sports Camp Information





Camp Encino offers a wide variety of activities including weekly field trips, themed events, individual awards, group awards, contests, dress up days, special guests & so much more!

💥 Day Camp

Ages 5-13 years

(Child must be age 5 years by Sept. 2, 2024) Day Camp offers a wide variety of age appropriate activities including; arts & crafts, games, sports, music, cooking, drama, science, singing, dress-up days, spirit stick, weekly special events, special guests, water play & more!

Campers <u>CANNOT</u> switch back and forth between day camp and sports camp.







Entering 3rd grade & up
Sports Camp is perfect for children
looking for a fun and friendly sports
program in a positive and motivating
environment. They will build on their
knowledge of sports, athletic skills,
self-confidence and teamwork.
Throughout the week campers will
play in different sports and related
games as well as participate in spirit
stick, special events, special guests,
and attend all field trips.

Sport
eek 1– Basketball
Week 2- Soccer
Week 3– Hockey
Veek 4– Baseball
Week 5– Football
Week 6– Tennis

W

Week 8- Soccer

Week 7- Basketball





Weekly Activity Schedules & Field Trips

Scheduled Field Trips and Activities are subject to change or cancellation without prior notice.

Week	Dates	Weekly Theme	Rockin' Tuesdays	Field Trip	
1	**Camp Closed 6/10&6/11** June 12 - June 14	Wizardly World	Pajama Day	Encinorama	
2	**Camp Closed June 19th** June 17 - June 21	Tropical Paradise	Silly Socks Day	Raging Waters	
3	June 24 - June 28	Superheroes vs Villains	Crazy Hair Day	Magic Mountain	
4	**Camp Closed July 4th** July 1 - July 5	Stars and Stripes	USA Colors Day	Adventure City	
5	July 8 - July 12	Gold Rush	Wild Hat Day	Knott's Berry Farm	
6	July 15 - July 19	Colorpalooza!!	Mustache Day	Soak City USA	
7	July 22 - July 26	Camp Encino's Got Talent	Tie-Dye Day	Santa Monica Pier's Pacific Park	
8	July 29 - August 2	The Mighty Jungle	Mix & Match Day	Hurricane Harbor	
9	August 5 - August 9	Celebration of the Nations	Neon Nation Day	Movies at City Walk	

WEDNESDAYS ARE FIELD TRIP DAYS UNLESS OTHERWISE NOTED

Child's Name

Grade in Fall (2024)

GROUP



Camp Encino Registration Application

Please check one of the following DAY CAMP SPORTS CAMP					

	Weekly Rates & Fees
\$25.00	Registration Fee per child (includes 2 camp shirts)
\$215.00	5 days per week, includes trips
\$205.00	**June 19th and 4th of July, 4 days includes trip**
\$190.00	4 <u>non-trip</u> days per week
\$180.00	Any 3 non-trip days per week **June 12th-14th*
\$10.00	Additional Camp T-Shirt (must wear daily)
\$10.00	Late Payment Fee
\$1.00	Late Pick-Up fee (per minute, per child after 6pm)

To reserve a space, please put an ${\bf X}$ in each box of the days you wish your child to attend camp.

A \$30.00 deposit is required for each week you wish to hold your child's space. This deposit is **Non-Refundable / Non-Transferrable** but is deducted from the weekly tuition at the time of payment. Payment is due **prior** to your child attending camp.

Unitial Payment Breakdown						
\$25.00	Registration Fee	\$				
\$30.00	X Weeks Reserved	\$				
\$215.00 (5 days)	X Weeks Paid in Full	\$				
\$205.00 (6/19&7/4)	X Weeks Paid in Full	\$				
\$190.00 (4 days)	X Weeks Paid in Full	\$				
\$180.00 (3 days)	X Weeks Paid in Full	\$				
\$10.00	X T-Shirt(s)	\$				
	Total Received	\$				
	Receipt #					
For Office Use Only	Initial Payment Date					
-se Only	Staff Name					
Yes / No	T-Shirts Received?	Qty				

	-				_									
	<u>MON</u>	TUES	<u>WED</u>	THUR	<u>FRI</u>	*Schedu	led Activitie	es and Fie	ld Trips are s	ubject to ch	ange or c	ancellation v	vithout prior	notice.*
S	ession 1:	Paymer	nt due in 1	full by <mark>J</mark> l	UNE 7	Deposit	Receipt	Date	Balance	Receipt	Date	Other	Receipt	Date
Week 1	CLYOFED			June 13	June 14	**			**			**		
Week 2	June 17	June 18	CL 99ED	Raging Waters	June 21	**			**			**		
Week 3	June 24	June 25	Magic Mountain	June 27	June 28									
Session 2: Payment due in full by JUNE 28			UNE 28	Deposit	Receipt	Date	Balance	Receipt	Date	Other	Receipt	Date		
Week 4	July 1	July 2	Adventure City	CL49ED	July 5	**			**			**		
Week 5	July 8	July 9	Knott's Berry Farm	July 11	July 12									
Week 6	July 15	July 16	Soak City USA	July 18	July 19									
S	ession 3:	Paymer	nt due in	full by J	ULY 19	Deposit	Receipt	Date	Balance	Receipt	Date	Other	Receipt	Date
Week 7		July 23	Pacific Park	July 25	July 26									
eek 8	July	July	Hurricane	August	August									

COVID-19 Acceptance of Risk and Waiver of Liability

August

2

August

Harbor

City Walk

By my participation I am fully aware that there are a number of risks associated with me and/or my child entering onto City of Los Angeles Dept. of Recreation and Parks (RAP) property, participating in RAP programs, and utilizing RAP equipment and facilities during the COVID-19 pandemic. This waiver, release, and other representations and covenants set forth herein are given in consideration for RAP permitting me and/or my child to participate in RAP programs during this emergency period.

Therefore, without limitation, I understand that I and/or my child could contract COVID-19 disease which could result in a serious medical condition requiring medical treatment in a hospital or could possibly lead to death.

On behalf of myself and/or my child and our heirs, successors and assigns, I knowingly and freely, assume all such COVID-19 related risks, both known and unknown, relating to my and/or my child's entry onto RAP property, participation in RAP programs, and utilization of RAP equipment and facilities as described above, and I hereby forever release, waive, relinquish, and discharge RAP, along with its officers, agents, employees, or other representatives, and their successors and assigns (collectively, the "City Representatives"), from any and all COVID-19 related claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen, (collectively, "Damages") as a result of me and/or my child entering onto RAP property, participating in RAP programs, and utilizing RAP equipment and facilities as described above, including but not limited to personal injuries, death, disease or property losses, or any other loss, and including but not limited to claims based on the alleged negligence of any City Representative or any other person related to COVID-19 sanitization. I further promise not to sue RAP or any City Representative, and agree to indemnify and hold them harmless from any and all Damages resulting from me and/or my child's contraction of COVID-19.

PARENT INITIALS _____

29

August

30

August

Cam	p Enc	inc	Registratio	on Application	Group
Child's Gender: Male Female	Other	_ (Grade in Fall:	School:	
Childs Name:			Age:	Birthdate:	111
Address	Las	st _City		StateZi	p Code
Parent / Guardian's Name:			E-mail Ad	dress:	
Home Phone:()	Cell Phon	e :()	Work Phone:()
Parent / Guardian's Name:			E-mail Ad	dress:	
Home Phone:()	Cell Phon	e :()	Work Phone:()
I authorize these additional persons (Please Note: If biological parent is I Name	not permitted to	pick u	ıp child, written do		urt is required.
Name)		Relation	
Name	Phone:()		Relation	
MEDICAL INFORMATION: Insurance	ce Provider			Policy #	
PhysicianPhone	e:()		Dentist	Phone:()
Is child on medication? YesNo_					
If so, list medication:			Amount	Frequency	<u> </u>
Reason for limitations of physical acti	vities, if any				
List any major illnesses, allergies, me	edical conditions	s, or be	haviors we should	be aware of in case of	a major emergency

PLEASE READ THOROUGHLY AND SIGN / INTL. IN THE PERTINENT PLACES. CAMPERS WILL NOT BE PERMITTED TO PARTICIPATE IN ANY CAMP ENCINO PROGRAMS UNLESS THIS FORM IS CORRECTLY FILLED OUT, INITIALED, AND SIGNED.

AUTHORIZATION TO PARTICIPATE

My child, a minor, has my permission to participate in all Camp Encino activities therein (including chartered bus trips). I understand that certain activities by nature have an increased risk of injury, including death, despite extensive measures taken by staff to provide a safe environment and ensure the safety of my child. I understand the nature of games, sports, water play, and swimming activities and I am aware of the minor's experience and capabilities and believe my child to be qualified, in good health and in proper physical and emotional condition to participate in such activities. I agree to relieve the City of Los Angeles, Department of Recreation & Parks, its officers and agents and employees from any injury to my child in connection with this program. I further understand that the City of Los Angeles Department of Recreation & Parks CARRIES NO INSURANCE.

PARENT INITIALS _____

CONSENT TO TREATMENT OF A MINOR

I, as the parent/legal guardian of the minor participating in this program, do hereby authorize the City of Los Angeles Department of Recreation & Parks to act as agents for the undersigned to consent for any x-ray examination, anesthetic, medical or surgical diagnosis or treatment/hospital care which is deemed advisable by, and is to be rendered under the general or specialized supervision of any physician/surgeon licensed under the provisions of the Medicine Practice Act on the medical staff of a licensed hospital; whether such diagnosis or treatment is rendered at the office of said physician or at said hospital. It is understood that this authorization is given in advance of any such diagnose, treatment or hospital care which the aforementioned physician in the exercise of their best judgment, may deem advisable. This authorization shall remain effective through the conclusion of the event or program that the minor is participating in, unless revoked sooner in writing and delivered to said agent.

PARENT INITIALS

GENERAL POLICIES

1) Campers must meet age requirements by the start of camp and may be required to show proof of age. 2) Full refunds are only issued when the Recreation Center cancels the activity. No refunds are granted once the 1st day of a registered camp week begins. A 15% administrative fee will apply to all qualifying refunds. Allow 6 to 8 weeks for processing of refunds. 3) Camp deposits/registration fees are non-refundable and non-transferrable. 4) Tuition, must be paid in full (for all camps), no later than said due date, or you may lose your space in the program and your deposit. If payment has not been paid by said due date, a late fee of \$10.00 will apply. If you require a paid week to be transferred, a 15% fee per week will be charged. 5) Only the parents and authorized individuals listed on this application will be allowed to sign-out the child. When picking up the child ALL authorized individuals will be required to present a picture I.D. at anytime a staff member requests it, NO EXCEPTIONS. Written permission must be provided by the parent/guardian if you wish your child to be released to anyone other than those authorized on the registration form. 6) For safety purposes, Camp t-shirt and tennis shoes must be worn daily. Children who attend camp without a t-shirt will be issued one and you will be billed appropriately. 7) Campers 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. 8) For the safety and happiness of the children and staff, parents are not permitted to linger in or around the program for extended periods of time. 9) Parents are not permitted to drop-off, pick-up, or accompany the children on any camp field trips. 10) Staff reserves the right to change or alter programming at any time without notice. 11) The facility, the staff, and the City of Los Angeles Department of Recreation and Parks are not responsible for broken, lost, or stolen items/articles. Cell phones,

I acknowledge that I have read all of the policies in the **parent handbook** and **as listed on this application**. By my child's participation I agree to follow and abide by these rules and understand that transgression of any policy is cause for immediate expulsion from the program without refund.

Encino Community Center Programs & Upcoming Activities

Counselor in Training

Volunteer Program



Camp Dates: June 12 - August 9

Ages 14 yrs & up

Our CIT Program

Our program is designed to enrich the lives of youth in our community by providing a positive and motivational work environment in which they will learn, experience, and grow. Through our program CITs will enjoy working directly with children, assist in the implementation and leading of activities, broaden and expand on their confidence and social skills, gain valuable knowledge that can be utilized in future job interests, and the opportunity to be mentored by our experienced camp directors and lead counselors. The ultimate goal of the CIT program is to help form teens into well-rounded and responsible young adults.

Applications are due by Friday, March 19th

Applications are available in the office or online at www.laparks.org/reccenter/encino-community

(ENCINO Community Center

ENCINO COMMUNITY CENTER

Park Advisory Board

Are you interested in making a difference in the Encino community?

If you answered yes, then we're looking for you!

PAB meets at the Community Center on a quarterly basis.

For more info. please call (818) 995-1690.

Employment Opportunities

Summer Camp Counselor

Jr. Counselor: 16-17yrs * Senior Counselor: 18yrs & up Application Period: February - March.

CIT (Counselor in Training) Volunteer Program

Ages 14-15yrs. Application Period: February - April.

Applications can be found online or picked up in the office.

Instructors to Teach Classes

We are looking for dedicated persons interested in teaching classes such as; art, parent & me, dance, gymnastics, painting, pastels, ceramics, music, cooking, parent & me interactive classes, fitness, yoga, sports clinics, etc. If you have a special talent and are interested in teaching classes at our facility, please submit your resume to the office or by email.

Please send all applications and/or resumes

<u>Encino.communitycenter@lacity.org</u>

FREE Halloween Carnival o

Thursday, October 31st

Costume Contest, Game Booths, Arts & Crafts, Button Making, Dot Art, Slime, Face Painting, Tattoos, Bouncers, Prizes & More!

Fall Classes

Registration Begins August 26th, 2024

Classes Begin: September 4th, 2024 Classes End: December 2nd, 2024

Do you have a special talent??

We are always looking for instructors to teach different classes at our facility.

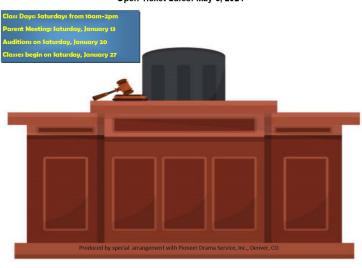
If you have a talent and are interested in teaching classes, please submit a class proposal as well as your resume either to the office or by

e-mail to Encino.communitycenter@lacity.org.



Performance Dates
Friday, May 10th (2) 7:00pm
Saturday, May 11th (2) 2:00pm
Family Pre-Sale Tickets: April 29, 2024

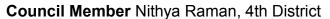
Open Ticket Sales: May 6, 2024





City of Los Angeles

Mayor Karen Bass





Department of Recreation & Parks

Board of Recreation and Parks Commissioners

Renata Simril President
Luis Sanchez Vice-President

Marie Lloyd Member Fiona Hutton Member Benny Tran Member



Department Administration

Jimmy Kim General Manager

Belinda Jackson Assistant General Manager Recreation Services

Brenda Aguirre Assistant General Manager Special Operations Branch

Cathie Santo Domingo Assistant General Manager Construction/Maintenance

Valley Region Administration

Chinyere Stoneham Superintendent

Laura Island Principal Recreation Supervisor II

Juan Aynat Principal Recreation Supervisor I

Wayne Neal Principal Grounds Maintenance Supervisor II

Mireya Coronado West Valley District Supervisor

Encino Community Center

Facility Administration

Aaron Yates Recreation Facility Director
Christian Lutz Recreation Coordinator

Camp ExCtno

Hannah Ben-Nun Camp Director Sanam Kochmeshky Assistant Camp Director

Recreation Assistants

Hannah Ben-Nun Theresa Houlberg
Sanam Kochmeshky Victoria Stickeler
Justin Moz Kenny Trice

Maintenance

Pete Barajas Gardener Caretaker
Dionisia Toscano Maintenance Staff



Encino Women's Club

Available For Rent







Parties * Baby & Bridal Showers * Meetings * Birthdays

The Encino Women's Club is a great space to host children's parties, baby & bridal showers, meetings, and special events. Due COVID-19, party/participant size is limited and attendees 12yrs & up must show proof of COVID-19 vaccination to enter the building. The Club is located on Paso Robles Between Encino Park and Encino Community Center and offers an open space concept, large kitchen, and a small stage. For more information on renting the space, prices, and availability please call our office at (818) 995-1690.