Welcome and thank you for choosing Camp Balboa

Camp Balboa
Parent Handbook
Welcome and thank you for choosing Camp Balboa for your child’s Winter fun experience. We are confident that through our positive, encouraging and spirited staff members and fun-filled activities your child will have great memories and experiences that they will carry with them throughout their lives. Please take the time to read through the entire handbook and familiarize yourself with the information. After reading through the handbook, we hope it will give you a complete understanding of how our program operates. **Please read and sign the Parent/Child Agreement form located at the end of this handbook & turn it into the office prior to your child beginning camp. Your child cannot begin camp without this form being signed.**
**PROGRAM INFORMATION**

**ABOUT OUR CAMP**
At Camp Balboa we provide a program designed to offer your child a diverse recreation experience in a positive atmosphere where they can learn new skills, enjoy special indoor and outdoor activities, develop new interests, make new friends and have lots of fun. We emphasize positive social behavior, a comfortable environment and quality programs.

During the Summer Program we also offer a Travel Camp for 11-13 year old girls and boys looking for a fun summer. Teen Camp offers a small intimate trip with 21 campers on Mondays, as well as the All Camp Trip on Thursdays. On Site, teens will participate in sports, games, snacks, and water fun. In Teen Camp, teens will learn the value of discipline, fundamentals, patience, perseverance, and most of all FUN!!! (Teens who turn 14 during the summer may attend all nine weeks of camp.)

**ABOUT OUR STAFF**
Camp Balboa’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. Staff members are CPR and First Aid certified and have been extensively trained to respond to many different situations. Most of our camp staff are college students who work in the child care field and are pursuing degrees to have a career working with children. Many of the staff have been campers in the past. They bring their individual experiences, special skills and high energy levels, making Camp Balboa an upbeat and unique program.

**REGISTRATION**
There is a one-time registration fee per child. You will receive two camp t-shirts. Due to the popularity of our camp many weeks fill up. In order to guarantee your child’s space for the 5-day week with trips you should leave a $25.00 deposit fee per week, per child. The deposit is **NON-Refundable and NON-Transferrable** which will be deducted from the weekly tuition fees at the time of payment. Parent Handbook will be available upon request. You must completely sign/ fill out the Parent Contract. Any Custodial Parent court documents or restraining orders must be presented at the time of registration.

**PAYMENT SCHEDULE / DEADLINE**
During Winter Camp your child’s FIRST week of camp is paid in full. The balances due for Week 2 and Week 3 shall be paid IN FULL by **TUESDAY night**, the day before the Holiday, to hold your child’s space. If balances are not made on time, you **MAY LOSE YOUR SPACE IN CAMP AND YOUR DEPOSIT**.

**PROGRAM HOURS**
Camp Programmed activities are from 9:00am-4:00pm. Extended Care hours are 7:30am-9:00am and 4:00pm-6:00pm

**PLEASE NOTE:** Camp ends at 6:00 p.m. SHARP! If your child is not picked up by 6:00 p.m., a $1.00 per child late fee will be charged for every 1 (one) minute late, over and above all other fees. Exceptions are on field trip days if there is a delay due to traffic. This fee must be paid when you pick your child up.

**REFUND POLICY**
There are **no partial-week refunds and no transfers or make-ups for missed days**. Refunds may be issued for long-term illnesses only (5 consecutive camp days or more), provided that we receive a signed note from a licensed physician within 3 days after illness. Allow 8–10 weeks for processing of refunds. **THERE ARE NO REFUNDS IF YOUR CHILD IS DISMISSED FROM CAMP FOR DISCIPLINARY REASONS, NO EXCEPTIONS**

**INSURANCE**
Neither Camp Balboa, or L.A. City Department of Rec. & Parks carry insurance. All patrons must be responsible for providing their own insurance policy.
**PROGRAM DESCRIPTION**

**AGES SERVED**

Summer Camp Balboa serves the ages of 5-10 years of age. Winter Camp Balboa serves children 5-13. Summer Teen Travel Camp serves the ages of 11-13 years of age.

**CHILD / COUNSELOR RATIO**

Ratios are implemented during programmed camp hours and activities. Ratios are for full camp hours.

- **PANDAS**: ages 5-6 years have a ratio of 1:8
- **GATORS**: ages 7-8 years have a ratio of 1:10
- **BEARS**: ages 9-10 years have a ratio of 1:10
- **WOLVES**: ages 11-13 years have a ratio of 1:12

**PROGRAM ACTIVITIES**

All activities, other than field trips, will occur at Balboa Sports Center. Camp Balboa programs & activities occur between the hours of 9:00 a.m. - 4:00 p.m. All activities are age appropriate and fun-filled including: Games, field trips, sports, arts & crafts, cooking, talent shows, scavenger and treasure hunts, water fun, daily all camp activities, camper of the day, special contests, special guests, weekly special events, awards, prizes, & more fun!!!

**NON TRIP DAY TYPICAL SCHEDULE**

- 7:30 a.m. - 9:00 a.m. - AM Extended Care
- 9:00 a.m. - 9:30 a.m. - Check-in/ Guided Play/ Roll Call
- 9:30 a.m. - 10:15 a.m. - Activity 1
- 10:15 a.m. - 11:00 a.m. - Activity 2
- 11:00 a.m. - 11:45 a.m. - Activity 3
- 11:45 a.m. - 12:00 p.m. - Clean up & Lunch Prep
- 12:00 p.m. - 1:00 p.m. - Lunch/ Playground/ Guided Play
- 1:00 p.m. - 1:45 p.m. - All Camp Game
- 1:45 p.m. - 2:30 p.m. - Activity 4
- 2:30 p.m. - 3:15 p.m. - Activity 5
- 3:15 p.m. - 4:00 p.m. - Snack
- 4:00 p.m. - 6:00 p.m. - PM Extended Care

**Staff reserves the right to change or alter the schedule or programming at anytime without notice **

**WEEKLY NEWSLETTERS**

Each week our Weekly Newsletter will be available for pick-up. The newsletter contains important information and reminders about the field trip, special events, dress-up days & other activities. Do not skip the newsletter, as you will miss important information about the Friday trip or other activities in camp.

**LUNCH**

Children should bring a sack lunch daily unless otherwise noted (no glass and no microwave able food items).

- **Please Note**: For Field trip days the camper must bring money or bring a packed lunch. Please refer to Weekly Newsletter. Fridays is Pizza Day for Camp Balboa & Teen Camp. Cheese pizza lunch will be provided for all campers.
**EMERGENCIES AND UNUSUAL CIRCUMSTANCES**

**EMERGENCY PROCEDURES:**
The City of Los Angeles Emergency Preparedness Department is dedicated to the development and implementation of citywide policy, procedure and sheltering in the event of a city/community disaster. The Emergency Management Team has provided extensive training for all full time recreation staff. We have been trained to provide shelter, assistance and supervision during a community emergency. The recreation staff is ready to provide a safe, supervised, caring shelter for your child should an emergency occur.

- **Natural Disasters (Earthquakes, Fires, etc.)**
  In the event that a natural disaster should occur during the Camp Day, all Camp Staff will remain on the premises until all children are picked up. When evacuation is necessary, we will move camp out to the south lawns between the gym building and Burbank Blvd. Sign Out sheets, Camp Registration Forms, and Authorized Pick-up information will be taken with staff as we evacuate. *Your child will be released only to those persons authorized on the Emergency Forms.*

- **Community Emergencies**
  These types of emergencies will be handled on a case by case basis. We will work directly with the Emergency Preparedness Department, L.A.P.D. and Recreation Supervisors for updates, instructions and procedures we are to follow.

- **Extraordinary Circumstances**
  Assault, abduction and other crimes are all extremely rare, but are unpleasant realities. We have instructed Staff that if at anytime they feel any peculiar situation is developing, to stay calm and get the children as far away as possible and alert the Camp Directors ASAP! We cannot always stop some situation from occurring, but through PREVENTIVE SUPERVISION we can protect the campers from exposure to the situation or problem that is occurring. Camp Staff are instructed and trained to always be aware of their surroundings, to take precautions, and to take note of strange things that seem out of place. In any unusual case, L.A.P.D., Recreation Supervisors, and parents/guardians will be notified immediately.

**FIRST AID**

- **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. Head and other serious injuries call for immediate notification to the parent/guardian and if needed an ambulance will be called. Most minor injuries can be taken care of by staff quickly and carefully and may be communicated at check-out time.
POLICY & PROCEDURES

SIGN - IN PROCEDURES
Sign - in occurs any time from 7:30 a.m. - 9:30 a.m. When you bring your child to camp you must sign them into the appropriate group. All campers must be signed in by a parent/guardian daily with the time and a full signature. NO Camper will be permitted to sign themselves into camp unless specified on their emergency form. 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. If your child’s name is highlighted on the sign-in sheet, you may not sign your child in or out of camp, you must report to the office immediately.

SIGN - OUT PROCEDURES
Sign - out occurs from 4:00 p.m. - 6:00 p.m. No camper will be released to any person that is not authorized & is not listed on the camper’s emergency form NO EXCEPTIONS! Please come prepared with proper 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. The parent/guardian, must personally drop off the written notice to a staff member. If anyone other than the parent/guardian drops off the written notice, it will not be accepted without a follow up phone call.

PLEASE NOTE: During the first weeks of camp, as we get to know families, we will ask for Identification of the person picking up the child. 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 campers are being checked out, ALL staff are instructed by the directors 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 Camp Balboa Policy and it will be STRICTLY ENFORCED.

EARLY RELEASE
For safety purposes, parents must check-in with the office prior to their child being released. For Travel Camp name will be noted on sign in /sign out sheet.

MEDICAL AWARENESS
We should be notified and aware of any medication, medical exceptions, limitations or problems concerning any child attending our Camp. All medication must be in an original prescription container with the correct dosage label attached. Meds 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.

MEDIA CONSENT
Occasionally the Media will be at a venue we visit or the Media may be at Balboa Sports Center for some event. Per City of Los Angeles policy, staff are not allowed to perform impromptu interviews with the Media, nor are we allowed to allow the children to be interviewed by the Media. Our policies direct us to call the Recreation and Parks Public Information Office, to refer the Media to the Public Information Office, and to follow the instruction given by the P.I.O. We have no control over the Media, but for the safety and happiness of the campers, the Media will not be allowed access to the campers. This is a separate and different issue than Staff and Directors taking pictures of your children while engaged in camp activities.
**NON-FIELD TRIP, NON-TRAVEL DAYS**

Below are a few simple guidelines to follow to ensure your child a fun, safe, and comfortable time during their day in camp at Reseda Recreation Center.

- For safety purposes, children must wear their Camp T-shirts & closed toed tennis shoes daily, please no sandals. Any child without a Camp Shirt will be issued a shirt and the parent/guardian will be billed accordingly.
- Children should bring a sack lunch daily (no glass and no microwave able food items).
- **Please CLEARLY label all items. Staff is not responsible for any lost or stolen articles.**
- Please make sure all personal toys, trading cards, portable game systems, i-pods, cell phones, etc., and all other valuable items are left at home. Camp Balboa, Staff and the L.A. City Rec. & Parks are NOT responsible for any lost, stolen or damaged items. **Cell phones MUST STAY IN THE CAMPER’S BACKPACK ALL DAY,** until specific instruction is given that they may text or call the parent.
- Although parents are welcome to drop in and observe the camp program at anytime, 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.

**FIELD TRIP TRAVEL DAYS**

Field trips are a fun & exciting part of the Camp Balboa & Travel Camp program. Field trips are scheduled Fridays for Balboa Games Camp and Mondays & Fridays for Travel Camp. (unless otherwise noted on the registration form). There is no in-camp supervision that is provided on field trip days. If your child is not attending the trip he/she stays home for the day. We are transported by buses chartered through the City of Los Angeles DOT Charter Bus Department.

Here are a few simple field trip guidelines to follow:

- All Bus Rules must be strictly followed. Any disruption of 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 unless given permission by the camp director.
- No sack lunches on trip days (unless otherwise noted). Children must bring money for lunch and give it to their group counselor or counselor on duty. Counselors will assist the children in ordering and buying their lunches.
- Souvenirs are optional for children who would like to purchase them. Children are given ample time at the end of the day to purchase souvenirs. However, there may be rare circumstances in which a child **may not** purchase a souvenir. **Reasons may include:**
  * The child is not able to make a decision within the allotted time frame.
  * The child uses all their money on food and snacks.
  * The child was not behaving on the trip and received numerous verbal warnings.
  * The group did not have time at the end of their day to purchase souvenirs.
  * Souvenir shopping is not guaranteed. Counselors will use their best discretion whether or not there will be souvenir shopping.

**Travel Camp ages (11-13)**

Due to safety concerns, the days of “Counselor Free” trips are no longer an option for Teen Camp. Our Teens need supervision just as much as the young children.

- All camper groups will be assigned with a counselor during all hours of the trip. There will a max of 12 travel campers per group, per counselor. The groups will be assigned to the discretion of the Park Director and Camp Director.
- **CHILDREN MUST WEAR THEIR CAMP T-SHIRTS! NO EXCEPTIONS!!**
BEHAVIOR AND DISCIPLINE

DISCIPLINE PROCEDURES AND POLICIES

The goal of Camp Balboa 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. The purpose of discipline is to change negative behavior and to promote positive behavior. When the rules are followed by all campers, your child’s camp experience and enjoyment will be greatly enhanced.

- Always play fair, have fun and stay safe. We don’t want to see you or anyone else getting hurt.
- Always use your words to communicate (never resort to physical violence to handle any situation).
- Always be polite and treat others the way you would like to be treated.
- Always listen to your counselors and follow their direction as quickly as possible.
- Always tell your counselors when you are having any problems you cannot handle on your own. The counselors are there to help you and are there for your safety.

RULES

The following are a few basic rules by which campers must abide or be subject to disciplinary action:

- Campers are never to go anywhere alone. 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.
- Fighting, profanity, disrupting behavior, immoral conduct or degrading remarks will not be tolerated.
- Being disrespectful to Staff member in anyway will not be tolerated.
- Destruction or vandalism of any Park or Camp Balboa materials or property will not be tolerated.
- Stealing from any staff member or fellow campers will not be tolerated.
- Biting or threatening 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.

CONSEQUENCES

In the event a child does not follow our rules and guidelines, the following may occur:

** 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.**

1. Verbal warning
2. A repeat offense may result in a 5 (five) minute reflection period.
   - The staff member will 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.
3. Depending on age of the child, the incident, and the severity, the situation may be grounds for any of the following:
   - The child may be sent back to their group.
   - The child may get a written notice home.
   - The child may be sent home. (No Refunds)
   - The child may be suspended from camp for a day. (No Refunds)
   - The child may be expelled from the camp program. (No Refunds)

Depending up on the severity of the behavior, Park Directors reserve the right to skip steps 1 and 2 , and expel a camper from the program. NO REFUNDS will be granted for disciplinary removal from the camp program.
WELCOME! *Balboa Winter Camp* provides opportunities for personal growth and group experience in a safe, fun, and supportive environment. Children are involved in games, sports and crafts planned specifically for their age range. At *Balboa Winter Camp* campers will experience new things, develop new skills and have fun along the way. Our goal is a Happy Camper!

The following are the "*Balboa Winter Camp!*" program rules:

1. Your child must be signed in at the program registration desk by you or your designee (an adult, 18 years of age or older and designated by you on the program emergency card).

2. If a child is disruptive, misbehaves and/or poses a threat to other children, he/she may be dismissed from the program. **THERE ARE NO REFUNDS** when a camper is dismissed for disciplinary reasons.

3. On a daily basis, once your child is signed-in, he/she may not leave unless signed-out and accompanied by an authorized adult. Failure to comply may constitute grounds for dismissal from the program.

4. Verbally or physically abusive behavior towards Camp Staff by a parent may constitute grounds for dismissal from the program.

5. To prevent distractions and ensure the privacy and safety of all campers and staff, **cell phones and electronics are to be put away in their backpack during programmed hours.**

6. Camp payments for Week 2 are due TUESDAY NIGHT December 24th and for Week 3 Tuesday Night December 31st. No exceptions. Please Register Carefully, NO SWITCHING WEEKS OR TRANSFERS of DEPOSITS OR PAYMENTS FROM WEEK to WEEK.

7. The Park Director and/or Camp Staff may take pictures of children during camp activities for posting to the Balboa Website or Balboa Social Media. The use of these pictures will be for program promotion only.

8. Non-custodial parents should be included in the pick up list, and will be allowed to sign out the camper, unless a copy of a current restraining order / custody order is on file in the park office. We ask that for the happiness of the camper, divorced/separated couples agree to review the handbook together and sign this agreement together.

We are looking forward to your child’s / children’s successful participation in the program.

I/We have read, understand, and discussed the "*Balboa Winter Camp*" Program rules with my child(ren) and we agree to comply with them. I also understand that failure to comply with the program rules may constitute grounds for dismissal from the program for up to, but not limited to the summer.

Parent/Guardians ___________________________      ___________________________

Parent /Guardian 1                                                            Parent / Guardian 2

Child’s Name (Print) _____________________________________ Date _________________