Welcome to the Camp Rock!
We are looking forward to a fun-filled, exciting time.

This packet will provide you with important information about our camp. Please read through it carefully and should you have any questions, please feel free to contact the park office at (323) 257-6948.

Please register Early!
Registration begins April 8, 2020

RAISE THE BAR: Achieving Gender Equity Through a Continuous Commitment to Girls & Women in Sports.

Persons with disabilities are welcome to participate in our programs. Reasonable accommodations will be made with prior arrangements.
Welcome and thank you for choosing Camp Rock for your child’s camp experience. We are confident that through our fun filled activities and positive, encouraging, and spirited staff members, your child will have great memories 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 Note: Please read and sign the parent handbook acknowledgment form located at the end of this handbook and turn it into the office prior to your child beginning camp. Your child cannot begin camp without this form being signed.

**CAMP HOURS**

Camp runs from 7:30am to 6:00pm, Monday through Friday. Field trips will occur on Wednesday, except the first field trip which will be Thursday as well as Week 6. Hours vary depending on the trip. Please check camp Newsletter for departure and return times.

**REGISTRATION PROCEDURES**

Registration is taken on a first come, first serve basis. You may register for one week at a time or for the entire season. There will be an additional one-time registration fee to cover administrative costs and camp supplies. Payments must be received in full at the time of registration to guarantee your child’s place in camp. Waiting until the last minute still may result in the week being full. **Attendance at camp one week does not hold your child’s space for the following week.**

Each child must have a completed registration packet which will be collected at the time of registration. If any of the info listed on the emergency packets changes, please notify a camp staff member immediately. Please make sure that all the information is current and correct as this information will be used in case of emergency.

Camp fees are $220 per week and $290 for Week 9. The weekly fee does not include the one-time registration fee of $40 but does include the field trip. Please see the camp newsletter for the weekly field trip. Child care will only be available if we have eight or more children on the sign-up list two days in advance.

After you register in person and pay the registration fee, you may pay weekly online at www.laparks.org/dos/reccenter/facility/eaglerockrc.htm.

**REFUND POLICY**

There are no refunds, transfers, of make-ups on registration fees, or missed days including those of illness. The number of children registered in our program determines our staffing, supplies, materials, and equipment purchased. Transfers or refunds may be issued **ONLY** for long-term illnesses (5 consecutive days or more), provided that we receive a signed note from a licensed physician within 3 days of illness. A 15% administration fee will be accessed for any patron granted a refund. No full refunds will be issued unless the program is cancelled by the Recreation Center. Allow 8-12 weeks for processing of refunds.

**SIGN-IN & SIGN-OUT PROCEDURES**

Parents or a designated person must sign-in and sign-out their child with a full signature. Do not drop off your children without signing them in. **There will be NO exceptions!** Campers will be released only to those adults whom the parent has designated on the original application form. If a parent requests that someone else sign-in and/or sign-out the camper the request must be made in person and added to the camper’s application form. For that reason, we ask that list as many people as possible that may possibly pick up your child from camp. Anyone signing out a camper may be required to present proper current identification that has a photo. Campers are not allowed to sign themselves in.
**CAMP RULES**

The following rules are meant to be discussed and understood by Campers and their parents:

1) Always play fair, have fun, and stay safe. We don’t want to see you or anyone else getting hurt.
2) Always use your words to communicate (never refer to physical violence to handle any situation).
3) Always be polite and treat others the way you would like to be treated.
4) Always listen to the staff members.
5) Always tell a staff member when you are having any problems you cannot handle on your own. The staff members are there to help you and are there for your safety.
6) Always ask a counselor for permission when you need to go somewhere. You are never to leave the presence of a staff member and are to never go anywhere alone. You must be accompanied by a staff member at all times.
7) Always ask a counselor if you need something. Only staff members are allowed in the cabinets, closets, supply room, kitchen and office (unless given permission).
8) Always make sure to follow directions.
9) Always participate in all activities, this will make your camp experience more fun. If you are unable to participate in a specific type of activity, your parent must provide us with a written notice.
10) Do not remove any materials or equipment of any type from the facility at any time. This is considered stealing.
11) Only one child is allowed in the restroom at a time.
12) Play appropriately when indoors and outdoors to avoid injury.
13) Sports equipment must be used outside only.

**UNACCEPTABLE BEHAVIORS**

1) Fighting, profanity, disrupting behavior, immoral conduct or degrading remarks will not be tolerated.
2) Disrespect of any type shown to any staff member, other children or other people WILL NOT be tolerated at any time.
3) Destruction or vandalism of any Facility materials or property will not be tolerated.
4) Harassment and/or bullying of other children WILL NOT be tolerated at any time.
5) Stealing from any staff member or fellow children will not be tolerated.
6) Biting or threatening any staff member or fellow children will not be tolerated.
7) UNDER NO CIRCUMSTANCE, shall a child possess weapons or illegal substances of any kind at ANY TIME. Any evidence of this behavior will result in further legal activity.

**ABOUT OUR STAFF**

Camp Rock’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, cleared from fingerprinting, and have been extensively trained to respond to many different situations. Many of the staff have been campers in the past. They bring their individual experiences, special skills and high energy levels making our camp an upbeat and unique program.

**Child To Counselor Ratio**

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

<table>
<thead>
<tr>
<th>Children Ages</th>
<th>Child to Counselor Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-8 years</td>
<td>10 : 1</td>
</tr>
<tr>
<td>9-12 years</td>
<td>12 : 1</td>
</tr>
</tbody>
</table>

**WHAT CAMPERS DO?**

Camp program activities are planned for normal camp hours, 9:30am to 4pm. Each week at camp has a theme. With each theme campers will participate in activities arranged by age groups and can include: Arts & Crafts, Sports, Water Activities, Group Games, Cooking workshops and occasional special event activities. There is an associated activity, craft, trip or event that takes place. Everyone is required to participate in the activities for the day! They can get Wet & Dirty, so please plan accordingly!

**Camp Newsletter**— Available on the Monday of the week, you will receive a newsletter called the “Camp Newsletter” that contains important information and reminders about the field trip, weekly theme, special events, dress-up days, and other activities.
**DAILY SCHEDULE**

<table>
<thead>
<tr>
<th>Each Non-Field Trip Day</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-9:00 Free Play</td>
<td>9:00-5:00 (times will vary)</td>
</tr>
<tr>
<td>9:15-9:30 Opening</td>
<td>FIELD TRIP</td>
</tr>
<tr>
<td>9:30-10:00 Activity 1</td>
<td></td>
</tr>
<tr>
<td>10:00-10:45 Activity 2</td>
<td></td>
</tr>
<tr>
<td>10:45-11:30 Activity 3</td>
<td></td>
</tr>
<tr>
<td>11:30-12:00 Lunch</td>
<td></td>
</tr>
<tr>
<td>12:00-12:15 Clean-up</td>
<td></td>
</tr>
<tr>
<td>12:15-1:00 Free Time</td>
<td></td>
</tr>
<tr>
<td>1:00-1:45 Activity 4</td>
<td></td>
</tr>
<tr>
<td>1:45-2:30 Activity 5</td>
<td></td>
</tr>
<tr>
<td>2:30-3:15 Snack</td>
<td></td>
</tr>
<tr>
<td>3:15-3:45 Activity 6</td>
<td></td>
</tr>
<tr>
<td>3:45-6:00 Free Play</td>
<td></td>
</tr>
</tbody>
</table>

* Schedule subject to change based on programming needs.

**LUNCH / SNACK**

**SUMMER ONLY:** Summer Lunch program may be available. Please check with the staff for menu. If your child has allergies or is a picky eater, please send a sack lunch. **Do not pack foods that need refrigeration or heating.** Snacks are not provided.

**FALL, WINTER & SPRING:** Lunch and snack are not included in the registration fee, so all children will need to bring a sack lunch with snacks. **Do not pack foods that need refrigeration or heating.** It is recommended that campers eat breakfast before coming to camp. We also suggest sending additional snacks and drinks in case your child needs to eat regularly.

**TRIP INFORMATION & CAMP SHIRTS**

Trip departure times are listed on the Camp Newsletter. Please make sure that your child is on time, as we will not wait for late campers. Prior to all trips, participants and staff will receive a pre-trip orientation. Emergency forms will be taken on each trip and a trip itinerary and complete roster of participants will be left at the center. **New Policy: Option to sign up for FIVE days with no field trip for $205 if at least EIGHT children sign up for the week two days in advance. If not, we will not be able to have the five day/no trip care.**

All campers must wear their camp t-shirt on all field trips. This is to help identify our campers. Campers who do not wear their NEW camp shirt will not be allowed to attend the trip. Parents will be required to pick up these campers with no refund given. **There are NO EXCEPTIONS! No shirt...no trip!!!!** Camp Rock cannot guarantee extra shirts will be available for purchase.

Meals are not provided on field trips except where noted on the Camp Newsletter. 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. If you would like a staff member to hold your child’s money until lunchtime, we are happy to do so. However, Staff is not responsible for lost money once it has been handed to the child during lunchtime. Staff is also not responsible for lost souvenirs.

Return times are also listed on the Camp Newsletter. There will be a 10 minute grace period for parents to pick up their child from a field trip unless we arrive back during normal camp hours. Any parent arriving after 6pm will be charged a $1 per minute fee. In order to compensate staff for their time, the late pick up fee will be strictly enforced. Staff in the office will be notified as to our approximate return time, which will be as close to the Camp Newsletter time as possible.

**BUS AND VAN POLICIES**

Children will not be permitted to bring open beverages or food (candy included) of any kind into the bus/van. Your child must also remain in his/her seat, with seatbelt on, until the driver dismisses them from the bus/van. All riders must follow the instructions of the counselor/driver at all times, must keep their body parts inside the bus/van at all times, and must use inside voices while riding in the buses/vans.
We are not authorized to administer any medication. If your children requires any medication a special form is required. Medications must be signed with and signed out from the camp staff. All medication must have the camper’s name on the label along with clear instructions for use. Staff will not be responsible for directly administering medication to the camper, but will supervise the camper while he/she takes their own medication. This policy is in effect for all medications including inhalers and other prescription medications, vitamins and all over the counter medications.

**MEDICATION POLICY**

Due to the different kinds of activities your child will be participating in, proper attire is a must. Modest sport-activity attire is preferred (shorts, pants, t-shirts). Clothes must be in good taste and should cover the body adequately. Camp staff reserves the right to determine the appropriateness of dress. Please send your child in flat, closed-toe shoes, preferably tennis shoes. Heeled or platform shoes, Sandals and Crocs are not appropriate for camp and are not to be worn. If children need to change their clothes during camp hours, please make sure they can dress themselves. Counselors and other campers CANNOT change or help change a camper. It is recommended that on days that swimwear is required, children wear their swimwear to camp underneath their clothing.

All clothing, backpacks and lunch pails should be clearly labeled with your child’s name. Lost articles are kept for 30 days and then donated to charity. All personal toys, iPods, mp3 players, video games, other expensive items and large sums of money should be left at home. Cell phones are to be used ONLY with counselor’s permission and should be kept in a backpack throughout the day.

_Eagle Rock Recreation Center, It’s Staff and the City of Los Angeles is not responsible for lost or misplaced clothing, money or valuables._

**NEW POLICY!** Child is required to wear camp shirt everyday to camp! Each child will receive 2 new camp shirts.

**DISCIPLINE**

Discipline procedures used by staff are designed to be fair, consistent and effective. Our approach is to use positive reinforcement (praise), redirection of behavior, warning and assertive discipline, including isolation (time-outs) from the group. All campers are expected to follow all camp rules and be respectful to all staff, including Counselors, CITs, office staff and other guests. If a child at anytime becomes unmanageable for the staff we will call you and need you to come pick up your child immediately within the hour. Immediate pick up is also required if your child becomes ill.

A parent conference will be necessary for continual and severe misbehavior. The child may at any time be dismissed from the program with no refund. This includes attendance of field trips.

_A child will be suspended or terminated from the program for the following specific behaviors:_

- Constant harassment of other children
- Disrespect shown to staff or park patrons
- Consistent use of profanity (abusive language)
- Not following directions
- Unfair play and abuse
- Possession of illegal weapons or substances or replicas of weapons
- Use of racial comments
- Theft or destruction of personal or facility property
- Endangering the health and safety of other children or staff
- Leaving the facility without permission
- Threatening staff or children with bodily injury.

**PHONE CALLS**

Camps will not be allowed to use office phones or cell phones during camp hours. If there is an emergency or the camper is ill, a staff member will call you. We also ask that you do not call your child at camp. Phone calls interrupt whatever activity your child is participating in. There is only one phone line at camp, and we need to leave that line open for emergency purposes. If you need to get a message to your child, a staff member will be able to relay a message, but please only call for emergencies. Cell phones will be confiscated if seen and held until the parent arrives.

**PROPER CAMP ATTIRE & PERSONAL BELONGINGS**

**NEW POLICY!** The fee for four day care (the days that are not the field trip day is $160. If you would like to sign up for five days without going on the field trip the cost is $205. For the $205/five day rate we will need at least 8 children to participate each week.
ILLNESS AND EMERGENCY

Minor Injuries:
Staff certified in CPR/First Aid will administer treatment for minor cuts, scrapes and bruises. The injury will be logged and the parent will receive notification upon pick-up.

Emergency/Major Injuries:
In the event of a major medical emergency, 911 will be called, and the camper will be transported to the nearest hospital. The parent/guardian will be called immediately. We will use the phone numbers listed on the application. In the event that the parent cannot be located, the other Emergency Contacts will be notified. Please advise us, in writing, of all current phone numbers and authorizations.

Illness:
This is a Well Child facility. **DO NOT** send your child to camp if he/she is not feeling well. Most children with a mild illness can safely attend the program. However, a child may be too sick to attend 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°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 staff cannot adequately care for the sick child without compromising the care and safety of the other children.
4) 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.
   - Any child with a communicable disease, including head lice, will not be admitted to the program without a doctor’s release. Please use the **Exclusion Chart** below as a guideline.

<table>
<thead>
<tr>
<th>EXCLUSION FROM CAMP</th>
<th>EXCLUSION PERIOD</th>
<th>EXCLUSION FROM CAMP</th>
<th>EXCLUSION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child has illness which is resulting in a greater care need than the staff can provide.</td>
<td>When able to participate comfortably.</td>
<td>Child has pertussis (whooping cough).</td>
<td>7 days after initiating antibiotic treatment.</td>
</tr>
<tr>
<td>Child has conjunctivitis (pink eye).</td>
<td>24 hours after treatment is initiated.</td>
<td>Child has mumps.</td>
<td>9 days after onset of gland swelling.</td>
</tr>
<tr>
<td>Child has diarrhea (uncontrolled).</td>
<td>24 hours, free of symptoms.</td>
<td>Child has unidentified rash, accompanied by fever or behavior change.</td>
<td>Until rash is diagnosed in writing by a health care provider.</td>
</tr>
<tr>
<td>Child has head lice, scabies, or other infestation.</td>
<td>24 hours after treatment is initiated.</td>
<td>Child has fever of 100°F and behavior changes or other without symptoms of illness.</td>
<td>Until fever is below 100°F.</td>
</tr>
<tr>
<td>Child has impetigo.</td>
<td>24 hours after treatment is initiated.</td>
<td>Child has mouth sores.</td>
<td>A health care provider diagnoses in writing that the condition is non-infectious.</td>
</tr>
<tr>
<td>Child has strep throat, Streptococcal infection or Scarlet Fever.</td>
<td>24 hours after initial antibiotic treatment and cessation of fever.</td>
<td>Ring Worm.</td>
<td>May return to care if under treatment.</td>
</tr>
<tr>
<td>Child has been vomiting.</td>
<td>24 hours, free of symptoms.</td>
<td>Chicken Pox.</td>
<td>6 days after onset.</td>
</tr>
</tbody>
</table>

Should your child become ill while at camp, he/she will be separated from the other children and tried to be made comfortable as possible. Parents/Guardians will be called at the numbers listed on the registration packet to pick up the camper immediately.

SUNSCREEN

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 or applying sunblock.**
EMERGENCIES AND UNUSUAL CIRCUMSTANCES

Child Abuse
Under Mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, Eagle Rock Recreation Center staff is mandated to report any SUSPECTED form of child abuse to the proper authorities.

HARRASSMENT OF ANY OTHER CHILDREN BY ANY PARENT OR FAMILY MEMBER IS CONSIDERED TO BE CHILD ABUSE, AND WILL BE REPORTED.

Emergency Supplies
Please pack these items in a small plastic bag and place it in your child’s backpack daily. In the event of an emergency the items listed below will help comfort your child.

Emergency Procedures
Earthquake and fire drills will be practiced regularly so that everyone will know exactly what to do during such emergencies.

Discuss with the Director the relocation site if an emergency or disaster requires relocation of the children and staff. It is advisable to discuss emergency family plans with your children. This should include arrangements to be made in case you or your designated person is unable to get to the center.

Natural Disasters (Earthquakes, Fires, etc.)
In the event that a natural disaster should occur during the program, all recreation staff will remain on the premises until all children are picked up. Your child will be released only to those persons authorized on the Emergency Form.

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

Extraordinary Circumstances
Assault, abduction, and the like are all extremely rare and exceedingly unpleasant realities. Our staff is very cautious of their surroundings and if at anytime they feel any peculiar situation is developing, they understand to stay calm and get the children as far away as possible and alert the Director ASAP! We understand that we cannot always prevent some situations from occurring, but we can sometimes prevent ourselves from becoming involved by being aware. Staff is instructed and trained to take precautions, and to always know what is going on around them. In any unusual case, L.A.P.D., Recreation Supervisors, and parents/guardians will be notified immediately.

PARENT HANDBOOK AGREEMENT FORM

Please complete and return form to the Camp Office with your child’s registration application. Your child may not begin camp until this form is signed and turned in.

CHILD(REN)’S NAME: ____________________________________________________________

With my signature, ________________________________, hereby acknowledge that I have received, read, and understand all Camp Rock rules, policies, and procedures stated in the Parent Handbook and the Registration Application. I understand and agree to review this information with my child(ren) and any other persons associated with my child(ren) during the period of care with Camp Rock. I further understand that failure to comply with any part of Camp Rock rules, policies, and procedures will result in my child’s dismissal from the program.

Parent / Guardian Signature ___________________________ Date Signed ___________________________