

City of Los Angeles Department of Recreation and Parks

Encino Community Center

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

2025



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SUMMER CAMP



Ages:

5-13 yrs



June 11 - August 8



Day Camp • Sports Camp



Registration Begins
March 17



e-mail: Encino.communitycenter@lacity.org

web: <https://www.laparks.org/reccenter/encino-community>





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 17, 2025** 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 2025**.
- 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



Camp Dates

June 11 - August 8

Camp Days

Monday - Friday

Camp Hours

9:00am - 4:00pm

Extended Care Hours

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

Weekly Rates and Fees

- \$25.00** Registration Fee per child (includes 1 camp shirt)
- \$215.00** 5 days per week, includes 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 11th
- \$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.

Session 1: **Weeks 1, 2, 3 are due by JUNE 4, 2025**

Session 2: **Weeks 4, 5, 6 are due by JUNE 25, 2025**

Session 3: **Weeks 7, 8, 9 are due by JULY 16, 2025**

ATTENTION PATRONS! IMPORTANT NOTICE

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

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

Payment Instructions

There is a one time **\$25.00 registration fee** per camper which includes 1 (one) camp t-shirt.

There is a **non-refundable deposit** of \$30.00 per week that is required at the time of registration to reserve a space in camp.

Tuition Balances must be paid **IN FULL** prior to the beginning of each session.

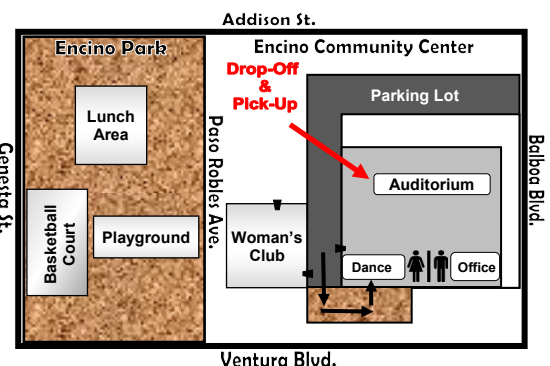
There are no refunds, transfers or make-ups for absences including those due to illness or vacation.

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.




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




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 Sep 2, 2025)
 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 CANNOT switch back and forth between day camp and sports camp.




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
Week 1– Basketball
Week 2– Soccer
Week 3– Hockey
Week 4– Volleyball
Week 5– Flag Football
Week 6– Tennis
Week 7– Olympics
Week 8– Soccer
Week 9– Basketball

Field Trip days are on Wednesdays.

Children MUST wear camp t-shirt, closed toe shoes, & bring a lunch every day.

Weekly Themes & Special Events

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 6/9 & 6/10** June 11 - June 13	The Mighty Jungle	None	None
2	**Camp Closed June 19th** June 16 - June 20	Space is the Place	Pajama Day	Raging Waters
3	June 23 - June 27	Superheroes vs Villains	Crazy Hair Day	Magic Mountain
4	**Camp Closed July 4th** June 30 - July 3	Stars and Stripes	USA Colors Day	Adventure City
5	July 7 - July 11	Tropical Paradise	Silly Socks Day	Soak City USA
6	July 14 - July 18	Colorpalooza!!	Wild Hat Day	Santa Monica Pier's Pacific Park
7	July 21 - July 25	Olympic Games	Tie-Dye Day	Knott's Berry Farm
8	July 28 - August 1	Camp Encino's Got Talent	Mix & Match Day	John's Incredible Pizza
9	August 4 - August 8	Celebration of the Nations	Neon Nation Day	Hurricane Harbor

WEDNESDAYS ARE FIELD TRIP DAYS UNLESS OTHERWISE NOTED

Please Note: **Field Trips with an Asterisks next to them are scheduled on a NON-Wednesday (please see schedule)**

Child's Name _____ Grade in Fall (2025) _____ GROUP _____

Phone:
(818) 995-1690

Camp Encino

Registration Application

Please check one of the following

DAY CAMP **SPORTS CAMP**

Weekly Rates & Fees

\$25.00 Registration Fee per child (includes 1 camp shirt)

\$215.00 5 days per week, includes trips

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

\$190.00 4 non-trip days per week

\$180.00 Any 3 non-trip days per week **June 11th-13th*

\$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)

Initial 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 #	
	Initial Payment Date	
	Staff Name	
Yes / No	T-Shirts Received?	Qty_____

For Office Use Only

To reserve a space, please put an **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.

MON **TUES** **WED** **THUR** **FRI**

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

Session 1: Payment due in full by JUNE 4

	June 9	June 10	June 11	June 12	June 13
Week 1	CLOSED	CLOSED			
Week 2	June 16	June 17	Field Trip	June 19	June 21
Week 3	June 23	June 24	Field Trip	June 26	June 27

Deposit	Receipt	Date
**		
**		

Balance	Receipt	Date
**		
**		

Other	Receipt	Date
**		
**		

Session 2: Payment due in full by JUNE 25

	June 30	July 1	Field Trip	July 3	July 4
Week 4				CLOSED	
Week 5	July 7	July 8	Field Trip	July 10	July 11
Week 6	July 15	July 16	Field Trip	July 18	July 19

Deposit	Receipt	Date
**		

Balance	Receipt	Date
**		

Other	Receipt	Date
**		

Session 3: Payment due in full by JULY 16

	July 21	July 22	Field Trip	July 24	July 25
Week 7					
Week 8	July 28	July 29	Field Trip	July 31	August 1
Week 9	August 4	August 5	Field Trip	August 7	August 8

Deposit	Receipt	Date

Balance	Receipt	Date

Other	Receipt	Date

Camp Encino Registration Application

Group _____

Child's Gender: Male Female Other _____ Grade in Fall: _____ School: _____

Childs Name: _____ Age: _____ Birthdate: _____ / _____ / _____
First Last

Address _____ City _____ State _____ Zip Code _____

Parent / Guardian's Name: _____ E-mail Address: _____

Home Phone:() _____ Cell Phone:() _____ Work Phone:() _____

Parent / Guardian's Name: _____ E-mail Address: _____

Home Phone:() _____ Cell Phone:() _____ Work Phone:() _____

I authorize these additional persons (include carpools) to pick up my child and to be contacted in case of an emergency:

Please Note: If biological parent is not permitted to pick up child, written documentation by the court is required.

Name _____ Phone:() _____ Relation _____

Name _____ Phone:() _____ Relation _____

Name _____ Phone:() _____ Relation _____

MEDICAL INFORMATION: Insurance Provider _____ Policy # _____

Physician _____ Phone:() _____ Dentist _____ Phone:() _____

Is child on medication? Yes ___ No ___

If so, list medication: _____ Amount _____ Frequency _____

Reason for limitations of physical activities, if any _____

List any major illnesses, allergies, medical conditions, or behaviors 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, electronics, personal toys, games and other items are NOT permitted at camp. 12) Camp Hours are from 7:30am-6:00pm. Any child picked up after 6:00pm will be assessed a \$1.00 per child late fee for each minute late, over and above all other fees. 13) All activities, other than scheduled field trips and swimming will occur at Encino Community Center, Encino Park, and/or Encino's Women's Center.

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.

Parent/Guardian (Signature)

Parent/Guardian (Print Name)

Date