City of Los Angeles Department of Recreation and Parks

Encino Community Center

4935 Balboa Blvd · Encino, CA 91316 · Phone: (818) 995-1690 · e-mail: encino.communitycenter@lacity.org

Parent Handbook

Revised 2/13/20
WELCOME TO CAMP ENCINO

Welcome and thank you for choosing Camp Encino 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.

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Department Policies &amp; Statements</th>
<th>page 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Encino Maps</td>
<td>page 3</td>
</tr>
<tr>
<td>Policy and Procedure</td>
<td>page 4, 5, 6</td>
</tr>
<tr>
<td>• Ages Served</td>
<td></td>
</tr>
<tr>
<td>• Program Hours</td>
<td></td>
</tr>
<tr>
<td>• Registration Information</td>
<td></td>
</tr>
<tr>
<td>• Rates, Fees &amp; Deposits</td>
<td></td>
</tr>
<tr>
<td>• Adding Weeks</td>
<td></td>
</tr>
<tr>
<td>• Payment / Balance Policy</td>
<td></td>
</tr>
<tr>
<td>• Refund Policy</td>
<td></td>
</tr>
<tr>
<td>• Sign-In/Sign-Out Policy and Procedure</td>
<td></td>
</tr>
<tr>
<td>• Late Pick-Up Policy</td>
<td></td>
</tr>
<tr>
<td>• Early Release</td>
<td></td>
</tr>
<tr>
<td>• Parent Visits</td>
<td></td>
</tr>
<tr>
<td>• Shadows/One-on-One Aides</td>
<td></td>
</tr>
<tr>
<td>• Media Consent, Social Media</td>
<td></td>
</tr>
<tr>
<td>Program Description</td>
<td>page 7, 8, 9</td>
</tr>
<tr>
<td>• About Our Camp (Day, Sports, &amp; Theater Camp)</td>
<td></td>
</tr>
<tr>
<td>• About Our Staff</td>
<td></td>
</tr>
<tr>
<td>• Ratios</td>
<td></td>
</tr>
<tr>
<td>• Group Breakdown</td>
<td></td>
</tr>
<tr>
<td>• Activities &amp; Schedules</td>
<td></td>
</tr>
<tr>
<td>• Water Play / Swim Procedure</td>
<td></td>
</tr>
<tr>
<td>• Non-Swim Procedure</td>
<td></td>
</tr>
<tr>
<td>• Sun Block</td>
<td></td>
</tr>
<tr>
<td>• Lunch &amp; Snacks</td>
<td></td>
</tr>
<tr>
<td>Program Description continued</td>
<td></td>
</tr>
<tr>
<td>• Dress Attire</td>
<td></td>
</tr>
<tr>
<td>• Weekly Newsletter</td>
<td></td>
</tr>
<tr>
<td>• Movies</td>
<td></td>
</tr>
<tr>
<td>• Personal Belongings/Cell Phones</td>
<td></td>
</tr>
<tr>
<td>• Lost &amp; Found</td>
<td></td>
</tr>
<tr>
<td>Field Trip Travel Days</td>
<td>page 10</td>
</tr>
<tr>
<td>• Travel Day Procedures</td>
<td></td>
</tr>
<tr>
<td>Behavior Guidelines</td>
<td>page 11</td>
</tr>
<tr>
<td>• Children Guidelines</td>
<td></td>
</tr>
<tr>
<td>• Playground Safety Guidelines</td>
<td></td>
</tr>
<tr>
<td>Discipline Procedure</td>
<td>page 12</td>
</tr>
<tr>
<td>• Unacceptable Behavior</td>
<td></td>
</tr>
<tr>
<td>• Discipline Procedure</td>
<td></td>
</tr>
<tr>
<td>Medical Awareness &amp; Illness Policy</td>
<td>page 13</td>
</tr>
<tr>
<td>• Accidents and Emergencies</td>
<td></td>
</tr>
<tr>
<td>• Medical Awareness</td>
<td></td>
</tr>
<tr>
<td>• Medication</td>
<td></td>
</tr>
<tr>
<td>• Medical Treatment</td>
<td></td>
</tr>
<tr>
<td>• Sick Children &amp; Exclusion Periods</td>
<td></td>
</tr>
<tr>
<td>Emergencies</td>
<td>page 14</td>
</tr>
<tr>
<td>• Child Abuse</td>
<td></td>
</tr>
<tr>
<td>• Emergency Supplies</td>
<td></td>
</tr>
<tr>
<td>• Emergency Procedures</td>
<td></td>
</tr>
<tr>
<td>• Band-Aid First Aid</td>
<td></td>
</tr>
</tbody>
</table>
DEPARTMENT POLICIES & STATEMENTS

**Philosophy**
It is the philosophy of our program that each child is to be treated as an individual and given the opportunity to experience and grow at their own pace. As educators, it is our responsibility to enhance each child’s ability to create and explore through reading, writing, arts, science, music, sports, cooking, community awareness, multiculturalism, learning centers, special guests, and field trips.

Through our program we hope to build each child’s social skills, sense of security, motivation, responsibility, self-esteem and self-confidence. We strive to be instrumental in providing the opportunities needed in continuing to unlock the doors to our children’s futures.

**Mission Statement**
Our Mission is to provide a safe, nurturing, loving, and caring environment which enhances each child’s self-esteem, creativity, learning, and socials skills.

**Anti-Discrimination Statement**
This facility is operated pursuant to civil rights laws and regulations which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.

**Religious Statement**
This facility does not at any time advocate any religion’s beliefs or profess any type of religious training or prayer in its curriculum or programming.

**Americans With Disability Act (ADA)**
The City of Los Angeles and The Department of Recreation and Parks’ recreation centers are in complete compliance with the Americans with Disabilities Act (ADA). Persons with disabilities are welcome to participate in our program. Reasonable accommodations will be made with prior arrangements.

**Insurance Policy**
Neither Encino Community Center, or L.A. City Rec. & Parks carry insurance. All patrons must be responsible for providing their own insurance policy.

---

**Camp Encino Maps**

- **7:30am-9:00am**
  - AM Extended Care
  - (included with fees)
  - Drop-Off in Auditorium

- **4:00pm-6:00pm**
  - PM Extended Care
  - (included with fees)
  - Pick-Up in Auditorium

- **9:00am-4:00pm**
  - Drop off & pick-up will be located in various areas of the park and/or facility directly with assigned group/counselor.

  When signing out your child, please make sure your Photo ID is available to any staff member requesting it.
POLICY AND PROCEDURE

Ages Served
Children must meet age requirements by the start of camp. Staff reserves the right to request proof of age at anytime.

Day Camp: Ages 4.9-13 years. Child must be age 5 years by December 2nd and qualify with LAUSD to enter grade TK/Kindergarten in the fall.

Sports Camp: Entering 3rd grade & up.

Theater Camp: Ages 8-13 years. Upon request of the parent, skills, and readiness of the child and approval of the director, exceptions may apply.

Program Hours
Camp hours are Monday-Friday, 9:00am-4:00pm. Extended Care hours are from 7:30am-6:00pm (included with fees).

Registration Information
At the time of registration you must:
1. Have read through the Parent Handbook entirely.
2. Bring the completed registration application and:
   a) The signed parent handbook acknowledgement form and media consent form;
   b) The required fees that are due at the time of registration.

Rates & Fees
Please refer to the registration applications for the current rates and fees.

Registration Fees & Deposits
There is a one-time registration per fee child. Due to the popularity of our camp, many weeks will fill up each summer. In order to guarantee your child’s space in our program you may leave a deposit of $30.00 per week, per child you wish your camper to attend camp. The deposit is NON-Refundable, NON-Transferable. Deposits are deducted from the weekly tuition fees at the time payment is due.

Adding Weeks
You may add weeks throughout the summer as long as the desired week is available. Registering for additional weeks must be done through the office.

Payment Policy
Tuition payments and balances are due in FULL by the DUE DATE stated on the registration application. If payments and balances are not made on time, you MAY LOOSE YOUR SPACE IN CAMP AND YOUR DEPOSIT.

Please refer to the registration booklet for tuition due dates.

Tuition Balances can be made either in the office or online at reg.laparks.org. Instructions on how to pay balances online can be found at laparks.org/reccenter/encino-community in the Camp Encino section.

We do not accept split payments; parents/guardians are responsible for determining payment between families who do not share the same household. Your child’s space will not be reserved until all fees are paid in full by the due date.

Receipts: Please retain all receipts for your records and tax records. We do not issue duplicate receipts. Tax I.D. 95-6000-735.

Refund Policy
There are no refunds, transfers, or make-ups on registration fees or missed days including those due to 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 (3 consecutive days or more), provided we receive a signed note from a licensed physician within the same week the child was absent. 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 6-8 weeks for the processing of refunds.
**Sign-In & Sign-Out Policy**
State law requires a full signature when signing your child in and out. Do not drop your child off and leave them without signing them in. A biological parent (whether on the list or not) has the right to pick up his/her child at any time, unless there is a court order on file at the center.

**Drop-Off at 7:30am-9:00am & Pick-Up at 4:00pm-6:00 are both located in the Auditorium.**

**Sign-In Procedure**
When you bring your child to camp you must sign them into the appropriate group’s sign-in sheet. All campers must be signed in by a parent/guardian daily with the time and a full signature. Campers will NOT be permitted to sign themselves into camp unless specified by the parent/guardian by filling out an authorization form. Children whose parents give them permission to sign their self in should be at least 12 years of age. 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 must report to the office immediately.

**Sign-Out Procedure**
Only authorized adults (18 years and older) whose names are on the emergency form will be allowed to pick up your child. No child will be released at any time to an unauthorized person, **NO EXCEPTIONS!**

It is your responsibility to update your child’s pick-up list as needed with the names and phone numbers. Written permission must be provided if you wish your child to be released to anyone other than those authorized on the registration form. Phone calls will NOT be accepted. Staff will deny the release of a child if the pick up person appears to be under the influence of alcohol or an illegal substance. We will call someone else on the emergency list to pick up that child. It may be necessary to notify the LAPD. This is for your child’s safety and welfare. Important Notice: Parents/guardians, and/or anyone else picking up your child must have picture identification ready to show any staff member who may request it. When children are being checked out, ALL staff are instructed 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 Encino Community Center Policy and is STRICTLY ENFORCED.

**Late Pick-Up Policy**
Camp ends at 6:00pm. The parent/guardian will be assessed a Late Fee penalty of $1.00 per minute for each additional minute a child remains at the facility beyond the closing time of camp. This fee must be paid when your child is picked-up. If staff is unable to contact the parent/guardian of a child or the designated authorized person as stated on the Emergency Contact List, staff will then be forced to notify local law enforcement in order to place the child in protective custody.

**Early Release**
For safety purposes, parents should check-in with the office prior to their child being released.

**Parent Visits**
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.

**Shadows / One-on-One Aides**
Campers who require a one-on-one aide must provide their own assistants and pay $30.00 for each field trip they will attend in addition to the child’s tuition. All aides **MUST** be fingerprinted and cleared by L.A. City Department of Recreation & Parks prior to working. Clearance can take between 6-8 weeks, so please plan accordingly. Please see the office for supplemental paperwork if your child will require an aide at camp.

**Media Consent**
All parents should sign the photo release form allowing the City of L.A., Dept. of Rec. & Parks, its agents and assigned representatives permission to use the image (digital, film, and/or audio) of your child for the promotion of Department programs and/or events via any City of Los Angeles media platforms (audio, film, internet, print, and/or social media).

**Please Note:** On many occasions the public media has visited our facility or have been at the field trip we are on. For the safety of the children we try our best to keep away from the media, but at times we have no control over what they record or photograph.
Social Media

In general, our camp views social networking sites (i.e., Facebook, Instagram, Snap Chat, Twitter), personal Web sites, and Weblogs positively and respects the right of campers to use them as a medium of self-expression. If a camper chooses to identify himself or herself as a camper at our camp on such Internet venues, some readers of such Web sites or blogs may view the camper as a representative or spokesperson of the camp. In light of this possibility, our camp requires, as a condition of participation in the camp, that campers observe the following guidelines when referring to the camp, its programs or activities, its campers, and/or employees, in a blog or on a Web site.

1. Campers must be respectful in all communications and blogs related to or referencing the camp, its employees, and other campers.
2. Campers must not use obscenities, profanity, or vulgar language.
3. Campers must not use blogs or personal Web sites to disparage the camp, other campers, or employees of the camp.
4. Campers must not use blogs or personal Web sites to harass, bully, or intimidate other campers or employees of the camp. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another person.
5. Campers must not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.

Any camper found to be in violation of any portion of this Social Networking and Blogging Policy will be subject to immediate disciplinary action, up to, suspension and/or dismissal.
**PROGRAM DESCRIPTION**

**All program information and activities are subject to change or cancellation at any time by the recreation center without prior notice**

About Our Camp (Day Camp, Sports Camp, & Theater Camp)

At Camp Encino we provide a program designed to offer your child a diverse recreational 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.

We offer two types of camp programs;
- In our **Day Camp** program, the children will enjoy a wide variety of age appropriate activities including but are not limited to: dress-up days, spirit, singing, arts & crafts, sports, games, cooking, science, weekly themed special events, swimming, and field trips.
- Our **Theater Camp** program focuses on building every child’s self-esteem and self-confidence by enhancing their experiences, skills, and knowledge through a wide variety of drama related activities, workshops, and exciting field trips.
- Our **Sports Camp** program provides a fun, friendly, and motivating environment building the child’s self-confidence, knowledge, and skills. Children play in various sports and related games throughout the week as well as participate in weekly spirit stick, special events, special guests, and attend all field trips.

About Our Staff

Camp Encino’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 through fingerprinting, and have been extensively trained to respond to many different situations. Many of the staff have been campers in the past and utilize 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. Extended care and lunch hour ratios will vary daily.

<table>
<thead>
<tr>
<th>Children Ages</th>
<th>Child to Counselor Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.9 - 7 years</td>
<td>12 : 1</td>
</tr>
<tr>
<td>8 - 13 years</td>
<td>14 : 1</td>
</tr>
</tbody>
</table>

Group Breakdown

Below is a breakdown of the ages and their assigned group. The children are assigned to their groups according to the grade they will be entering in the upcoming fall semester.

Breakdown of Age Groups & Assigned Color Groups

**Groups may be combined at anytime due to enrollment changes and/or staffing purposes**

<table>
<thead>
<tr>
<th>Grade in Fall</th>
<th>Assigned Group Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK/Kindergarten</td>
<td>Red Group</td>
</tr>
<tr>
<td>1st Grade</td>
<td>Blue Group</td>
</tr>
<tr>
<td>2nd Grade</td>
<td>Yellow Group</td>
</tr>
<tr>
<td>3rd Grade</td>
<td>Green Group</td>
</tr>
<tr>
<td>4th Grade</td>
<td>Orange Group</td>
</tr>
<tr>
<td>5th Grade</td>
<td>Purple Group</td>
</tr>
<tr>
<td>6th - 8th Grade</td>
<td>Silver Group</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age at Start of Camp</th>
<th>Assigned Group Color</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Theater Camp:</strong></td>
<td>Gold Group</td>
</tr>
<tr>
<td>Ages 8-13 years</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade in Fall</th>
<th>Assigned Group Color</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sports Camp:</strong></td>
<td>Sports Green</td>
</tr>
<tr>
<td>Grades 3rd &amp; up</td>
<td></td>
</tr>
</tbody>
</table>
Activities
All activities, other than field trips, will occur at Encino Community Center, Encino Park, and/or Encino’s Woman’s Club. Camp Encino programs and activities occur between the hours of 9:00am-4:00pm. All fun-filled activities are age appropriate and include: singing songs, field trips, games, sports, arts and crafts, cooking, eating contests, talent shows, scavenger and treasure hunts, water fun, all camp activities, weekly dress up contests, camper of the day, spirit stick performances, special contests, special guests, weekly special events, awards, prizes, lots of camp spirit, fun, and more fun!!!

Activity Schedules
**Thursdays are water play days beginning at 1:00pm**      **Spirit Stick Fridays & Performances begins at 3:00pm**

Water Play (All Groups)
Unless otherwise notified Thursdays are water play days. Please send your child with swim suit, towel and sunscreen so they will be able to participate.

Swim - Ages 7 years & Up
On occasions we may schedule shuttled field trips to a nearby City of L.A. Recreation Center Swimming Pool. If your child will be participating in swim, they must bring their swimsuit, towel, and sunscreen. If scheduled, swim time will occur on the scheduled day from 1:00pm-3:00pm. All children over the age of 7 years old will have the option to go swimming. Children will be shuttled either in City Vans by certified employees or school buses. While at the pool, the children are closely supervised at all stages of swim time including locker-room time, on deck, and while swimming. For the safety of the children horseplay is not permitted. Children must follow all pool rules and guidelines, NO EXCEPTIONS!

Non-Swim
Non-swim activities will be offered as an alternative for those children who don’t want to swim or participate in water play.

Sunblock  Please Note: 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 sunblock on your child each morning prior to them arriving at camp. Also, pack sunscreen in their backpack so they can reapply it as needed. Please be advised that all children are responsible for providing and applying their own sunblock as necessary. Staff WILL NOT be held responsible for providing, applying, or having to remind campers to apply sunblock.
Lunch & Snacks
With the exception of Friday's Lunch, we do not provide breakfast or lunch for the children. Please make sure your child eats a big breakfast before coming to camp. You must send your child with a lunch and plenty to drink daily (no glass or microwaveable food items). We will provide your child with a light afternoon snack at 3:15pm daily. We will not provide afternoon snacks on field trip days. Unless otherwise instructed, you will be required to send money with your child on field trip days to buy lunch; please refer to the weekly newsletter for the suggested amount. Please label all items.

Dress Attire
For safety purposes, children must wear their camp t-shirt and closed toe shoes daily, NO EXCEPTIONS. Any child that attends camp without their camp t-shirt will be issued one and you will be billed accordingly. For the safety of your child, it is important that they wear appropriate footwear and clothing that is not overly revealing, including swim suits. Children who do not wear closed-toed shoes will not be able to participate in all activities due to potential risk of an injury. Parents may be notified to bring their child appropriate shoes to camp. No sandals, crocs, or open-toed shoes will be allowed.

Newsletter
A newsletter will be available at the beginning of each week. It is your responsibility to pick-up, read, and understand all weekly updates. Every newsletter contains important information and reminders about the field trip, weekly theme, special events, dress-up days, and other activities.

Movies
Movies will be shown at some point and time during the summer. The movies shown will be either G or PG rated. No PG-13 or higher rated movies or higher will be viewed or shown at camp. Discretion will be used in the PG rated movies selection. If you do not wish your child to view any G or PG movies while at camp, please provide us with a written notice.

Personal Belongings / Cell Phones
All clothes, backpacks, lunch boxes, etc. must be labeled. Your child is responsible for their belongings. Please make sure personal toys, trading cards, gaming systems, etc., and all other valuable items are LEFT AT HOME. Also, no personal toys, CELL PHONES, and/or any ELECTRONIC DEVICES are permitted in the program at any time! If a parent needs to contact their child, they must call the center. Encino Community Center, Staff, and the City of Los Angeles Department of Recreation and Parks are NOT responsible for any lost, stolen, or damaged items.

Lost and Found
Although Encino Community Center assumes no responsibilities for lost articles, we make attempts to return all lost articles at the end of the day. At the conclusion of the camp day, items left behind will be placed in Lost and Found. Please make every effort to check the Lost and Found area before departing for home. Any items that are not claimed within two weeks will be donated to charity.
FIELD TRIP TRAVEL DAYS

Field trips are a fun and exciting part of the Camp Encino program. Field trips are scheduled weekly, typically on Wednesdays (unless otherwise noted). Both day camp and theater camp will attend all field trips. Supervision is not provided for those children who do not attend the field trip. We are transported to and from the field trips by Los Angeles Department of Transportation (LADOT) school buses.

For safety purposes, it is **MANDATORY** for campers to wear their camp shirts on field trip days. On water-park trips, campers will be required to wear their camp shirt over their swim suit at all times. On these days it is strongly recommended that campers bring an extra camp shirt to change into upon returning home. If at anytime there is an exception to this rule, you will be notified through the weekly newsletter. When on the rare case there is an exception and your child will not be required to wear their camp shirt over their swimsuit on a water type field trip, they will wear a wristband. Campers attending without a camp shirt will be issued one and you will be billed accordingly.

**Field Trip Departure:** Please arrive at least **15 minutes** before the listed departure time so that campers can receive important instructions and group assignments. Buses will be departing at their scheduled times. Buses will not wait for late arriving children. Parents are not permitted to drop-off or pick-up children at the trip location. If you miss the bus you will need to make other arrangements for care on that day.

**Field Trip Arrival:** The camp makes every effort to arrive back from the trip at the scheduled times. However, due to unforeseen circumstances (i.e. traffic, inclement weather, mechanical problems), buses may be delayed on arrivals. Parents must wait to sign their child out at the sign-out location. For the safety of your child and the other children, parents are NOT permitted to take their child as they exit the bus or while walking with their group to go to the sign-out location.

Here are a few simple field trip guidelines to follow:

- 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 children on any camp field trips.
- Please apply adequate sunscreen on your child prior arriving to camp.
- No sack lunches on trip days (unless otherwise noted). Children must bring money for lunch in a envelope or zip bag labeled with their name and the amount and give it to their group counselor or the counselor on duty. Counselors will assist the children in ordering and buying their lunches. Please refer to the weekly newsletter for the suggested amount of money to send with your child on each field trip.
- **Due to time being taken away from the children's field trip & ride experience, shopping for souvenirs will not be permitted on most field trips.**
- In the event that souvenir shopping is permitted, the children will be given ample time to purchase souvenirs at the end of the day. However, there may be circumstances in which a child **may not** purchase a souvenir:
  * 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 decides not to purchase a souvenir.
  * 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.

**Please Note:** Souvenir shopping is not guaranteed. Counselors will use their discretion as to whether or not there will be souvenir shopping. We will not allow the children to purchase any types of candy, gum, or chocolate as souvenirs unless it has a theme park logo on it (i.e. large sucker). The types of souvenirs we suggest are those items related to the theme park (i.e. key chains, stuffed animals, hats, shirts, accessories, etc.).

- Please refer to the weekly newsletter for detailed information regarding field trips & souvenir shopping.
BEHAVIOR GUIDELINES

The goal of Encino Community Center and its staff is to provide each child with 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. If the rules are followed, your child's experience and enjoyment in camp will be greatly enhanced.

Children Guidelines
- 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 refer to physical violence to handle any situation).
- Always be polite and treat others the way you would like to be treated.
- Always listen to the staff members.
- 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.
- 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.
- Always ask a counselor if you need something. Only staff members are allowed in the cabinets, closets, supply room, and kitchen (unless given permission).
- Always make sure to follow directions.
- 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.
- Do not remove any materials or equipment of any type from the facility at any time. This is considered stealing.
- Only one child is allowed in the restroom at a time.
- Play appropriately when indoors and outdoors to avoid injury.
- Sports equipment must be used outside only unless otherwise instructed by your counselor.

Playground Safety Guidelines
1. All children must keep sand in the sandbox. No throwing sand!
2. All children must keep hands to themselves.
3. All children must use both hands at all times while using the swings.
4. All children must stay with the group at all times.
5. All children must slide down the slide feet first only.
6. All children must sit upright while swinging.
7. For the safety of the child, they may not:
   - Play with any balls or other sports equipment while in the sandbox.
   - Connect legs while on the swing.
   - Have more than one rider per swing.
DISCIPLINE PROCEDURE

Unacceptable Behavior

- Fighting, profanity, disrupting behavior, immoral conduct or degrading remarks will not be tolerated.
- Disrespect of any type shown to any staff member, other children or other people WILL NOT be tolerated at any time.
- Destruction or vandalism of any Facility materials or property will not be tolerated.
- Harassment and/or bullying of other children WILL NOT be tolerated at any time.
- Stealing from any staff member or fellow children will not be tolerated.
- Biting or threatening any staff member or fellow children will not be tolerated.
- Harassment and/or bullying of other children WILL NOT be tolerated at any time.

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: e-mails, text messages, instant messages, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and can be especially hurtful when persons are targeted with meanness and exclusion.

At Camp Encino bullying is inexcusable and we have a firm policy against all types of bullying. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication between their staff and their campers so both staff and campers are comfortable in alerting us to any issues or problems during their camp experience. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a wonderful camp experience.

- 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.

Discipline Procedure

In the event a child does not follow our rules and guidelines, the redirection policy will be implemented as follows:

** Staff may use their discretion as to how many verbal warnings and redirection periods will be issued before an office visit is required.**

1. The staff member will speak with the child 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.
2. The child will be redirected to another activity.

**NO FORM OF CORPORAL PUNISHMENT IS PERMITTED BY ANY STAFF MEMBER AT ANY TIME!**

3. For continued breaking of the rules, the child will receive a Discipline Notice. At this time, depending on the age of the child, the incident, and the severity, the situation may be grounds for any one of the following:
   - The child may be sent to the office for a conference with the Director.
   - The child may be sent home.
   - The child may be suspended from camp for the amount of days the Director feels is necessary.
   - The child may be expelled from the program.
4. Four Discipline Notices received by a child may lead to the child being terminated from the program. Parent conferences may be held to discuss the problem.
5. A child may be suspended or terminated from the program at any time for any one of the following:
   - Harassment and/or bullying of other children.
   - Physical Violence and/or fighting.
   - Disrespect in any manner to a staff member or park patrons.
   - Use of profanity or abusive language.
   - Endangering the health and safety of other children or staff.
   - Not following directions.
   - Possession of illegal weapons or substances.
   - Use of racial comments.
   - Destruction of personal or facility property.
   - Leaving the facility without permission.
   - Unfair play and abuse.
MEDICAL AWARENESS AND ILLNESS POLICY

Accidents and Emergencies
You must update your child’s file with current phone numbers and names of people that may be contacted to pick up your child when we are unable to reach you. Please put the closest person available to the area.

Medical Awareness
We should be notified and aware of any medication, medical exceptions, limitations or problems concerning any child attending our program. Please make sure to indicate on your child’s registration application any specific problems and/or needs that your child may have such as allergies, illnesses, behavioral problems, etc. as well as any prescribed medication your child is taking.

Medication
All medication must be turned into the Director/Office, accompanied with the original prescription bottle along with the exact directions written on a medical card giving us permission for medication disbursement. **Please Note:** Staff will **ONLY** guide the child with their medication. Staff will not directly administer any medication at any time; children must physically administer their own medication.

Medical Treatment Consent
The center will immediately call the paramedics and notify the parents of any serious illness or injury more serious than minor cuts, scrapes, or bruises. Parents/guardians are responsible for taking their children in for medical or dental care in a minor emergency when paramedics are not needed, and are financially responsible for them.

Sick Children
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 an extremely 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 Day Care</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>
</tr>
<tr>
<td>Child has conjunctivitis (pink eye).</td>
<td>24 hours after treatment is initiated.</td>
</tr>
<tr>
<td>Child has diarrhea (uncontrolled).</td>
<td>24 hours, free of symptoms.</td>
</tr>
<tr>
<td>Child has head lice, scabies, or other infestation.</td>
<td>24 hours after treatment is initiated.</td>
</tr>
<tr>
<td>Child has impetigo.</td>
<td>24 hours after treatment is initiated.</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>
</tr>
<tr>
<td>Child has been vomiting.</td>
<td>24 hours, free of symptoms.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exclusion From Day Care</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child has pertussis (whooping cough).</td>
<td>7 days after initiating antibiotic treatment.</td>
</tr>
<tr>
<td>Child has mumps.</td>
<td>9 days after onset of gland swelling.</td>
</tr>
<tr>
<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 a 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 mouth sores.</td>
<td>A health care provider diagnoses in writing that the condition is non-infectious.</td>
</tr>
<tr>
<td>Ring Worm.</td>
<td>May return to care if under treatment.</td>
</tr>
<tr>
<td>Chicken Pox.</td>
<td>6 days after onset.</td>
</tr>
</tbody>
</table>
EMERGENCIES AND UNUSUAL CIRCUMSTANCES

Child Abuse
Under Mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, Encino Community Center staff is mandated to report any SUSPECTED form of child abuse to the proper authorities. **HARRASSMENT OF CHILD BY ANY PARENT OR FAMILY MEMBER IS CONSIDERED TO BE CHILD ABUSE AND WILL BE REPORTED.**

Emergency Procedures
Please supply us with your most current contact information including address, home, business, and cell phone numbers. Please also give us the names and phone numbers of those people we are authorized to contact to pick up your child if you cannot be reached in case of an emergency.

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 LAPD 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 a peculiar situation developing, they are trained to stay calm, 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, LAPD, Recreation Supervisors, and parents/guardians will be notified immediately.

**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 and/or in writing. If a head or other serious injury happens, we will call for immediate notification to the parent/guardian, and if needed the ambulance. Most minor injuries can be taken care of by staff quickly and carefully and communicated at check-out time.
Camp Registration 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 # 1: Name ______________________________ Grade in Fall ______ Group Color ____________

Child # 2: Name ______________________________ Grade in Fall ______ Group Color ____________

Child # 3: Name ______________________________ Grade in Fall ______ Group Color ____________

Child # 4: Name ______________________________ Grade in Fall ______ Group Color ____________

Photo / Video Release

I hereby give the City of Los Angeles Department of Recreation and Parks, its agents, and assigned representatives permission to photograph and/or video tape my above named minor child(ren). I understand the sole purpose of these photographs and/or videos is for the promotion, publication, advertisement, and exhibition of services, programs, and/or events offered by the City of Los Angeles, Department of Recreation and Parks via any City of Los Angeles platforms (audio, film, internet, print and/or social media).

___________________________________ Parent / Guardian Signature

Parent Handbook Agreement

With my signature I, ______________________________, hereby acknowledge that I have received, read, and understand all Camp Encino rules, policies, and procedures stated in the Parent Handbook and the Registration Application/Booklet. 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 Encino. I further understand that failure to comply with any part of Camp Encino rules, policies, and procedures will result in my child’s dismissal from the program.

___________________________________ Parent / Guardian Signature

___________________________________ Date Signed

Follow us on social media for everything Recreation and Parks related!