



SCAN TO SEE
OUR PROGRAMS!

SUMMER 2025

CAMP

CAMPER/PARENT CAMP MANUAL

CAMP GILBERT LINDSAY

429 E. 42ND PLACE, LOS ANGELES, CA 90011

PHONE: 323.846.7584 EMAIL: GILBERTLINDSAY.RECREATIONCENTER@LACITY.ORG

INSTAGRAM : @GILBERTLINDSAYRC

ENGLISH





Gilbert Lindsay Recreation Center

429 E. 42nd Place, Los Angeles, CA 90011

Phone: 323.846.7584 Email: gilbertlindsay.recreationcenter@lacity.org

Instagram: @gilbertlindsayrc



Dear Parents & Campers:

Welcome to Gilbert Lindsay Recreation Center's Summer Day Camp! This camp is a supervised recreational program that includes a variety of activities such as indoor/outdoor games, sports, arts and crafts and special events, that have been woven together in a traditional day camp setting. Our purpose is to teach, guide and safeguard children who come to learn and play. Our program strives to meet fundamental needs for the growth and development of all children.

Our goals include supporting and strengthening each child while focusing on improving communication, increasing the ability to work and play in a group, and to share each other's culture and values. Additionally, we strive to develop children to their fullest potential. We focus on self-awareness, self-confidence and feelings of self-worth, values development, physical development, health and nutritional awareness.

This packet of information includes all the guidelines, rules, procedures and policies that you will need for the program. Please read them carefully, as it is essential that you know and understand this information. Please review this packet of information with your child(ren), so that they can have a better understanding of the program as well.

We look forward to working with you and your child(ren) and anticipate a safe, fun and enjoyable session! If you should have any questions or concerns regarding any of the information contained in this packet, please do not hesitate to call the park office at 213.847.2790 or email us at statestreet.reccenter@lacity.org.

Sincerely,

Gilbert Lindsay Summer Day Camp Staff



Summer Camp Information

CAMP DATES & HOURS:

Camp Hours: Monday through Friday, 8:00am -6:00pm (unless otherwise specified for trips).

Camp Dates: June 11, 2025 through August 8, 2025

City Observed Holidays—FACILITY WILL BE CLOSED—NO CAMP!

- Thursday, June 19, 2025—Juneteenth
- Friday, July 4, 2025—Independence Day

REGISTRATION FEE:

A one-time \$25.00 non-refundable registration fee must be paid at the time of registration. This fee includes a camp shirt, supplies and administrative expenses. Camp shirts will be handed out the first day of camp.

WEEKLY CAMP FEE:

The weekly fee is \$35, which will include normal camp hours (8:00am-6:00pm) and the weekly field trip. The weekly fees are due by the Wednesday prior to the week your child is attending.

Example: Week 3 payments are due by Wednesday, June 18, 2025

Week 4 payments are due by Wednesday, June 25, 2025

FEE ACCEPTABLE METHOD OF PAYMENTS: personal checks, debit or credit card (VISA or Mastercard), and/or exact cash will be accepted. We do not keep change on premises. Please make all checks payable to City of Los Angeles. A fee will be assessed for all returned checks. It is required that you notify our office immediately of any changes that need to be made to your child's application (e.g. phone number, address, medical information, etc.). Fees are non-transferable and may only be applied as indicated on the receipt.

LATE PICK-UP FEE:

A fee will be charged at \$10.00 for every 10 minutes after 6:00 pm. Parents, please contact the center immediately if you anticipate being late. If campers are not picked up by 7:30 pm, the camper will be turned over to the Office of Public Safety (OPS) or LAPD. **Please don't keep your child waiting.**

SIGN-IN AND SIGN-OUT PROCEDURES:

Parents, or a designated person, must sign-in and sign-out the child daily 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 this reason we ask that you list as many people as possible, that may possibly pick up your child up from camp. Anyone signing out a camper may be requested to present identification.

NON-CUSTODIAL PARENT: Unless a copy of a current restraining order is on file at the recreation center, a non-custodial parent will be allowed to sign-out the camper at any time. We ask for the happiness of the camper that divorced or separated couples agree to review this parent manual together and agree to abide by the policies herein.

CAMP ACTIVITIES:

From 8:00am to 9:30am will be Early Bird Care, which will consist of board games, card games and sports games. Organized group activities will begin at 9:30am and end at 5:00pm. Please have your child arrive to camp by 9:30am or so he/she will miss out on some activities. If you know your child will be late or absent from camp on a given day, it is very important that you notify the park staff.

All campers are expected to fully participate in all organized camp activities. If there is a physical or medical reason as to why a camper cannot participate, please make the staff aware.

Summer Camp Information

DRESS CODE:

A variety of different activities will take place throughout the day. Your child will get **DIRTY!** Please dress them appropriately. Children must wear closed-toe shoes to camp for their protection. **Please note that children will not be allowed into camp with sandals.** Dresses, skirts, and dress clothing should not be worn to camp. Please ensure that your children can participate in all the activities and are not inhibited by their clothing. If children need to change their clothes during camp hours, please make sure that they can dress themselves or feel free to come early to help. Counselors and other campers **CANNOT** change or help change a camper. *Because changing space is limited it is recommended that on days that swimwear is required, children wear their swimwear to camp underneath their clothing.*

BREAKFAST:

Unfortunately, breakfast is not included. Please make sure that your child eats a hearty breakfast before arriving at camp or they can eat their breakfast at camp if you are running late. Camp activities require a lot of energy and a good attitude, both which require a good breakfast.

LUNCH & SPECIAL DIET:

A lunch will be provided by the Summer Lunch Program and served daily from 11:30am to 12:00pm, with the exception of trip days. Menus will be posted and sent with monthly camp newsletter.

If your child is on a special diet, please pack a spoil-free lunch for your child every day. **Do not pack foods that need refrigeration or heating.** Children may not always eat at the base camp site during lunch and should be able to take their lunches with them. Also, advise the staff of any food allergies your camper may have and indicate this in their registration packet.

Please provide extra drinks for your child. The best drinks are those that do not contain a lot of sugar (most fruit drinks) or salt (most sports drinks). Refillable water bottles are encouraged and fully supported by staff. It is important that we work together to prevent dehydration of any camper and have a health-conscious attitude.

PRE-TRIP PROCEDURES:

It is imperative that all campers arrive to camp on time on field trip days. Prior to all trips, all participants and staff will receive a pre-trip orientation. Participants will be assigned to groups with an adult before boarding the bus. Health History/Emergency Forms will be taken on every trip.

There will be no supervision available at the center for any camper who elects not to attend the trip. Any camper that does not meet at the center will not be permitted to go on the trip. Please refer to your monthly newsletter for drop-off and pick-up times. The schedule will also let you know what your child should bring on the trip. If a trip requires additional payment, that payment must be made prior to the day of that trip. Please check the field trip schedule for payment due dates. No payments for trips will be accepted on the day of the trip.

NOTE: No camper may go on a field trip without the current camp shirt. A replacement shirt will cost a fee of \$10. In the event that no extra shirts are available, the camper will be sent home. There will be no refund for the week or trip.

FIELD TRIP LUNCH:

You will be notified whether lunch will be included with the trip, if you need 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.

BUS GUIDELINES & RULES:

All campers must sit facing forward, fasten seatbelts and remain in their seats for the entire ride. Arms and legs must be kept inside the vehicle at all times. Ensure that the entire body and personal belongings are clear of the aisle at all times. Eating, drinking, or gum chewing is not allowed. The use of iPods, phones or any electronic device is not permitted on the bus. Windows on buses may not be any lower than the third notch and use the restroom before loading the bus.

Summer Camp Information

SWIM & WATER PLAY DAYS:

Unless otherwise noted, swim days will be once a week for ages 7 and up. Swimming will be at South Park Pool every Monday & Wednesday beginning Monday, June 23rd. Campers ages 6 and under will have water play at Gilbert Lindsay Recreation Center. Please send a towel, sunscreen, and a change of clothes for those who will be participating in water play. All Los Angeles City Aquatic rules will be observed when visiting LA City pools. Lifeguards are on duty at all times. In addition, camp staff will supervise the campers in the pool. All swimmers must wear appropriate swimwear. They are to use a swimsuit or trunks with an inner lining; they will not be permitted in the pool with anything else. On pool days each child should bring a towel, sunscreen, and sandals to wear at the pool only. **Both swim and water play days are subject to change.**

CAMP RULES:

The director and staff have established a set of simple rules that will enhance the growth and development of all participants. Rules for conducting one's self while in the Summer Camp are as follows.

1. BE POLITE. Use of profanity is prohibited. There will be no tolerance for those who use vulgar language.
2. RESPECT. All campers must respect themselves, other campers and counselors.
3. NOBODY GETS HURT. There will be no arguing or altercations of any kind which include kicking, hitting, or any unruly behavior.
4. PLAY FAIRLY AND SAFELY. And obey the Recreation Staff at all times.
5. TRUSTWORTHINESS. Don't lie, cheat or steal.
6. RESPONSIBILITY. Do what you are supposed to do, and keep the park clean.
7. CITIZENSHIP. Do your share to make your Park and Community better.
8. CARING. Be compassionate and show you care.
9. PARTICIPATION. All campers are expected to participate in all activities.
10. BUDDY –UP. Campers must take a buddy with them at all times (ex. Restroom, Water Fountain) and notify the counselors before going anywhere.
11. WEAR COMFORTABLE SHOES. No sandals. Closed-toe shoes must always be worn.
12. GOOD ATTITUDE. Think positively no matter what the situation is.

Campers are expected to participate in all planned activities. A number of planned activities will go on throughout the day. It is important that everyone participate in all activities because it makes camp more fun and enjoyable for all.

- My child and I will abide by the rules and guidelines established by State Street Recreation Center in an effort to ensure the safety, health, and welfare of all participants.
- I will help with all disciplinary matters concerning my child. I understand that failure to follow all rules of the center may result in dismissal from the program.
- I fully understand and agree that there is a ZERO TOLERANCE policy for campers in regards to the use of alcohol, drugs, drug paraphernalia or any illegal controlled substances. I also understand that the use of drugs or alcohol is grounds for intermediate dismissal from this program.
- Violent or Disrespectful behavior based on the Director's judgment, will not be tolerated and may also result in immediate dismissal from this program.
- Weapons of any kind are not permitted on park grounds.
- Gilbert Lindsay Recreation Center reserves the right to cancel or substitute programs or activities when necessary.

PROBLEM RESOLUTION:

In the event that your child should have a problem with another camper, he/she should bring it to the attention of the Recreation Staff to resolve the issue. Under no circumstances should any camper retaliate against another.

Summer Camp Information

DISCIPLINE:

We want a fun and safe camp for everyone, but there will be consequences for continual misbehavior. In the event that the rules are broken, the following 4-step Re-Direction procedure will be carried out.

DISCIPLINARY PROCEDURES:

1. First incident: child will be spoken to and their energies will be redirected.
2. Second incident: a conference with the Camp Director. This will be recorded on a Behavior Gram and the parent will receive a copy.
3. Third incident: a conference with the Director-in-Charge and the issuance of a Behavior Gram with a scheduled meeting with the parents.
4. Fourth incident: a cool down time will be issued until the parent comes to pick up the camper. We will contact you and ask that you pick up the camper as soon as possible. A report will be issued dealing with the incidents. The Director-in-charge will meet with the parents and camper to discuss the resolution of the incident or the dismissal of the camper from the program. A third Sad Gram will be issued.

**THE DIRECTOR-IN-CHARGE HAS THE OPTION TO BYPASS 1-4 LISTED ABOVE.
VIOLENT BEHAVIOR AND DISOBEDIENCE THAT ENDANGERS AND/OR DISRUPTS THE
CAMP REQUIRES IMMEDIATE PARENT PICK-UP.**

IN THE EVENT A PARENT OR AUTHORIZED ADULT CANNOT BE LOCATED, THE CAMPER MAY BE DISMISSED FROM FURTHER PARTICIPATION IN CAMP. NO REFUNDS WILL BE PROVIDED.

All Behavior Grams are kept in the camper's files. Campers are accepted back to camp when their parents have signed the Behavior Gram. There are no refunds if the camper is withdrawn from camp.

PERSONAL BELONGINGS:

You are encouraged to label all personal articles (clothing, backpacks, lunch pails, water bottles, etc...) so as to ensure accountability. Campers are not to bring personal items (balls, money, electronic games, jewelry, Walkman/iPod/MP3 players or cell phones, etc...) to camp. Campers will not be allowed to use cell phones during camp hours. If seen by our staff, these items will be taken away and returned at the end of the day. The Recreation Center, its staff and the City of Los Angeles Department of Recreation and Parks are not responsible for lost or stolen items.

LOST & FOUND:

Any lost and found items will be put in the Lost & Found area located in the lobby. Before leaving, please search through the Lost & Found for any of your items.

PHONE CALLS:

Campers will not be allowed to use cell phones at camp or otherwise. 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. If you and the camper's other parent are divorced or separated please make sure the other parent is aware of this rule.

**GILBERT LINDSAY RECREATION CENTER
PHONE NUMBER: 323.846.7584**

Summer Camp Information

ILLNESS, EMERGENCY AND MEDICATION

- 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. Should your child become ill while at camp, he/she will be separated from the other children and tried to be made comfortable as soon as possible. Parents/Guardians will be called at the numbers listed on the registration packet to pick up the camper immediately. For the protection and safety of all participants, campers with contagious conditions will not be admitted in the Summer Camp. Proof of a medical doctor's release is required before the camper is re-admitted to the camp.
- Medication: we are not authorized to administer any medication. If your child requires any sort of medication it must be signed in and out to the office. 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.

You are required to advise the Director IMMEDIATELY, in writing, of any and all changes to medical history, authorizations and contact information.

HEALTH HISTORY FORM / EMERGENCY CARDS

If your child has any allergies, food sensitivities, disabilities or characteristics/conditions which might impact their participation, please note these items in the health section of the registration form. Please also be sure to bring these items to the attention of either the park director or the program director.

SAFETY DRILLS

To assure the safety of the campers, weekly drills will be held. Because of the nature of life in Los Angeles, the drills address a variety of situations: fire, earthquake, major accidents and security breaches.

STAFF

All staff members have gone through the interview process by the Director-in-Charge to ensure that they meet the qualifications for summer camp counselors. The majority of the camp staff have worked as volunteers, summer youth employment workers or recreation assistants prior to this summer. All staff have gone through the City of Los Angeles Department of Recreation and Parks hiring process, which includes fingerprinting to investigate criminal background.

In addition each staff member has received training in CPR, AED and First Aid. At least 80% of the staff is 18 years of age or older and there is no staff under the age of 16 that is ever left alone with the campers.

GUESTS

Parents are not allowed to participate in field trips. The only children allowed on trips are campers. Unless they are registered and participating in the camp, no siblings or friends will accompany the camp on the trips.

CHILD ABUSE:

Under the mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, the recreation staff are mandated to report any suspected form of child abuse to the proper authorities.

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

Summer Camp Information

PHOTOGRAPHS AND MOVIES

At certain times during the summer program we may show the children a movie or take photographs as a part of a project or theme event. The movies that are shown are previously approved and viewed by staff and will only have a rating of G or PG. Strong discretion will be used for movies shown that have a rating of PG.

Photographs can be a part of any everyday activity and by signing the parent consent portion of the registration form you are giving permission for this to occur. Unfortunately, it is very difficult to pull certain children out when photographs are being taken and therefore we no longer offer the option for children to not be allowed to have their picture taken.

REFUND POLICY:

Full refunds are only issued when the recreation center cancels the activity. A 15% cancellation fee is assessed for all refunds. Changes or transfers per class, sports league or day camp registration maybe assessed additional fees. After the first day of a session, the Recreation Center issues a partial refund to patrons withdrawing from the activity. **Camp fees are NOT prorated.** All refunds will take 6-8 weeks to be processed.

The information in this camper/parent manual is subject to change without prior notice.

Persons with disabilities are welcome to participate in our classes and programs. Reasonable accommodations will be made with prior arrangements. Please be aware that some accommodations may take 30 days or longer.

Please submit your request for an accommodation as soon as possible."

"Achieving gender equity through a continuous commitment to girls and woman in sports".

Good Sportsmanship is everyone's responsibility. Be a Good Sport.

For more information, please call us at 323.846.7584 or email us at gilbertlindsay.recreationcenter@lacity.org



SUMMER CAMP 2025 FIELD TRIPS

| WEEK & THEME | TRIP DATE | TRIP LOCATION | DEPARTURE TIME FROM GLRC | RETURN TIME TO GLRC |
|-------------------------------|----------------|------------------------------------|--------------------------------|------------------------|
| WEEK 1 SURVIVAL WEEK | NO FIELD TRIP | NO FIELD TRIP | _____ | _____ |
| WEEK 2 HOLIDAY SPECTACULAR | JUNE 20, 2025 | JOHN'S INCREDIBLE PIZZA | 9:30AM | 4:30PM |
| WEEK 3 WILD WILD WEST | JUNE 26, 2025 | KNOTT'S BERRY FARM | 9:00AM | 4:00PM |
| WEEK 4 BACK TO THE FUTURE | JULY 3, 2025 | UNIVERSAL CITYWALK | 10:00AM | 4:00PM |
| WEEK 5 SPORTS EXTRAVAGANZA | JULY 10, 2025 | CRYPTO ARENA | 11:00AM | 4:00PM |
| WEEK 6 TROPICAL PARADISE | JULY 17, 2025 | KNOTT'S SOAK CITY | 9:00AM | 4:00PM |
| WEEK 7 THE GREAT OUTDOORS | JULY 23, 2025 | CABRILLO MARINE AQUARIUM | 8:30AM | 3:30PM |
| WEEK 8 TREASURE ISLAND | JULY 31, 2025 | SPLASH! | 9:00AM | 4:00PM |
| WEEK 9 THE GREAT OUTDOORS | AUGUST 8, 2025 | DAY CAMP JAMBOREE AT KEN MALLOY | 9:00AM | 4:00PM |

GILBERT LINDSAY FIELD TRIPS

Please arrive 15-30 minutes before the scheduled departure time.

If you know your child will not be attending a field trip, please let us know as soon as possible, so we can make all necessary accommodations.

There will be no supervision available at the center for any camper who elects not to attend the trip. Any camper that does not meet at the center will not be permitted to go on the trip. Please refer to your monthly newsletter for drop-off and pick-up times. The schedule will also let you know what your child should bring on the trip. If a trip requires additional payment, that payment must be made prior to the day of that trip. Please check the field trip schedule for payment due dates. No payments for trips will be accepted on the day of the trip.

NOTE: No camper may go on a field trip without the current camp shirt. A replacement shirt will cost a fee of \$10. In the event that no extra shirts are available, the camper will be sent home. There will be no refund for the week or trip.

FIELD TRIPS, DATES AND TIMES ARE SUBJECT TO CHANGE.

MAYOR

Karen Bass

COUNCIL DISTRICT 9

Councilmember Curren Price Jr.

BOARD OR COMMISSIONERS

Renata Simril, President

Luis Sanchez, Vice President

Fiona Hutton, Member

Benny Tran, Member

, Member

RECREATION & PARKS ADMINISTRATION

Jimmy Kim, General Manager

Matthew Rudnick, Executive Officer

Belinda Jackson, Assistant General Manager—Recreational Services Branch

Brenda Aguirre, Assistant General Manager—Special Operation Branch

Cathie Santo Domingo, Assistant General Manager—Planning, Maintenance & Construction Branch

Noel Williams, Chief Financial Officer—Finance & Admin. Division

METRO REGION

Kimberly Simonet, Recreation Superintendent

Michael Harrison, Principal Recreation Supervisor II

Elaine Piha, Principal Recreation Supervisor I

Nicole Griffin, Acting Southeast District Supervisor

GILBERT LINDSAY RECREATION CENTER

Vanessa Duarte, Recreation Facility Director

Ricardo Bernal, Recreation Coordinator

RECREATION ASSISTANTS, AIDES & INSTRUCTORS

Brian Hernandez, Daniel Ortiz, David Neal, Dexter Roots, Eva Cuevas Cortez, Hailie Ortega, Jazmine Ortiz, Julian Garcia, Kate Castillo, Lakeisha Pruitt, Macy Beal, Rafeala “Daisy” Garcia, Rafael Chairez Jr., Robert Owens, Roland Velazquez Recendez, Tawana Caldwell & Troy Elzy

MAINTENANCE

Leopoldo Uribe, Park Maintenance Supervisor

Neal Weeks, Senior Gardener

Ronald, Maintenance

Jose, Maintenance

CDRC & AYE INTERNS

Victor Lopez, Andrew Ponce Flores, Ryshauna Kinney & Zakira Washington

***PLEASE READ & SIGN THIS AGREEMENT WITH YOUR
CHILD(REN) AND RETURN IT TO
GILBERT LINDSAY RECREATION CENTER***

I agree that Gilbert Lindsay Recreation Center, Gilbert Lindsay Staff and the City of Los Angeles are not responsible for articles of clothing or personal belongings lost or damaged by fire, theft, etc... Gilbert Lindsay does not recommend that campers bring expensive clothing, shoes, cell phones, cameras, jewelry, electronics, etc...

I agree that the child and his/her parents/guardians and/or relatives will abide by the rules and regulations set by Gilbert Lindsay Recreation Center for the health, safety and welfare of all the children.

I agree that Gilbert Lindsay Recreation Center reserves the right to cancel, change or substitute programs or activities as listed in the calendar, field trip schedule, and program, when necessary.

I agree all payments will be on time and paid in full. Payment is due by Wednesday of every week for the following week.

I agree to pick up my child on time and realize there will be a late fee charged if I fail to call or notify staff ahead of time. A fee will be charged at \$10.00 for every 10 minutes after 6:00pm.

I agree to help with all discipline actions involving my children. I understand that failure to obey all the rules will result in dismissal from the program.

By signing below, I acknowledge that I have received and read the Camper/Parent Manual. I understand and agree to follow all policies and procedures enclosed in this manual.

Parent or Guardian (Print Name)

Child's Signature #1

Date

Parent or Guardian (Signature)

Child's Signature #2

Date
