



CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS

## **Lake View Terrace Recreation Center**

11075 Foothill Blvd., Lake View Terrace, CA 91342. 818-899-8087



# **LVT Day Camp Parent Handbook**

Welcome to the Camp LVT!

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 (818) 899-8087.

**Space is Limited so please register Early!**

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

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

*The Department of Recreation and Parks is proud to be a part of the Mayor's Million Trees Initiative*

Welcome and thank you for choosing Camp LVT for your child's camp experience. We are confident that through our fun filled activities and our 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. It is your responsibility to sign and submit the form prior to your child attending camp.

## **CAMP HOURS**

Camp runs from 9:00am to 4:00pm, Monday through Friday. Most field trips will occur on Thursdays. Exceptions are listed on the camp flyer. Hours vary depending on the trip. Please check camp weekly for departure and return times. Extended camp hours are included in the registration fee and run from 7:30 am to 9:00 am & 4:00pm to 6:00pm. . **Campers must be signed in**, so please do not drop off your child before this time.

## **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 of \$25.00 to cover administrative costs and includes one camp T-shirt. Payments must be received in full at the time of registration to guarantee your child's place in camp. Payments must be received by Friday of the week before your child attends camp. Registration fees must be paid by Cash, Check, Money order or Credit Card only. If paying by cash, please bring exact change. **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 \$140.00 per week for the first 8 weeks, and \$200.00 for week 9. The weekly fee does not include the one-time registration fee. Please see the camp Brochure for the weekly field trips and its associated costs; when attending on a daily basis. Child care will not be available if your child does not attend the trip.

## **REFUND POLICIES**

There are no refunds. Transfers or 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 assessed 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 & OUT PROCEDURES**

Parents or a designated person must sign-in and sign-out their 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 that reason we ask that you list as many people as possible, that may possibly, pick your child up from camp. Upon first check in, your camper will be assigned a color. This is both their group as well as the classification they will need for personal belonging storage while at camp.

Any person signing out a camper must be at least 18 years old. Anyone signing out a camper may be required to present identification.

# **CAMP RULES**

**DISCIPLINE POLICY:** Staff goes over the Camp Rules on a daily basis with the campers during “Welcome Circle” time in the morning. We will maintain a positive and safe environment for all. If a rule is broken, the staff will discuss the rule with the camper, and discusses how things might have been handled instead. If rules continue to be broken or if a camper’s conduct becomes unacceptable/ or uncontrollable, a “**Day Camp Note**” will be sent home.

**CAMP NOTES:** Every camper is encouraged to do their best to adhere to camp rules and staff members give friendly reminders about following camp rules periodically throughout the day. To help reinforce camp rules and maintain a safe and friendly environment, camp notes will be sent home to notify parents/guardians about violations of camp rules. All ‘Camp Notes’ must be signed and returned to Camp Counselor/Director before the camper is allowed to return to the Day Camp program.

**3 NOTE RULE:** Notes will be sent home for violating camp rules. Upon receiving multiple camp notes, the camper may be dismissed from the summer day camp program. ‘The 3 Note Rule’ goes as follows:

- 1<sup>st</sup> Note = Notice
- 2<sup>nd</sup> Note = No playing in the pool (Tuesday)
- 3<sup>rd</sup> Note = Dismissed or limits on field trip (Thursday)

# **UNACCEPTABLE BEHAVIOR**

- 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 LVT reputation is built on the excellence of its Directors, Counselors, and CCLT’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.

<b>Children Ages</b>	<b>Child to Counselor Ratio</b>
<b>6-13</b>	<b>Camp Days 12-1/Field Trips 8-1</b>

# **WHAT CAMPERS DO.**

Camp program activities are planned for normal camp hours, 9am 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. *Everyone is required to participate in the activities for the day!* They can get Wet & Dirty, so please plan accordingly!

**Camp Weekly**— Available Friday the week prior, you will receive a flyer called the “Camp Weekly” that contains important information of dates and times of planned activities, also it contains reminders about the field trip, weekly theme, special events, dress-up days, and other activities.

## **LUNCH/SNACK**

Summer Lunch program will 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 provided daily at 3pm. Campers are welcome to bring their own snacks.

## **TRIPS INFORMATION AND CAMP SHIRTS**

Trip departure times are listed on the Camp Weeklys. 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. Please remember that there is no care for children who do not attend the field trip.

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 camp shirts 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 LVT cannot guarantee extra shirts will be available for purchase.

Meals are not provided on field trips except where noted on the Camp Weekly. 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 instructed to prohibit the purchase of souvenirs.

Return times are also listed on the Camp Weekly. 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 more than 10 minutes late (after 6pm) will be charged a \$1 per minute staff fee. In order to compensate staff for their time, the late pick up fee will be strictly enforced. Staff will keep parents updated as to approximate field trip arrival times via call or text.

Only children who are registered in the normal camp week are allowed to attend the trip.

## **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.

## **PROPER CAMP ATTIRE AND PERSONAL BELONINGS**

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 NOT allowed

**Lake View Terrace Park, It's Staff and the City of Los Angeles is not responsible for lost or misplaced clothing, money or valuables.**

## **PHONE CALLS**

Campers 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.

## **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. Discipline notices will be written for any incident. Parent signatures are required on these documents. Copies are available upon request.

A parent conference and or discipline contract will be necessary for continual and severe misbehavior. These conferences or contracts may lead to the child being dismissed from the program with no refund. This includes attendance of field trips.

Please see the unacceptable behaviors section for examples.

## **MEDICATION POLICY**

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.

## **SWIMMING POLICIES AND RULES**

When campers are scheduled to go swimming, please be sure to provide appropriate swim wear. Proper swim attire is as follows: Boys must wear swim trunks with a liner AND a drawstring, Girls must wear a bathing suit, may be a one piece or two piece. Campers wearing cut-offs, bike shorts, basketball shorts, street shorts, bodysuits, leotards, or white t-shirts of any kind will not be allowed to swim. Children may bring sandals to wear at the pool but must still wear closed toed shoes at camp and to and from the pool. All LA City Aquatics' rules will be observed when visiting LA City pools. Lifeguards are on duty at all times.

## **SUNSCREEN**

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, unless asked to do so by the parent or camper.**

# **ILLNESS AND EMERGENCIES**

## 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.

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

# **EMERGENCIES AND UNUSUAL CIRCUMSTANCES**

## **Child Abuse**

Under Mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, LAKE VIEW TERRACE PARK 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.

1. Picture of the child & family. 2. Comfort item (ex. stuffed animal). 3. Extra set of clothing for young children.

## **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 any time 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.



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### **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 I, \_\_\_\_\_ hereby acknowledge that I have received,  
Parent's Name (please print)

read, and understand all Camp LVT 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 LVT. I further understand that failure to comply with any part of Camp LVT rules, policies, and procedures will result in my child's dismissal from the program.

\_\_\_\_\_  
*Parent / Guardian Signature*

\_\_\_\_\_  
*Date Signed*