

# ROSEHILL RECREATION CENTER

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<https://www.laparks.org/recenter/rose-hill>

## ROSE HILL RECREATION CENTER SUMMER CAMP PARENT MANUAL

Rose Hill Recreation Center Seasonal Camps welcomes new and returning campers. Our seasonal camp programs meet City of Los Angeles standards, and are part of the quality programs offered through the City of Los Angeles, Department of Recreation & Parks. The following pages include policies, procedures and information for seasonal program campers.

### Camp Philosophy

The philosophy of Rose Hill Recreation Center Seasonal Camps is to provide a safe and nurturing environment for children by creating a positive, diverse recreational community where children can learn, grow and be themselves.

### Camp Vision

Our seasonal camp programs are dedicated to providing all youth with the highest quality of recreation, education and cultural experiences through a variety of activities. Participants are treated with respect through the opportunity to experience growth in the areas of interacting with others, teamwork, fair play, and skill development. The goal is to create a positive environment that fosters improved self-confidence and self-esteem through experiences in camp activities.

### Mission Statement

The central purpose and role of Rose Hill Recreation Center Seasonal Camps is defined with the following ideas:

- Building a positive self-image
- Developing healthy friendships
- Participating in non-competitive play
- Introduction of new experiences

### Values

The values governing Rose Hill Recreation Center Seasonal Camps development will include the City of Los Angeles, Department of Recreation and Parks mission.

*"Our mission is to offer Los Angeles residents and visitor's the finest parks and recreation programs in the world. However, it is not only what we do; equally important is the way in which we serve the community. As such, wherever they work and whatever they do, all our employees have one thing in common-delivering quality service courteously, honestly, and effectively, through the collaboration of teamwork."*

*City of Los Angeles, Department of Recreation & Parks*

### Camp Program

Our camp program strives to achieve success in these four basic areas, with the resources available to our program:

- Equal opportunity to participate, regardless of skill level
- A wholesome, positive, safe, and value-oriented atmosphere in which participants learn life skill development, teamwork and responsibility.
- An acceptable outlet for youthful energy.
- A broad variety of experiences to further develop self-esteem and personal confidence.

### Organizational Structure (Summer Camp Chain of Command)

- Facility Director (Rocio Contreras)
- Recreation Coordinator
- Recreation Assistants
- Recreation Aides
- C.L.T.'s

### Camp Registration

In order to be registered the following items must be completed for each camper:

- Payment of the registration fee (\$20).

## Rose Hill Summer Camp 2019

- A complete and current registration form.
- A signed parent agreement.
- Weekly fee paid by the Friday ***before*** attendance.
- Emergency Card.

### Fees

***Regular Camp:*** hours are 9:00a.m.-4:00p.m., the weekly fee is \$60.00 per camper, plus an additional amount for the trip.

***Extended Care Camp*** hours are from 7:30a.m.-9:00a.m. and 4:00p.m.-6:00p.m., the weekly fee is \$75.00 per camper and field trips are included in the fee. The hours and days of field trips will vary.

### Sibling Discount

There is a \$5 weekly sibling discount off the weekly fee, for siblings. Siblings must attend the same week. The discount is not per child.

### Late Pick Up Fees

A late pick up fee of \$1 per minute will be charged for every minute after 6:05p.m. Fees are non-transferable and may only be applied as indicated on receipt. The late pick up fee must be paid the same day. This fee covers the cost of staff that must stay to attend to late pickups. If late fees are not paid camper may not attend trip, until all fees are paid off.

### Refunds/Other Fees

Full refunds are only issued when the Recreation Center cancels the activity. A 20% cancellation fee is assessed for all refunds. Changes or transfers per class, sports league, or day camp registration, may be assessed additional fees. After the first day of a session the Recreation Center may either not issue a refund or issue a partial refund to patrons withdrawing from the activity due to emergencies.

### **CAMPERS WILL NOT BE ACCEPTED ON A DAILY OR HOURLY BASIS; THERE ARE NO PRO RATED FEES.**

### Hours of Operation

Rose Hill Recreation Center Seasonal Camps operate from 7:30A.M.- 6:00P.M., Monday through Friday (except holidays).

**Day Camp Office Hours:** 7:30A.M.-6:00P.M., Monday-Friday (except holidays).

**Facility Payment Hours:** 7:30A.M.-7:00P.M., Monday-Friday (except holidays); 9:00 a.m.-3:00 p.m., Saturday.

### Sign In/Out Procedures

Please give yourself enough time to do this. Please do not drop off your child(ren) before the agreed time. Children left before 7:30 a.m., are not the responsibility of the camp; all campers must be signed in. Parents and/or guardians must sign in/sign out their camper daily. Campers are not registered for the day until an adult has signed them in. CLT's may sign themselves in/out if a parent indicates on the form that they are allowed to do so. *For the safety of your child, anyone signing a camper out may be requested to provide identification; please notify everyone listed on the application of this policy. Please do not have your child come in alone.* You must sign them in.

Campers will be released only to the adults designated on the application. A parent may add another adult to the application at any time, but this must be done in person- not over the phone.

If an emergency transpires, a parent may email [rocio.h.contreras@lacity.org](mailto:rocio.h.contreras@lacity.org) or [rosehill.recreationcenter@lacity.org](mailto:rosehill.recreationcenter@lacity.org) and: 1. State the full name of their child, 2. State their child's birthdate, 3. State phone number parent can be contacted to verify, 4. State full name of person picking up child, 5. State circumstances, 6. Follow up with a phone call. ***The email must come from an email account that is listed on the registration form.***

Please be on time to pick up your camper. Children tend to get upset when their parents are late. If you are going to be late, please call: 323-225-0450. Campers picked up after 6:05 p.m. will be assessed a late fee of \$1 per minute.

Please do not block the driveways or double park when you drop off your camper. When you drive out of your parking space, be sure to look for pedestrians, especially children. Please be mindful of not blocking other cars or parking in non-designated spots, as this poses a fire threat. Remember to lock your car and do not leave any valuables in your car when you come inside the center.

If a parent is aware they will be picking up their child(ren) after 6:00 p.m. due to an emergency, please be sure to call the office and let staff know: 213-226-1401. ***If a child is not picked up by 7:00 p.m. and parents and/or emergency contacts cannot be reached, staff must call the police and report abandonment.***

### Child Abuse/Mandated Reporters

**Please be aware that all staff are mandated reporters. We are obligated to report suspected child abuse: physical, sexual, emotional, neglect, abandonment, etc.. All such occurrences must be reported to the local authorities.**

### Special Accommodations

## Rose Hill Summer Camp 2019

As covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request will provide reasonable accommodations to ensure equal access to its programs, services and activities.

### Lunch

Rose Hill Recreation Center Summer Camp provides lunch on non-trip days, via the summer lunch program. Campers must bring their own snack daily; snack is not provided. On trip day campers are responsible to bring either a sack lunch (when allowed by location of trip), or enough money to purchase food. We do not allow the campers to buy from street vendors during camp hours.

**Please advise the staff of any food allergies your camper may have and indicate this on their application.**

### Weekly Bulletins

Weekly Bulletins will be available by Friday of the previous week and upon paying for the next week. The calendar will include a general idea of daily activities, including anything special that needs to be worn or brought to camp, and details concerning the weekly trip.

### Weekly Field Trips

The following is a list of weekly themes and Day Camp field trips scheduled for this summer.

<b>Session 1</b>	PASSPORT TO FUN	Trip Date: Thursday 06/13/19	Pacific Park
*Camper must bring a sack lunch or \$20 for food; sunscreen, a hat, and water.			
<b>Session 2</b>	ANIMAL PLANET	Trip Date: Tuesday 06/18/19	L.A. Zoo
*Camper may bring a sack lunch or \$20 for food; sunscreen, a hat, and water are needed.			
<b>Session 3</b>	UNDER THE SEA	Trip Date: Tuesday 06/25/19	Pier Fishing
*Camper must bring a sack lunch or \$20 for food; sunscreen, a hat and water are needed.			
<b>Session 4</b>	RED, WHITE, AND BLUE	Trip Date: Tuesday 07/02/19	Knott's
*Food is <u>not</u> allowed inside the park, please send camper with \$20 for food; sunscreen, a hat, and water are needed.			
<b>Session 5</b>	PIRATES GALORE	Trip Date: Tuesday 07/09/19	Jump n' Jammin
*Food is <u>not</u> allowed inside, please send camper with \$20 for food; sunscreen, a hat and water are needed.			
<b>Session 6</b>	LIGHTS, CAMERA, ACTION	Trip Date: Tuesday 07/16/19	Movie & Citywalk
*Camper may bring a sack lunch or \$20 for food; sunscreen, a hat and water are needed.			
<b>Session 7</b>	EVERY DAY IS A HOLIDAY	Trip Date: Tuesday 07/23/19	Splash!
*Food is <u>not</u> allowed inside the park, please send camper with \$20 for food; sunscreen, a hat, and water are needed.			
<b>Session 8</b>	AROUND THE WORLD	Trip Date: Tuesday 07/30/19	John's Incredible
* Camper must bring \$20, lunch is provided.			
<b>Session 9</b>	THE GREAT OUTDOORS	Trip Date: Tuesday 08/06/19	Dockweiler Beach
* Camper must bring a sack lunch.			
<b>Session 10</b>	ALOHA WEEK	Event Date: Friday 08/16/17	Last Day of Camp Luau
*Lunch will be provided; sunscreen, a hat, and water are needed.			

Activities and trips are subject to change or cancellation. Communication of this will be available at sign out and will be posted on the Summer Day Camp Bulletin Board located in the hallway.

***All campers should be on time for field trips, so they can board the bus accordingly. If a child is late and misses the bus, they will not be eligible to attend the field trip and will be sent home for the day, since all camp staff attends trips. Buses cannot be held for anyone and children may not be dropped off at field trip sites.***

### Earthquake

Due to the difficulty of telephone communications during an earthquake, you may not be able to contact camp; phone calls outside of Southern California area would be easier to complete. We will contact you as quickly as possible.

### Safety Drills

To assure the safety of the campers, safety drills are held. To ensure a safe environment the drills will address a variety of situations:

- ❖ Fire, earthquake, and security breaches

In the event of camp evacuations, the campers will be escorted to the nearest public building that ensures safety, at this time that will be at the Senior Center. The parent/guardian will be called if the camper will need to be signed out from one of these areas.

### Swimming

## Rose Hill Summer Camp 2019

Swim days are TBA. All campers 7 years and older are allowed in the pool; they are to use a swimsuit or trunks with an inner lining (they will not be permitted in the pool with anything else). They also need to have a towel, water sandals, and sunscreen. Campers under 7 years old will participate in other activities. All activities are supervised by Rose Hill Recreation Center Camp Staff.

If your child does not bring their swimsuit or does not want to go to the pool, they will be allowed to participate in other supervised activities with staff, such as water play, reading, or low-organized games.

The Aquatics Division of the Department of Recreation and Parks staffs the Downey Pool. Lifeguards are on duty at all times. In addition, Rose Hill Recreation Center Summer Camp staff will supervise the campers in the pool. All L.A. City Aquatics' rules will be observed when using the pool.

### Beach Day

At the beach, the following rules will be enforced:

1. We will participate in water play only where lifeguards are present and water pollution levels are safe.
2. Campers must have a "buddy", especially in the water.
3. The camp area will be visibly marked off.
4. Campers may not go into the ocean any higher than their knees.
5. Campers may enter water only when counselors are on water duty. During water duty two staff members will be in the water at knee height, facing out towards the ocean, and two will be chest deep facing the beach. Additional staff members will be on the beach with their focus towards the water. The remaining staff members will supervise the campers on the sand.
6. All campers will be required to eat lunch together. A rest period will be required before campers can go back into the water.
7. All campers will have restroom breaks together with two counselors in attendance. No camper will go to the restroom facilities alone.

### Personal Belongings

**Campers are not to bring personal items (balls, radios, money, electronics, toys, jewelry, cell phones etc.) to camp.**

*Rose Hill Recreation Center Summer Camp, Rose Hill Recreation Center, its staff, and the City of Los Angeles Department of Recreation & Parks will not be responsible for lost or stolen items. Please be sure to write your child's name on their backpacks, shirts, etc.*

### Dress Code

Campers are to wear their 2019 summer day camp shirt **daily**. Campers are not to wear sweatshirts, pullovers, or overalls that will cover the shirt. The camp shirt is the most important item of identification when they are in camp.

A variety of different activities will take place throughout the day. It is important, and to each child's benefit, that everyone participates in all activities. Participation by everyone makes camp more fun for all. **THEY WILL GET DIRTY**. Please dress campers appropriately.

**Campers must wear closed toe shoes to camp.** Please note that if you send your child to camp in sandals, he/she will be asked to return with proper shoes.

### Camp Shirt Fees

A camp shirt must be worn **daily**. If a camper reports to camp without his/her camp shirt, a camp shirt will be given to them and charged to your fees. The camp shirt fee is \$10.00. Each camper will receive ONE (1) camp shirt with the paid \$20 registration. A maximum of four additional shirts may be purchased throughout the summer. **No camper may attend camp or go on a field trip without a shirt. In the event that no extra shirts are available, the camper will be sent home.**

### Staff

All Rose Hill Recreation Center Summer Camp staff members have gone through interviews, and numerous trainings previous to their hiring. Most camp counselors and staff have prior experience in camps, as volunteers or Recreation Assistants. During the hiring process, the City of Los Angeles Department of Recreation & Parks has screened all staff; the screening includes fingerprinting to background checks. In addition each staff member has received staff training that includes emergency procedure training.

### Guests

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. Parents are not allowed on trips unless they are livescanned volunteers, and cleared through the City of Los Angeles, Department of Recreation & Parks.

### Behavior Guidance

Counselors will assist campers in correcting their behavior before any reflection time is necessary. Discipline is a tool for the camper to use, to evaluate and learn life experiences. We will discuss, as a group, what the camp rules will be.

In the event that the rules are broken, a disciplinary procedure will be carried out.

## Rose Hill Summer Camp 2019

1. **First incident:** campers receive a verbal warning about the behavior.
2. **Second incident:** reflection time. This will be recorded in the Behavior Log Book.
3. **Third incident:** camper reflection time, a discipline slip, and a phone call home from the Recreation Coordinator/Camp Staff informing them of the incident, and an incident slip.
4. **Final incident:** camper reflection time, an incident slip, camper is not allowed on field trip, and a parent conference with the Recreation Coordinator/Facility Director.

**Violent behavior and disobedience that endangers and/or disrupts the camp requires immediate parent pick up. If the parent or authorized adult cannot be located at the time, a camper may be dismissed from camp activities.**

All Discipline Slips are kept in the camper's files; campers are accepted back to camp when the parent has signed the discipline slip. If the parent would like to request a copy of the discipline slip, please speak to camp staff. ***There are no refunds if the camper is expelled from camp, or not permitted on a trip.***

### Camper Discipline Policy

Camp Discipline slips will only be used after we have tried our best to **positively** redirect the behavior, have exhausted all avenues of redirection, and have asked the full time staff for suggestions on how to handle the situation. Once we are positive that we have tried everything we can think of to redirect the behavior, we will proceed to write a discipline slip and submit it to Recreation Coordinator for approval. Discipline slips are a VERY big deal and should only be used in extenuating circumstances.

### Camp Rules

1. Respect yourself each other and counselors.
2. No fighting: Camper will be sent home.
3. Current camp year shirt.
4. No outside personal items.
5. No cell phones can be used by campers during camp hours.
6. All campers must wear closed toe athletic shoes and socks.
7. Food cannot be heated up or stored for campers (only medicine).

### Health and Safety Procedures

**Water:** Campers, especially at the beginning of summer are not always accustomed to physical activity. It is important that campers drink water throughout the day. A dehydrated child will not be able to enjoy his/her camp experience, and it may pose a health hazard. It is strongly recommended that you provide your camper with water every day.

**Sunscreen:** Since camp is primarily an outdoor experience, the chance for sunburns is great. Please send your child to camp with sunscreen. We strongly suggest that campers use caps/hats.

**Non-custodial parent:** Unless a copy of a legal document, a current restraining order, or other court documentation are 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.

**For any questions or concerns, please feel free to contact the camp office at  
323.225.0450 or [rosehill.recreationcenter@lacity.org](mailto:rosehill.recreationcenter@lacity.org)  
Thank you for choosing Rose Hill Recreation Center Summer Camp!  
We look forward to a great summer with you and your camper!**

City of Los Angeles • Department of Recreation and Parks



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**PARENT AGREEMENT**

**PLEASE READ AND SIGN THIS AGREEMENT WITH THE CAMPER AND RETURN IT TO ROSE HILL R.C. SUMMER CAMP PROGRAM OFFICE.**

I agree that Rose Hill Recreation Center is not responsible for articles of clothing or personal belongings lost or damaged by fire, theft, or any other means. Rose Hill Recreation Center will not be responsible for clothing or any personal items. Cell phones are not permitted at Rose Hill Summer Camp.

I agree that the camper and his/her parent/guardians and or relatives will abide by the rules and regulations set by Rose Hill Recreation Center for the health, safety, and welfare of all the campers.

It is understood and agreed by the campers and parent/guardians that a camper's use of drugs, drug paraphernalia, tobacco products, alcoholic beverages, weapons, illegal controlled substances and /or violent behavior is not permitted and will be cause for immediate dismissal. There will be no refunds for any part of fees for campers dismissed under these terms.

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

I agree to drop off/ pick up my child on time, and realize there will be a late fee charged after 5 minutes.

I agree all payments will be on time (the week before child attends camp) and in full, otherwise a \$10 late fee will be charged.

I agree to help with all discipline actions involving my child. I understand that failure to obey all the rules will result in dismissal from the program and no refund will be issued.

*I have received and read the Camp Manual and understand and agree to follow all policies and procedures enclosed in the manual and presentation.*

Camper Name(s): \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Check the Camp that you are submitting your agreement form to:

**Rose Hill Summer Camp 2019**

**Day Camp**

**CLT Program**