



CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
STATE STREET RECREATION CENTER

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Summer Day Camp



Parent Handbook 2019

CITY OF LOS ANGELES --- DEPARTMENT OF RECREATION AND PARKS
METRO REGION --- EAST DISTRICT
STATE STREET SUMMER DAY CAMP 2019

Dear Parents:

Welcome to our Summer Day Camp! This camp is a supervised recreational program that includes a variety of activities such as games, sports, arts and crafts and special events that have been merged 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. We also value moral 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 so that they may also have a better understanding of the program.

We look forward to working with you and your child and anticipate a safe, fun and enjoyable summer with us. If you should have any questions regarding any of the information contained in this packet, please do not hesitate to call the park office, at (213)847-2790

Sincerely,

Camp State Street Staff



STATE STREET RECREATION CENTER SUMMER CAMP INFORMATION

REGISTRATION FEE

A one-time \$20.00 non refundable registration fee must be paid at the time of registration for each child. This fee that includes a camp shirt, supplies and administrative expenses.

WEEKLY CAMP FEE:

The weekly fee is due on Thursdays prior to attending. Monday through Friday from 7:30 am to 4:00 pm camp fee is \$60 or \$75 if you need extended care after 4:00 pm. We accept personal checks, credit cards (Visa or Mastercard), and/or exact amount in cash. Make all checks payable to *City of Los Angeles Dept Rec & Parks*. A \$35 fee will be assessed for all returned checks. Camp fees are non-transferable and may only be applied as indicated on the receipt.

CAMP HOURS & ACTIVITIES

Camp hours are from 7:30 am to 6:00 pm Monday through Friday. Free play and sign in will take place from 7:30 am to 9:00 am in the gymnasium. Free play consist of board games, arts & crafts, and sports games. Organized activities will begin at 9:00 a.m and will end at 3:30 pm. Please have your child in camp by 9:00 am or he/she will miss out on some activities. Please inform the office if you know your child will be late or absent from camp.

LATE PICK-UP FEE:

A fee will be charged at \$10.00 for every ten minutes after 4:00 pm or 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.**

PARENT ORIENTATION:

The Parent Orientation is scheduled for Saturday June 8th at 10:00 am. We will discuss the Parent Manual camp expectations and guidelines. You will get to meet the staff and ask any questions or concerns about the camp. If you register after the orientation please communicate with the staff regarding camp producers.

SIGN-IN AND SIGN-OUT PROCEDURES:

Parents, or a designated person, must sign-in and sign-out the child daily with a full signature or the camper will not be accepted. 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 request 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.

DRESS CODE & CAMP SHIRTS:

A variety of different activities will take place throughout the day and they will get **dirty!** Please send your child dressed appropriately. Campers must wear closed-toe shoes to camp for their protection. **Please note that children will not be allowed into camp with sandals or crocs, dresses, skirts, and dress clothing.** Please ensure that your children can participate in all the activities and are not inhibited by their clothing.

Camp shirts are only required on trip days. Each campe will receive one camp shirt. Additional camp shirt may be purchased at the main office for \$10. 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.

STATE STREET RECREATION CENTER SUMMER CAMP INFORMATION

LUNCH & SPECIAL DIET:

A lunch will be provided by the Summer Lunch Program and served daily from 11:30 a.m. to 12:00 p.m. with the exception of trip days. Menus will be posted. 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 lunch 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). 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 at camp on time on field trip days. A schedule of the trips and times is located on the last page of this manual. 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 weekly itinerary 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. In the event that no extra shirts are available, the camper will be sent home. There will be no refund for the trip.*

FIELD TRIP LUNCH:

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 the camper brings money for lunch or souvenirs for any field trip they must carry and care for the money themselves. Any camper ages 5-7 will have their money cared for by a counselor. Please speak to any Summer Camp staff if you feel that your child may need help.

BUS GUIDELINES & RULES:

All campers must sit facing forward 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 devices are 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.

SWIM & WATER DAYS:

Unless otherwise noted, swim days will be **once a week for ages 8 and up**. Ages 7 and under will have water play at the 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 one piece 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.

STATE STREET RECREATION CENTER SUMMER CAMP INFORMATION

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 or Crocs. Closed toe shoes must always be worn.
12. GOOD ATTITUDE. Think positively no matter what the situation is.

CAMP CODE OF CONDUCT:

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

- My child and I will abide by the rules and guidelines established by State St. Recreation Center in an effort to ensure the safety, health, and welfare of all participants.
- I will help with all discipline 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.
- State St. 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 or staff, he/she should bring it up to the attention of the Recreation Staff to resolve the issue. Under no circumstances should any camper retaliate against another. Parents are encouraged to address any concerns or problems with the staff.

DISCIPLINE:

We want a fun and safe camp for everyone, but there will be consequences for continual misbehavior. Violent behavior and disobedience that endangers and/or disrupts the camp requires immediate parent pick up. In the event that the rules are broken, the following 4 –Step Re-Direction procedure will be carried out.

1. First Incident your child will be spoken to, redirect to another activity.
2. Second Incident will result in a conference with the Camp Director and a *Behavior Notice* will be sent home.
3. Third Incident can result in a conference with the Director-in-Charge and a meeting with the parents.
4. Fourth Incident, the parent will be asked to pick up their child 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.

STATE STREET RECREATION CENTER
SUMMER CAMP INFORMATION

PERSONAL BELONGINGS:

You are encouraged to label all personal articles (clothing, backpacks, lunch pails, etc.) so as to ensure accountability. **Campers are not to bring personal items (balls, electronic games, jewelry, iPod/MP3 players or cell phones, etc.) to camp.** No cell phones should be brought to camp unless there was prior approval from the Director. 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 box. Before leaving, please search through the Lost & Found box for any of your items. The box will be emptied on Monday mornings.

PHONE CALLS:

Campers will not be allowed to use the phone 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 the 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 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 other camper's parent are divorced or separated please make sure the other parent is aware of this rule.

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 does not feel 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 medical doctor's release is required before the camper is readmitted 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 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.

HEALTH HISTORY FORM / EMERGENCY CARDS:

For the protection of your child, we require that the Health History Form and application be complete and accurate. We cannot accept a camper with the parents/guardians listed as the only emergency contact. It is mandatory that another adult be listed in the event that the parents/guardian cannot be located. Please list your cell phone numbers also. If you know you cannot be contacted at the number listed on your camper's application on a particular day, please provide staff, in writing, with an alternate number at sign-in time.

If your child has any allergies, food sensitivities, disabilities or characteristics/conditions which might impact their participations, 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.

If your child has left the Recreation Center due to an illness (such as lice, flu, chicken pox, etc.), a doctor's note may be required to show that the illness has been taken care of. This is usually the case for communicable diseases.

STATE STREET RECREATION CENTER
SUMMER CAMP INFORMATION

YOU ARE REQUIRED TO ADVISE THE DIRECTOR IMMEDIATELY, IN WRITING, OF ANY AND ALL CHANGES TO MEDICAL HISTORY, AUTHORIZATIONS, AND CONTACT INFORMATION.

SAFETY DRILLS

To assure the safety of the campers, weekly drills will be performed during camp hours. The safety drills address a variety of situations: fire, earthquakes, major accidents and security breaches.

STAFF:

All staff members have gone through the interview process by the camp director 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 has 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 a minimum of 24 hours of staff training that includes CPR, First Aid and ACA workshops. Supervision Ratios are 1 staff for 10 campers and on trip days 1 staff for every 6 campers.

GUESTS:

Parents are not allowed to participate in field trips unless they are live-scanned and approved. The only children allowed on trips are registered campers. 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 is 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.

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. On the registration form there is a section where you are required to authorize your child (ren) to either be allowed or not allowed to participate in this activity. Please make sure to fill this part out, as your child will not be able to participate if it is not. 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.**

The information on this handbook is subject to change. Persons with disabilities are welcome to participate in our programs. Reasonable accommodations will be made with prior arrangements". Achieving gender equity through a continuous commitment to girls and women in sports". Good Sportsmanship is everyone's responsibility. Be a Good Sport.

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.).

For more information, please call us at (213) 847- 2790 or email us at statestreet.reccenter@lacity.org

**STATE STREET RECREATION CENTER
SUMMER CAMP TRIPS**

Week	DATE	Trip Location	Depart Time From State St.	Pick up Time From Location	Return Time to State
1	Tuesday, June 11	AMC Theatres	9:30 AM	2:30 PM	3:00 PM
2	Thursday, June 20	Santa Monica Pier	9:00 AM	2:00 PM	3:30 PM
3	Thursday, June 27	Mulligan's Family Fun Center	9:00 AM	2:30 PM	3:30 PM
4	Friday, July 5	Adventure Playground	9:00 AM	2:30 PM	3:30 PM
5	Friday, July 12	Castaic Lake	8:00 AM	2:30 PM	4:00 PM
6	Thursday, July 18	Science Center	9:00 AM	3:00 PM	3:30 PM
7	Thursday, July 25	Pump it Up	9:00 AM	2:30 PM	3:30 PM
8	Thursday, August 1	Hansen Dam	8:00 AM	2:30 PM	4:00 PM
9	Friday, August 9	Buccaneer Bay	9:00 AM	3:00 PM	4:00 PM

Schedule is subject to change