



City of Los Angeles
Department of Recreation and Parks



VALLEY PLAZA RECREATION CENTER

Main Park Office

12240 Archwood Street - North Hollywood , CA 91606
818-765-5885

Child Care Center

6451 St. Clair Ave.—North Hollywood, Ca 91606
818-764-1679



PARENT HANDBOOK

Parent Meeting

Saturday, June 8th @ 10:00 am

Philosophy and Goals

- To provide a safe and worthwhile program to the youth of our community.
- To organize and present a variety of activities in a wholesome, recreation center based environment.
- To focus our activities and efforts on the creation of a fun, stimulating and positive environment with programs to meet the needs and fulfill the dreams of those involved.

Admissions

The facility is operated pursuant to civil rights laws and regulations, which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or nationality. The program is in complete compliance with the Americans with Disabilities Act (ADA). Persons with disabilities are welcome to participate, and reasonable accommodations will be made with prior arrangements. Restrictions may apply to one-on-one registrants.

Our Programs

The Camp Valley Plaza program is designed for children ages 5 through 13 years old. Camp Valley Plaza offers supervised activities including but not limited to games, cooking, outdoor play, swimming, arts, crafts, fieldtrips, and sports. Lunch is provided however children are welcome to bring their own lunch. Snack is provided on some days but please bring a snack. There is a ratio of one counselor for every ten children that are of 11 years of age and under. We are an approved site of the City of Los Angeles.

Payment Information

- Payments are due **the Wednesday PRIOR** to the week your child will be attending.
- **Hours:** 7:00 am – 6:00 pm (*Programmed Hours 9:00 am – 4:00 pm)
- **Weekly Fee:** \$150
- **Registration Fee:** One-time \$25.00 fee (includes 1 camp shirt)
- **Late Payments:** All payments that are made after **Thursday at 6:00 PM** will be charged a **\$10.00 late fee.**
- **Late Pick-up Fee:** Any child(ren) picked up after 6:00pm will be charged a \$15.00 late fee (per child).

Refund Policy

Refunds are only issued when the Recreation Center cancels the program. A 15% cancellation fee is assessed for all refunds. Changes or transfers per class, sports leagues or Day Camp registration fee may be assessed additional fees. After the first day of a session, the Recreation Center issues a partial refund to patrons withdrawing from the activity. Please allow 4-6 weeks for processing all refunds.

Rules and Guidelines

The Staff at Valley Plaza Recreation Center has planned a fun-filled series of events for your child this summer. It is of particular importance that your child's experience will be in a safe environment. We are asking that you become aware of the standards we will enforce to ensure your child's safety while playing with others at Valley Plaza Recreation Center. **Please read these standards carefully and review them with your child.**

Check In/Out Procedures

Children must be signed in and out by the parent, legal guardian or alternate person authorized on the registration form. If you send someone to pick up your child(ren) from the program who is not on the registration form, we will not be able to release your child(ren) to him or her. If you wish to add someone to your child's registration form, it can only be done in person at the camp office.

No telephone authorizations will be permitted. No child(ren) is allowed to sign themselves in and out of camp. For emergency situations, you must email the recreation center the change along with a "safe word" designated by the parent. Must be approved by full-time directors Juchell Wardlow or Bianca Garcia. **All persons picking up any child will be required to show ID at time of pick-up! Even parents!** Full signatures are required for check in/out on the roster. Please understand that this is for the safety of your children and therefore make sure to place all necessary persons on the registration form, and have patience with us as we sort out identifications during check in/out.

Drop-off and Pick-up Procedure

- Drop off location is at the child care center on 6451 Saint Claire Avenue, North Hollywood CA 91606 (818) 764-1679
- Please do not drive onto the circle when dropping off or picking up.
- Only adults 18 years or older may sign campers in and out of camp.

What not to bring to Summer Camp!

Valley Plaza Recreation Center and its programs are not responsible for money, jewelry, toys, radios, cell phones, cards, games, CD players, iPods, and electronics of any kind or any other personal items brought to the facility. Please leave any unnecessary items at home. If a child brings any of these types of items to camp, the counselors or Camp Director will confiscate them and they will only be returned **to the parents** when the child is picked up. Parents will be notified if there is any need for special items to be brought to camp with their children. Valley Plaza Recreation Center is not responsible if any items are lost, stolen, or broken.

Proper Attire

Children attending Summer Camp are required to wear the proper camp shirt every day. If a child arrives not wearing the proper camp shirt they will be issued one and charged accordingly. One camp shirt will be provided with the registration fee and extra camp shirts will be available for purchase in the recreation center office. Camp shirts are \$15 each.

All campers **must** wear closed toed shoes, preferably tennis shoes on a daily basis; street shoes are not allowed. Any child not wearing closed toed shoes will be sent home. For their safety closed-toed shoes provide added protection while participating in any of our planned activities. Sandals may be worn for beach trips and water park trips only. Sandals can also be worn to the pool but must change back into tennis shoes when they return back to into groups.

Sun block, hats, visors and any other protective wear is encouraged due to the incredibly warm summer days; however, our program is not responsible for any items that may be lost.

Lunches and Snacks

Lunch is provided by the Summer Lunch Program that the Department of Agriculture provides for FREE at our recreation center. Children are allowed to bring their own lunch if they do not choose to eat the Free lunch provided. Please do not bring a lunch that needs to be refrigerated. We do not provide breakfast. A snack should be brought from home and will be eaten between 3:30-4:00pm.

On several trips children will have the opportunity to buy their lunch. Parents will be notified of which trips children will be allowed to buy their lunch. There are also some trips in which the facilities we will be traveling to **do not** allow outside food and therefore children will need to buy a lunch. If your child has specific dietary needs or restrictions where this is not possible, please make us aware of it so we may make special arrangements with the facilities.

Disciplinary Policy

We have established a set of rules that, if followed, will greatly enhance your child's participation, enjoyment, and overall time in our program. The goal of the staff at Valley Plaza Recreation Center is to provide each child with a well-rounded, positive recreation experience in an atmosphere where they can learn new skills, develop new interests and talents, and make new friends. To help us achieve this goal, we expect that all who attend our program will abide by our rules of conduct. Obvious behaviors that are not allowed:

- Fighting
- Profanity
- Stealing
- Biting
- Vandalism
- Threats
- Wandering
- other disruptive behaviors

We also do not allow children to chew gum or buy any items from any ice cream trucks or vendors. In the event that a child does not adhere to our rules, we shall initiate the proper disciplinary actions and punishment if necessary. Generally warnings and cool-downs will be given for minor or first time problems. If it is necessary further steps will be taken to correct the problem behavior such as a **Sad Gram** note home to the parents, a meeting with the parents and the staff, and in extreme cases dismissal from the program may occur. Once three sad gram notes have been sent home it is our policy to dismiss the camper from the program. All situations will be reviewed for their severity and frequency.

Shadow / One-On-One Aides

If there are any special needs your child may have due to a diagnosed medical condition (i.e. Autism, ADD, ADHD), we need to be aware of them in order to assure proper care for your child. Some conditions may require a one-on-one provided by the family or state. Campers who require a Shadow/One-on-one aide during the Academic School year, are required to have a one-on-one at Camp. Valley Plaza RC does not provide one-on-one supervision; all activities are group activities. ALL shadows and one-on-one aides MUST be fingerprinted/live-scanned and cleared by the City of Los Angeles Department of Recreation prior to working. Clearance can take between 6-8 weeks, so please plan according. Please see the office for supplemental paperwork if your child will require an aide. For one-on-one's fee must be paid before departure. Transportation for aides will not be provided.

Natural Disaster Preparedness

In the event of a natural disaster it may be necessary for us to be responsible for your child for an extended period of time. Since we are unable to stock our facility with excessive amounts of food, there will be limited supplies available. It is therefore important that you include a small package as a part of disaster preparedness. All kits will be returned at the end of the program.

In a clear heavyweight plastic bag (a 1-gallon "Zip-Loc" is usually a good choice) place the following suggested items:

Identification (on a 3 x 5 index card)

Child's name, address, and telephone number

Emergency contact information (preferably the parents and a second contact)

Any pertinent medical information and any necessary directions for medications.

Personal items

An extra pair of prescription eyeglasses, if necessary

A 72-hour supply of necessary medications (with dosage instructions)

A change of undergarments

Food

Note: Please send only canned good with easily opened tops. Do not send food in soft containers, foods that are perishable or foods that need to be cooked or have water added. Also, make sure to avoid sending foods that your child may be reluctant to eat.

An emergency blanket (also sometimes referred to as a "space blanket" which can be purchased at any sporting goods store).

Should a disaster occur, please keep in mind that your child may be with us for up to 72 hours in some cases. While we hope that this will never be necessary, we would like to be prepared to handle the situation in the best possible manner. Therefore it is urgent that you assemble this kit and turn it into the camp director or offices as soon as possible.

Health Needs and Medication

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.

If your child needs to take any medications during the summer camp program, you must inform the staff in addition to noting it on the registration form. Please turn in any medications in the original container with instructions on the label, along with a doctor's note to the office. **As we do not have medical staff on-site that can dispense medication, we can only remind your child to take the medication and observe them; our staff cannot give out medication. We can provide a safe and locked place to keep it while at the center.**

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.

Trip Days

Field trips are on usually on Wednesdays. Times for check-in and check-out on those days may differ from the normal camp hours. We will post and inform you in the weekly newsletter (available on Monday) the times for the trip days and whether they will be different or the same as our normal camp times. There are no alternative activities for campers on trip days. Anyone signed up, and here, on a trip day will be required to attend with the rest of camp. Also, please pay attention to any special items that we may ask your child to bring as it may hinder their participation in certain activities if they do not have the required items. This is particularly true of beach days when we ask for your child to bring a bathing suit, sunscreen, etc. Please do not leave any items on the bus. **Parents please note:** Staff is not allowed to apply sunscreen to any child enrolled in the program. Please instruct your child to apply sunscreen on a daily basis.

Swimming

The campers will have the opportunity when we are here at the recreation center to go swimming at the public pool facilities. According to the rules and regulations of the City of Los Angeles Aquatics Division, no child under seven (7) years of age will be allowed to swim in the pool without one-on-one supervision. Unfortunately, due to our numbers and ratios we are unable to accommodate this requirement and therefore offer alternative swim activities to our campers under 7 years old. Water play for non-swimmers is done in lieu of pool.

Photographs and Movies

At certain times during the summer program we may show the children a movie or take group 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.

Final Note

Finally we would like to thank you for choosing our program and look forward to having your child with us. We assure you that we will do everything possible in order to ensure your child has a fun-filled experience with us.

Once again we ask that you review these guidelines with your child, so they too may have a full understanding of our program.

Thank you,



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