



City of Downey

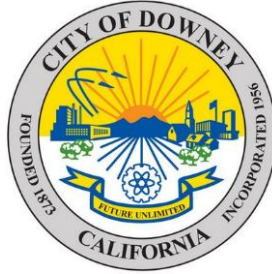


Camp Parent/Guardian and Participant Handbook



Welcome to the City of Downey's Camp Program!

We are happy and excited to have your child with us at camp. We hope the information in this handbook will prepare you and your child for camp. The goal of our program is to provide an opportunity for your child to make new friends, try new activities, and stay active, all while having fun!



Parks and Recreation Department Mission Statement

Creates meaningful experiences by providing exceptional services, programs, and events.

Camp Downey Location:

Furman Park, 10419 Rives Ave, Downey, CA 90241

Site Phone Number:

(562) 419-1569

Camp Hours:

9:00am-4:00pm

Extended care (additional fee/ week):

7am – 9am & 4pm – 6pm

Barbara J. Riley Community and Senior Center (BJR)

7810 Quill Drive, Downey, CA 90242

(562) 904-7223

Mon-Thur 8:00 am – 8:00 pm

Fri- 8:00 am – 5:30 pm

Sat-10:00 am – 2:00 pm

Sunday Closed

Parks and Recreation Department Office

7850 Quill Drive, Downey, CA 90242

(562) 904-7238

Hours: 8:30am to 5:30 pm, Monday – Friday

PROGRAM RULES

Rules for Participants:

Camp rules include, but are not limited to, the following;

- Respect staff, junior counselors, and other children enrolled in the program.
- Ask your camp counselor before leaving the group.
- No inappropriate language, behavior, gestures, or discussions. No name-calling or teasing of staff or other children.
- No physical fighting, threatening or intentional harm: Biting, fighting, kicking, hitting, pushing, etc. Participants must keep their hands to themselves.
- No toys or cell phones at camp. If you send your child with a cell phone, it must remain in their lunch bag or backpack at all times.
- Any camper with a one-on-one aide during school must have the same at Camp.
- Respect program facility, property, supplies, and other participants' property.
- Listen to staff and follow directions the first time asked.
- Everyone participates in activities
- Clean up after yourself.
- Treat others with kindness.
- Most importantly, HAVE FUN!

COVID-19 RELATED INFORMATION

Information is subject to change

- Camp Downey follows the LA County Department of Public Health guidelines for Day Camps.
- If a camper tests positive for COVID-19, this must be reported to a camp supervisor immediately. As of April 2023, Public Health still requires that positive cases of camp staff and participants are reported to them.
- If a camper has a fever of 100.4 degrees they will not be allowed to attend camp. Additionally, if a camper has any symptoms consistent with COVID-19 they should stay home. Campers should not return to camp until they are fever free, without medication.
- Hand sanitizer with at least 60% ethyl alcohol is available.
- If masks mandates are in effect, then camp staff will enforce mask wearing. If they are not in effect, then mask wearing will be a personal preference. If there are requirements, signs will be posted at the doors of the camp buildings and information will be added to the weekly parent newsletter.

PROGRAM HOURS

Regular camp hours run from 9:00am to 4:00pm. An extended care option can be added from 7am – 9 am and 4pm – 6pm for an additional \$20 per week. This means you can drop off and pick up anytime between the hours of 7am-6pm.

ARRIVAL AND DEPARTURE

- Parents or authorized adults must sign their child(ren) in and out each day of camp.
- Children will only be released to those persons listed on the child's emergency form for the safety of campers.
- No one under the age of 18 years of age is allowed to sign a child in/out of camp.
- Parents and authorized adults listed will be required to show ID at time of pick up.

- If you need to add an adult to the emergency form, parents are asked to add them to their list or send in a hand written and signed note with person's full name and phone number.

LATE PICK UP

- Please call if you will be delayed for pick up, but be aware a late pick up fee of \$10 for every 15 minutes late will be applied and MUST be paid in full prior to drop off the next camp day. NO EXCEPTIONS.
- One extreme late pick up (7PM or later) will result in the release from the program.
- For example, camp ends at 4:00 pm (or 6pm with extended care). A penalty fee will be charged beginning at 4:01 pm. The clock at the facility will be used to determine the time. The late fee is \$10 for every fifteen minute interval or portion thereof that the participant is late being picked up. For example: pick up between 4:01 and 4:15 pm is a \$10 late fee; pick up between 4:16 and 4:30 p.m. is a \$20 late fee.

ATTENDANCE

Daily attendance is included in weekly camp cost. Days missed cannot be prorated or made up.

CAMP NEWSLETTERS

Weekly newsletters will be sent to the email address on file and are also on our website. Please be sure to read this newsletter as it contains information pertaining to field trips and weekly activities. Hard copies are available on-site as requested. Please note, activities and field trips are subject to change.

CAMP RESTROOMS

During group restroom breaks, campers will use the outside, public restrooms. Camp staff will remain by the door monitoring the restrooms. For individual restroom breaks, campers will use the restrooms located inside of Activity Room 2, designated for city program use only. Campers will be sent with either a Junior Counselor or a buddy in their group.

LUNCH

Lunches are to be provided everyday by the parent/guardian. If your child arrives to the program without a lunch, please make every effort to bring one to them. Recreation staff is not equipped to serve lunch. Also, we ask that you do not pack food that needs to be warmed up or refrigerated. Recreation staff is not able to heat up or cook any food.

SNACKS

A light snack will be provided for afternoon extended care, after 4pm. Parents/Guardians may pack additional snacks for their child to eat during snack time. Please notify staff of special dietary restrictions and food allergies. Limited accommodations can be made for food allergies.

CLOTHING

Children are encouraged to come to the park dressed in comfortable clothing. We ask that children wear tennis shoes. No open-toed shoes except on pool/beach days. We recommend packing sandals to wear while at the pool/beach, but having your child wear

tennis shoes when walking on pool/beach days. Camp t-shirts are required to be worn on the main excursion day. Camp t-shirts can be purchased for an additional \$10.00.

- Campers are HIGHLY encouraged to bring sunscreen (spray), hats, water bottles and a jacket in winter.
- Sunscreen policies: If your child brings lotion sunscreen, they are responsible for applying it to themselves. Staff may only assist with applying sunscreen if it's from a spray bottle.

PARTICIPANT EMERGENCY FORM

All parents are required to complete an emergency form for their child. These forms are required for each participant and are kept at each site. Please keep this information current, as they contain emergency contact information and an authorized list of adults allowed to pick-up your child. You are encouraged to list anyone who might pick up your child, especially in case of an emergency. Only adults 18 years of age and older who are listed will be allowed to sign out participants. Court documents will need to be provided if a parent/guardian is not permitted to pick up a child.

MANDATED REPORTING

City of Downey Parks and Recreation Department employees are mandated to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation.

SICK POLICY

If your child displays the following symptoms, he/she should be kept at home or will be sent home from the program:

- Headache, fever of 100.4 degrees or more, excessive runny nose and eyes, excessive coughing, stomach ache, earache, vomiting, diarrhea, sore throat, skin rashes (until definite diagnosis by doctor), head lice or any symptoms which prevent your child from participation in normal program activities.

When a child develops any of the above symptoms, he/she will be separated from the other children, and parents will be contacted for immediate pick up of their child. It is essential that your child remain home until he/she is entirely well before returning to the program. This policy ensures the health of the other children and our City staff.

LICE/CHICKEN POX

Please do not send your child to camp if they have lice or chicken pox. If staff observes what appears to be lice in a child's hair or what appears to be chicken pox, the parent/guardian will be called to pick up the child. A camper cannot return to camp until they have been cleared of lice/and or chicken pox. An email will be sent to all parents/guardians to notify them of possible exposure to lice/and or chicken pox.

INJURED PARTICIPANT

If your child receives a minor injury, such as a scraped knee, the staff will administer basic first aid (i.e., wash injured area and provide a Band-Aid) and will inform you of the incident

when you pick up your child. A staff member will fill out an "Ouch Report" in case of an injury.

If your child receives a more serious injury, such as a head injury, staff will take necessary steps to obtain emergency medical care if warranted. These steps include, but are not limited to:

- Attempt to contact a parent/guardian to inform you and to give you the opportunity to take your child to a physician.
- Attempt to contact you through any person listed on the Participant Emergency Form.
- If we cannot contact you or your child needs immediate attention, we will call 911.

MEDICATION

Staff will not administer any medication. Either the child, the parent/guardian, or a caregiver designated by the parent/guardian will be responsible for administering the medication at the appropriate times. Staff will make every effort to remind participants of scheduled medication times. Staff will assist with emergency medication such as epi-pens, diabetic dosage or inhalers when needed, and with proper permission from the child's parent (written form) and the prescription or doctor's notice. The medication must stay in the original container, clearly marked with the child's name and listed on the child's health form. All medications must be in a Ziploc bag, dated, labeled with dosage, and have your child's name clearly labeled.

SWIM ASSESSMENT FORM/WATER PARKS (Summer Camp Only)

All parents must complete a form to assess their child's swimming ability for water park parks. Categories to assess your child's swimming ability are: advanced swimmer, swimmer, water-safe, and non-swimmer.

FIELD TRIP PROCEDURES

- Every child is expected to arrive on time for camp when a trip is scheduled. Arrival time will be listed in the weekly newsletter.
- Staff will not remain behind for campers who are late to camp the day of the mini trip or excursion.
- Child(ren) must wear their orange camp shirt for the main field trip.
- In case of emergency, parents who need to get in touch with staff on excursion days, should call the camp site phone at (562) 419-1569 or the Barbara J. Riley Community and Senior center at 562-904-7223.

NOTE: Excursion times vary in departure and return time. Please be sure to check the weekly newsletter for camp departure and return time.

TRANSPORTATION SAFETY RULES

We use buses to get to and from excursions. When boarding or exiting the bus, staff will conduct a head count before entering the bus and once all campers have boarded. On excursion days, staff will review the following transportation safety rules with campers:

1. Staff and children must always be seated while the bus is in motion. No seat exchanging.

2. No eating or drinking on the bus is allowed.
3. Talking and socializing is allowed on the bus trip; however, screaming and rowdy behavior can cause distractions for the driver and will not be allowed.
4. Children shall not be left unattended on the bus.
5. Personal valuable items should not be brought on the bus or to the park. Leave any valuables at home.
6. Failure to behave or abide by guidelines will result in suspension from further trips.

BIRTHDAYS AND SPECIAL OCCASIONS

Parents are welcome to bring treats to share with the other children in the program on birthdays or special occasions. Treats must be individually wrapped. Please inform your child's recreation leader in advance, if you will be bringing a treat. Also, please make sure to bring enough for all the children in the program. All food items must be store bought and closed when arriving to camp. No peanut ingredients/foods are allowed due to high number of allergies.

MOVIES

Movies may be shown occasionally. Most movies are G rated. Some prescreened PG movies may be shown. If a PG movie is shown, the movie's name will be posted in advance.

PERSONAL ITEMS

Please have your child keep all toys, electronic devices, candy, gum, expensive jewelry and money **at home**. **Please note:** The camp program, park staff, camp staff, or City will NOT be responsible for any items that are broken, lost, or stolen.

LOST AND FOUND

Lost and Found items will be kept at each site. The City of Downey Parks and Recreation Department is not responsible for lost, stolen or damaged items. Please label all items brought to the programs: camp t-shirts, backpacks, towels, sunscreen bottles, water bottles, lunch boxes, jackets, etc. All unclaimed articles will be donated at the end of the summer camp program.

SUPERVISION AND SAFETY

Each group of campers is assigned a recreation leader. They will supervise inside, outside, and at the playground. An on-site supervisor (either Camp Director or Senior Camp Director) provides additional supervision.

RATIOS

The ratios are 15 campers to one Camp Counselor/Recreation Leader. There are other people that assist, such as junior counselors and supervisors/Camp Directors that make these ratios smaller. Additional staff are scheduled on the main field trip for about an 8 to one ratio.

AIDES/ONE-ON-ONE

Any camper with a one-on-one aide during school must have the same at Camp.

BULLYING

Bullying is any intentional hurtful act, committed by one or more persons against another. Types of bullying include, but are not limited to, physical or verbal and will not be tolerated. Any participant who is found bullying another participant will receive a time-out and a parent/guardian conference on the first offense. A second offense for bullying is grounds for suspension. Hate speech will not be tolerated at camp, resulting in an automatic referral.

DISCIPLINE

Program rules are based upon the safety and respect for self, others and the environment. The program environment is structured to allow the children to play, explore, interact and learn. Camp staff will do their best to reinforce good/positive behavior and encourage children to express their feelings in an acceptable manner.

Camp staff shall intervene when a child is physically or verbally aggressive by redirection of behavior, verbal warnings, separation from the group and/or removal of privileges. Parents will be notified of any behavior intervention and the incident will be documented by Camp staff. If a child cannot cooperate with Camp staff, is incapable of controlling their actions and/or becomes aggressive, Camp staff will send the child home.

DISCIPLINE GUIDELINES

The number one goal of the City of Downey's Camp Program is to ensure the safety of all children and staff attending and working with the program. The following will be used in cases of severe disruptive behavior and inappropriate language.

1. Verbal warning to child.
2. First behavior referral: Parent notification through signed behavior referral.
3. Second referral: Parent meeting with Senior Camp Director
4. Removal from the program.

***Please Note:** Physical harm such as: biting, kicking, hitting, fighting, etc. can be grounds for suspension and/or removal from the program.

REMOVAL FROM THE PROGRAM

Excessive time spent supervising or disciplining a child may result in removal from the program.

Children will be removed from the program if they have continued discipline problems and/or are a threat to themselves or other children. A participant who causes serious physical injury to another child or whose behavior may cause endangerment to others or themselves will be withdrawn from the program without a warning process.

These rules and guidelines are set up for the safety and enjoyment of your child and the other children in the program.

CANCELLATION AND REFUND POLICY

- The city will issue a 70% refund of the registration, or 100% credit to your account, if canceling your registration prior to the first day of camp.
- No refunds will be made after the first day of camp.

PARENT/GUARDIAN CODE OF CONDUCT

Parents are expected to conduct themselves in a respectful manner at all times while at the program site. Parents should be respectful of staff, parents, and children. Parents may not use inappropriate language, loud or insulting language, intimidating behavior, or make threats towards staff, parents, or children. Parents may not discipline/approach children other than their own.

Parents are expected to be courteous drivers and park in marked parking spaces. Do not block traffic, park in fire lane or handicap spaces without proper placard.

Parents are expected to be available to staff during pick-up time to discuss any concerns that staff may have regarding your child or to communicate program information. Please refrain from using cell phone while at the camp site.

Parents who fail to follow code of conduct will be not be permitted on site in the future and/or have their child withdrawn from the program. Law enforcement will be called for assistance if needed.

FACILITY CONDUCT POLICY

The Parks & Recreation Department's has established a Facilities Conduct Policy ("Policy") so that Facility Users can enjoy our city facilities and city staff can have a pleasant and safe working environment. This Policy applies to all city facilities and includes all picnic shelters, rooms, restrooms, and open park space ("city facilities"). This policy is posted at facility locations, www.downeyca.org/pr and paper copies can be provided upon request.

CAMP PROGRAM PARTICIPANT AGREEMENT

I have read, discussed and understand the City of Downey Camp Parent/Guardian and Participant Handbook. By signing this Participant Agreement, we agree to adhere to all rules, policies and procedures detailed in the Camp Handbook.

As a parent/guardian, I agree to:

- Ensure my child is following all Camp Downey rules.
- Read the newsletter, emails, and any other important information that is distributed or posted.
- Keep staff informed about a change to my phone number or address for myself and the people listed on the Participant Emergency Form.
- Allow time for staff to talk to me about my child when I pick them up at the end of the day.
- Give suggestions of effective means of working through my child's behavior.
- Inform staff of any additional needs regarding my child.
- Agree not to display any abrasive or threatening behavior towards any staff member, another parent/guardian or a child. Abrasive behavior may result in suspension or expulsion from the program. Parents/Guardians may not discipline children who are not their own.
- Agree to drop off/pick up my child on time to avoid late fees.
- Follow the instructions provided by the program and supervising staff.
- Sign my child in and out each day. All sign in and out sheets for the participants will be kept in a binder that is easily accessible to parents and guardians.
- When required by Public Health, participants must wear a face covering for the program. Parents will conduct a health screening and Keep their child home if sick.

Parents/guardians are required to review and sign this handbook and all waivers before your children will be allowed in the program.

Child's Printed Name

Date

Parent/Guardian Printed Name

Parent/Guardian Signature