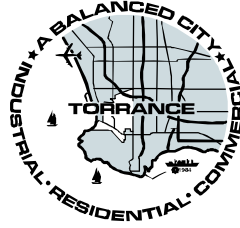


2009 Parent/Guardian Handbook

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Camp Mission Statement, Goals and Objectives



**City of Torrance
COMMUNITY SERVICES DEPARTMENT**

VISION

**Creating and Enriching Community through People,
Programs and Partnerships**

MISSION

The Community Services Department is committed to providing quality services, activities, programs and facilities for all those who live, learn, work and play in the City of Torrance.

VALUES

The Community Services Department will:

- § Deliver services with integrity and honesty respecting our users
- § Foster lifelong learning and personal development
- § Cultivate joy, delight and wonder
- § Embrace diversity and offer equal access to services and programs

Camp General Information

Camp Locations

Greenwood Fun Camp	(310) 328-8254 1520 Greenwood Avenue, Torrance
Greenwood Teen Camp	(310) 328-8254 1520 Greenwood Avenue, Torrance
La Romeria Fun Camp	(310) 542-5298 19501 Inglewood Avenue, Torrance
Wilson Park Sports Camp	(310) 625-7992 2200 Crenshaw Boulevard, Torrance

Camp Fees and Hours

Regular Camp Hours:	La Romeria Fun Camp	\$115/\$125 (8:30 a.m. - 4:30 p.m.)
	Greenwood Fun Camp	\$115/\$125 (8:30 a.m. - 4:30 p.m.)
	Sports Camp	\$115/\$125 (8:30 a.m. - 4:30 p.m.)
	Greenwood Teen Camp	\$125/\$135 (8:30 a.m. - 4:30 p.m.)

Extended Care:	\$15/\$17 per week (7:00-8:30 a.m. or 4:30-6:00 p.m.)
	\$25/\$30 per week (7:00-8:30 a.m. and 4:30-6:00 p.m.)

Payment plans are available for campers who are registered for a more than three weeks of camp. Payment plans can be set up through the Registration Office. Prices reflect the resident/non-resident fee.

Extended Care

If a camper purchases the extended care option, they may be dropped off as early as 7:00 a.m. and be picked up as late as 6:00 p.m. If a camper is not enrolled in extended care, parents/guardians will be charged an early drop off fee for dropping off a child before 8:30 a.m. or late fee if a child is picked up after 6:00 p.m. Fees are charged per child.

Late Pick Up and Early Drop Off

If the participant is not registered in the morning and/or after care, a \$10.00 penalty fee will be charged for every ten minute interval. Late fees are charged per participant. There is no grace period.

Camp ends at 6:00 p.m. A late fee will be charged beginning at 6:01 p.m. The clock at the facility will be used to determine the time. The late fee is \$10.00 for every ten minute interval or portion thereof that the child is late being picked up. For example: pick up between 6:01 and 6:10 p.m. is a \$10.00 late fee; pick up between 6:11 and 6:20 p.m. is a \$20.00 late fee.

If a camper is dropped off early or picked up late on three occasions, it will be grounds for suspension from the Camp until arrangements can be made to ensure that the child is dropped off/picked up on time.

As mandated and instructed by the Department of Social Services, the police will be called by staff if the child is not picked up by 6:30 p.m.

Emergencies called in by telephone will be taken into consideration.

Camp Registration

New enrollments (including extended care) must be made by 5:00 p.m. the Wednesday prior to the start of camp at the Registration Office. The Registration Office is located in the West Annex of City Hall and is open Monday-Friday, 8:00 a.m. - 5:00 p.m. alternating with a closed Friday every other week. The Registration Office will be closed July 3, 17 and 31 and August 14 and 28. The Registration Office can be reached at (310) 618-2720. Campers can register online, walk in, by fax or mail. Registration cannot be taken at the camp.

Cancellation Policy

Parents/guardians must call the Registration Office at least two weeks prior to the start of camp if they wish to cancel a camp, transfer to a different week of camp, obtain a credit on account or obtain a refund. No credits, transfers or refunds will be issued after this time. A 20% administrative fee will be deducted for each week in which a refund is given.

Waiting List

Waiting lists are established once a class is filled. If a vacancy occurs prior to the start of camp, waiting list participants will be notified in the order they were placed on the list. Participants will then have 24 hours to contact the Registration Office to pay for the camp.

Notification of Special Needs

The Specialist will review the Severe Allergy Forms and Camper Emergency Forms of all campers prior to the start of each week of camp. If any campers have special needs, allergies, etc., please notify staff. Parents/guardians are required to complete a Medication Policy or Sever Allergy Form in the event their child requires medication or has severe allergies.

Children with special needs may be admitted after the Camp Supervisor discusses with the parent/guardian the child's strengths and limitations prior to the registration process. The parent/guardians and camp staff will evaluate the appropriateness of the camp for the child and identify reasonable accommodations. If the child has an aide, the aide will be responsible for paying admission to field trips.

Staff/Camper Interaction

Staff members are not allowed to contact campers outside of camp activities. This includes, but is not limited to letters, emails, myspace.com, facebook.com, telephone calls, text messages and visits. Staff members may not baby-sit, transport or walk home any camp program participants. Please do not put staff in an awkward position by asking them to baby-sit, transport or walk your child home.

Mandated Reporting

City of Torrance Community Services Department employees are mandated to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation.

General Rules and Regulations

Camp Rules for Participants

1. No physical fighting or intentionally causing physical or emotional harm to anyone.
2. No use of profanity or inappropriate comments.
3. No inappropriate behavior or gestures.
4. No stealing, cheating or lying.
5. Participant must respect camp property and supplies, as well as other participant's property.
6. Participants must listen to direction from staff.
7. Participants must respect staff and other participants.
8. Participants must stay in assigned areas.
9. Participants must keep their hands to themselves.
10. No damaging or defacing of property (including camp facility, park and personal property).

What to Bring to Camp

- A sack lunch (that does not require cooking or refrigeration) with a drink
- Sunscreen: We encourage daily application of sunscreen prior to the arrival of camp by a parent/guardian. Camp staff will regularly remind campers to reapply.
- A backpack or bag: Each camper will be responsible for carrying their own belongings for the duration of the day, including excursions and field trips. Staff are not allowed to carry items for campers, including money.

What Not to Bring to Camp

- Bicycles, rollerblades, skateboards or scooters.
- Lunches that require cooking.
- Cell phones, pagers, personal and/or electronic toys.
- Card games such as Yu-Gi-Oh or Pokemon.
- City of Torrance Community Services Department is not responsible for lost, stolen or damaged items.

Camper Cell Phone Policy

Cell phone use by campers is prohibited. We will immediately confiscate any cell phone in a camper's possession and return it to them at the end of the day. This policy is designed to help all campers remain engaged here and have a better and more meaningful experience while at camp. Parents/guardians are advised to call camp if there is an emergency.

Lost and Found

Lost and found items will be kept at each camp. Lost items will be held for two weeks. City of Torrance Community Services Department is not responsible for lost, stolen or damaged items. If a name and/or phone number is on an item, staff will call the parent/guardian to inform them. Please label all items brought to camp: backpack, towels, sunscreen, water bottles, lunch box, jackets, sweatshirts, etc.

Camp Attire

- Campers are **required** to wear closed toe shoes. On field trip days to water parks, campers may also bring a pair of flip-flops or sandals.
- Play clothes are recommended for camp. No midriff shirts please.
- Swim suits will be required on water park excursions and to the plunge. Campers will not be able to participate if they do not have proper swim attire.

Camp T-Shirts

- Campers wear gray t-shirts with camp information on each shirt on excursion and field trip days. These shirts help staff easily identify our campers while off site in public situations.
- Camp T-shirt must be worn on all excursions and field trips by all campers. Camp T-shirts are \$7 per shirt and are available for pick up at each camp.
- When purchasing a shirt at camp, you will be required to complete a Camp T-Shirt Request Form, and you will receive an invoice in the mail. Staff are not allowed to accept payment at the camp sites.
- If a child is not wearing their camp T-Shirt on trip days, you will be automatically charged \$7 for the additional shirt.

Camp Activities

- Weekly Newsletters will be available each Monday detailing the weekly activities, what to bring and wear each day.
- Although staff make every attempt not to deviate from the schedule, activities are subject to change.

Snacks

A light snack will be provided. A light snack will be provided. Parents/guardians may pack additional snacks for their child to eat during snack time.

- No peanuts or nuts will be served, however small traces of peanut or peanut oils may be used in snacks and cooking classes.
- Please notify staff of special dietary restrictions and food allergies.
- **Participants with special diets are encouraged to pack their own snacks.**

Staff

The majority of our Specialist and Senior Recreation Leader staff are students from local colleges and universities. Most of them are majoring in a field related to youth. All of them have had previous experience working with youth. Each site has a site Specialist and enough program leaders to maintain a ratio of ten children per staff person at each site.

Movies

Movies may be shown once a week. Most movies are G rated. Some prescreened PG movies may be shown. If a PG movie will be shown, the name of the movie will be posted in advance. Teen Camp only: some movies may be rated PG-13. If a PG-13 movie will be shown, the name of the movie will be posted in advance.

Field Trip Guidelines and Procedures

On excursion days (Wednesdays), please arrive promptly. At this time, staff will discuss critical issues with campers, including staying with their group, identifying the staff, what to do if they are lost, how to behave on the bus and more. All campers must wear a Camp T-Shirt on excursion days.

Participants will be placed into groups according to age and/or ability. One excursion and one/two walking field trips may be planned per session.

- Field trips to local destinations will be posted on the Camp bulletin boards and newsletters. These local routine field trips generally are within walking distance from camp. Past walking trips have included however are not limited to the Library, the Madrona Marsh, Torrance Plunge, Fire Stations, Post Office and fast food eateries. Participants will need to bring money for their purchases.
- Camp T-shirts must be worn on all excursions and field trips. Camp T-shirts are available at camp sites for \$7.00 per shirt. A Camp T-shirt Request Form will be filled out, and you will be invoiced by the Registration Office.
- If a participant is not wearing their camp T-shirt on trip days, you will be **automatically** charged \$7.00 for the additional shirt.

Transportation Safety Rules

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

- Staff and children must be seated at all times while the bus is in motion. Staff will be spread out in the front, middle and rear of the bus.
- No eating or drinking is allowed on the bus.
- Only staff members may be seated next to the emergency exits.
- Singing is allowed on a bus trip; however, screaming and rowdy behavior can cause distractions for the driver and will not be allowed.
- Objects must not be thrown, dropped or hung from the windows. This includes and is not limited to hands, arms, toys and hats.
- Children shall never be left unattended in a bus.
- Staff will check all seats when the bus ride is finished to be sure no belongings remain on the bus.
- In case of illness, the bus will pull over to the side of the road and stop as soon as it can with safety. A staff member will take the sick child out and on return sit with the child in the front of the bus.
- Each bus will have a cell phone, first aid and fire extinguisher.

Bus Evacuation Procedure

- If there is an emergency, staff will help the children to remain calm.
- The staff closest to the emergency exit will open the door. Campers shall remain seated and quiet until staff says to exit. One staff will exit first and assist children exiting and one staff will remain on the bus.
- A safe area away from the bus will be selected for children to await further instruction. A head count will be taken to verify attendance.

Summer 2009 Camp Excursions

All excursions will take place on Wednesdays. Lunch is included for campers. Dietary restrictions cannot be accommodated. Please pack a lunch for your child if they have any dietary restrictions.

<u>Excursion Site</u>	<u>Date</u>	<u>Departure/Return Time</u>
Wild Rivers	June 24	8:45 a.m./4:00 p.m.
Knott's Berry Farm	July 1	8:45 a.m./4:00 p.m.
Boomer's	July 8	9:30 a.m./4:00 p.m.
Medieval Times	July 15	9:30 a.m./2:30 p.m.
Wild Rivers	July 22	8:45 a.m./4:00 p.m.
Knott's Berry Farm	July 29	8:45 a.m./4:00 p.m.
Boomer's	August 5	9:30 a.m./4:00 p.m.
Pirate's Adventure	August 12	9:30 a.m./2:30 p.m.
Wild Rivers	August 19	8:45 a.m./4:00 p.m.

Child Management and Discipline Guidelines and Procedures

Disciplinary Procedures

Our discipline policy is very basic and allows children the opportunity to choose a behavior that is most beneficial to their daily experience. When a child makes a committed choice not to follow directions and refuse our methods of discipline, we have lost the ability to provide a good experience for that child. In addition, it causes unnecessary interruptions for other children and staff. We reserve the right to review each disciplinary problem based on the severity. Any camper who brings alcohol, drugs or weapons to camp will automatically be removed from the camp program without a refund.

Camp is designed for children who can function in a recreation setting at a ratio of one staff to ten participants (elementary) and one staff to thirteen participants (middle school). The Day Camp staff is trained to handle typical juvenile issues. Staff is not, however, trained to handle participants with extreme behavior problems. The staff to participant ratio prohibits the staff from being able to handle excessive behavior problems. Discipline plays an important role in helping a child develop socially and emotionally and is vital for the child's safety and physical well being. Following camp policies and rules provides participants with an atmosphere of support which includes clearly set guidelines therefore, ensures that each participant's experience will be positive.

It is camp policy to only discuss consequences and/or discipline of campers with their parent/guardian.

Method of Discipline

- First Offense: The camper is asked to discontinue their behavior.
- Second offense: If the behavior persists, the child will be asked a second time to discontinue their actions. In addition they may be placed in time out or lose privileges. Time out lasts anywhere from 1 to 5 minutes and requires the child to sit quietly, apart from the group (within the staff view).
- Third Offense: If the same behavior or other disruptive behaviors continue to take place, causing a strain on the flow of activities for other children, a Consequence Form will be issued. The Consequence Form will indicate what behavior occurred and the consequences associated with the behavior. The information will be discussed with the parent/guardian at pick up. The parent/guardian and participant will be required to sign the form indicating receipt of the notification of the incident.
 - a. If the parent/guardian is not the individual picking up the child, they will be contacted by staff by phone to discuss the problem. Staff will note on the form that the parent/guardian was notified.
 - b. A child's parent/guardian may be required to pick the participant up depending on the severity of rules broken.
- Fourth Offense: If there are further incidents, the participant will receive a suspension. The length of the suspension will be based on the severity of the offense. The participant will not be allowed to return to the camp until the parent/guardian meets with a Supervisor. Upon returning to the camp, the participant will be placed on probation for the remainder of the summer. If there are further incidents, the participant will be permanently expelled from the Day Camp Program. The participant will not be eligible to sign up again in the future. Parents/guardians will not receive a refund if their child is suspended or expelled from camp.

The City of Torrance Community Services Department has the right to suspend a child from camp if they feel the behavior is not conducive to maintaining a safe and wholesome camp environment, even if it is a child's first offense. Refunds will not be given for suspension or expulsions.

Depending on the severity of the offense a participant may be immediately suspended or permanently expelled from the Camp upon the first offense. Physical assault, threats, fighting, possession of any type of item which may injure or harm anyone, theft and vandalism will not be tolerated. Any violation will result in expulsion.

When a Child Verbally Refuses to Sit in Time Out

- Staff will give the child two options: Either sit down for time out, or have staff contact their parent/guardian so they can be picked up.
- If the child chooses to have their parent/guardian called, a staff or Specialist will contact the parent/guardian and ask them to pick up their child from camp. Depending on the behavior, the child may not be able to return to camp for a specific period of time.

When a Child Continually Displays Inappropriate Behavior

- Verbal warnings are given, general policy is followed and a staff person will have an informal meeting with the parent/guardian to discuss the problems. In order for participation in camp to continue, the child must choose to improve their behavior.
- A child who does not adhere to the day camp guidelines and continues to be disruptive, even after the parent/guardian has been informed, they will either be suspended or removed permanently from the program.

When a Child is Caught Fighting

If a camper is involved in a physical fight with another child or staff, the parent/guardian will immediately be called to remove their child from camp. We want to provide a safe and welcoming environment for other children and will maintain a zero tolerance for any violence at camp.

Consequence Forms

If a child repeatedly does not follow the rules, a Consequence Form will be sent home to the parent/guardian. The Consequence Form will detail the child's behavior as well as the consequence associated with the behavior. If your child receives a written consequence, it will become part of his or her permanent file. It will carry over year to year. If your child was on probation through the end of the year, that probation will carry over to the next year.

First Aid and Medication Policies

Sick or Injured Camper

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return.

- Keep your phone number and emergency contact numbers up-to-date.
- Our Camp Program is not set up to handle sick children. If your child becomes ill (especially with, but not limited to fever or vomiting), you will be contacted to come and pick up your child immediately. If you cannot be reached, we will contact someone on your authorized list.
- 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.
- If your child receives a more serious injury, staff will take whatever steps are necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following:
 - Attempt to contact a parent or 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 your emergency form.
 - If we cannot contact you, or your child needs immediate attention, we will call 911.

Medication Policy

The City of Torrance Community Services Department has established a Student Medication Policy for parents/guardians, participants, and staff to follow when a participant needs to take medication during the Day Camp Program. This policy is for students that are able to administer their own medication. The Medication Policy is available at camp and online at www.TorranceCA.Gov.

Severe Allergy Medication Policy

The Department has established a separate Severe Allergy Medication Policy for dealing with participants with severe allergies. A "Severe Allergy" is defined as an allergy that would pose a life threatening danger without immediate medical assistance. "Immediate" is defined as the need for assistance in less time than it would take for the paramedics to arrive. Copies of the Severe Allergy Medication Policy are available at the Recreation Division Office. Parents/guardians will need to submit the completed forms prior to the child's first day in Camp.

Camper Sign in and Sign out

Each day when you sign your child in and out, please check for any new information or notices at the sign in/out tables. Also, check the bulletin boards for scheduled activities and any notices.

Participant Check-In

- A parent/guardian must sign each participant in or out of the roll sheet. The staff uses these roll sheets to determine which participants are at the site at any given time.
- Parents/guardians should list everyone that might pick up their child. No phone calls will be accepted.
- Participants in elementary school must be signed out by those authorized adults 18 years of age or older that are listed on the wavier form/parent permission slip. No exceptions.
- Once a participant is signed in at the Camp site, they are considered to be part of the Camp that day. They will not be allowed to leave without being properly checked out.
- Early drop off fees will be issued per child if they are dropped off early. Please see the Late Pick Up and Early Drop Off section on page 3 of this handbook for more information.

Participant Check-Out

- Participants in middle school can be allowed to sign themselves out provided they have a signed consent form from a parent or guardian. Phone calls will not be accepted.
- Participants in elementary school must be signed out by an authorized adult 18 years of age or older.
- Parents/guardians should list everyone that might pick up their child. No phone calls will be accepted.
- Parent/guardians must sign out the participant immediately upon arrival to the site.
- Parent/guardians will not be allowed to hang out or visit with their child at camp while in session.
- If a participant leaves the camp grounds without permission, he/she will be expelled from the Camp.
- Late fees will be issued per child if they are picked up late. Please see the Late Pick Up and Early Drop Off section on page 3 of this handbook for more information.
- If a participant has not been picked up by 6:30 p.m., the Torrance Police Department will be notified, as mandated and instructed by the Department of Social Services.

Separated/Divorced Parents/Guardians

- Parents/guardians that are separated or divorced will need to provide copies of a signed court order if there are any restrictions regarding their child. Without a signed court order, staff will be required to release the child to either parent/guardian or whoever they authorize to pick up the participant.
- Staff cannot get involved in personal matters. To avoid putting staff in a difficult situation, please do not share personal information unrelated to the Day Camp with staff.
- Staff are not allowed to give out copies of Day Camp documents (i.e. accident reports or attendance sheets).
- Any issues related to the child will be discussed with whoever picks up the participant that day. Separated/divorced parents will need to determine their own method of sharing information. Staff will not make separate phone calls.
- Any written material that is mailed from the Recreation Services Division Office will be mailed to the individual that paid for the child's registration.

Parent/Guardian Communication

Visitation

At camp we have an “open door” policy for the parents/guardians of all campers; however, a large part of the camp experience is developing a sense of independence, and this can be disrupted by visits. We do request that parents/guardians notify staff one day in advanced if they are going to be visiting by calling the Camp Specialist. For safety reasons, we require that parents/guardians also check in with the Camp Specialist upon your arrival. This policy is also the same on field trip days.

Communication

We ask that parents/guardians call to speak to their camper only in the event of an emergency. The telephone at the camp is for emergency use and for official camp business only. The phone line must be kept open so that camp staff can be reached in the event of an emergency. For this reason, we ask that parents/guardians call the site only in the event of an emergency or for official business. Social phone calls to campers will not be allowed. Participants will be allowed to use the phone to call their parents/guardians only if there is a situation the needs immediate attention. Parents/guardians must notify staff if their address or phone number changes. Parents/guardians should provide staff with a cell phone or pager number for emergencies.

Absent Participants

Parents/guardians must notify the camp if their child is going to be absent before the start of the camp day. Refunds or credits are not given for days missed.

Day Camp Program Participant Agreement

We, have read, discussed and understand the Day Camp Handbook. By signing this Participant Agreement, we agree to adhere to all policies and procedures detailed in the Day Camp Handbook.

As a parent/guardian, I agree to:

- Read the posted calendar, memos, notices and other important information that is distributed.
- Keep staff informed about a change of my phone number or address for myself and the people listed on my emergency form.
- Allow time for staff to talk to me about my child when I pick them up at the end of the day.
- Inform the staff if something is unsatisfactory.
- Inform staff about changes in my child's life that may affect their behavior at the site.
- To give suggestions of effective means of dealing with my child's negative behavior at the site.
- To identify relevant situations that my child may share with me (the parent), but didn't share with Camp staff.
- Any abrasive behavior by a parent displayed towards any camp staff member may result in suspension or cancellation of care. Parents may not discipline children who are not their own.

As a camp participant, I agree to:

- Have fun at camp.
- Give staff ideas about fun things they want to do at Camp.
- Tell staff if I am having problems with another participant immediately.
- Tell staff if I get hurt.
- Follow all camp rules. (Camp rules are listed on page 5.)

Child's Printed Name

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Please keep this page for your records.

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- Read the posted calendar, memos, notices and other important information that is distributed.
- Keep staff informed about a change of my phone number or address for myself and the people listed on my emergency form.
- Allow time for staff to talk to me about my child when I pick them up at the end of the day.
- Inform the staff if something is unsatisfactory.
- Inform staff about changes in my child's life that may affect their behavior at the site.
- To give suggestions of effective means of dealing with my child's negative behavior at the site.
- To identify relevant situations that my child may share with me (the parent/guardian), but didn't share with Camp staff.
- Any abrasive behavior by a parent displayed towards any camp staff member may result in suspension or cancellation of care. Parents may not discipline children who are not their own.

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- Give staff ideas about fun things they want to do at Camp.
- Tell staff if I am having problems with another participant immediately.
- Tell staff if I get hurt.
- Follow all camp rules. (Camp rules are listed on page 5.)

Child's Printed Name

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Please keep turn this page in on the first day of camp.