# CITY OF WHITTIER
# PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT
# YOUTH SERVICES DIVISION

# SUMMER DAY CAMP
# PARENT'S INFORMATION PACKET

## PURPOSE

The purpose of this program is to provide Whittier's youth with a positive day camp experience. Children ages 5 to 12 years can learn, explore, and become a part of a stimulating, positive, esteem-building environment. A variety of arts and crafts, sports, games, field trips, and other activities will keep them involved and having fun.

## PROGRAM SITES

The summer day camp programs will be held at Palm Park Activity Center, 5703 Palm Avenue, and Murphy Ranch Elementary School, 16021 Janine Drive.

## PROGRAM STAFFING

The summer day camp program is administered by the City of Whittier, Parks, Recreation & Community Services Department: Youth Services Division. Employees that are hired have experience, related education, enthusiasm, and expertise in working with school-age children. A background check is conducted by the Whittier Police Department on all prospective employees.

## PROGRAM FEES

$90 per child, per week
There is no discount for additional children.

## HOURS OF OPERATION

The program starts on Monday, June 17, 2013 and runs through Friday, August 9, 2013. Program hours are from 7 a.m. to 6 p.m. at all sites.

## PAYMENT POLICIES

A. All fees must be paid in advance. All payments must be made at the Parnell Park Community & Senior Center. **REGISTRATION WILL NOT BE ACCEPTED AT THE SUMMER DAY CAMP SITES.**

B. Payments can be made by cash, check, money order, or credit card (Mastercard or Visa) **Checks payable to City of Whittier.**

C. Returned Checks, Late Pickups
   1. Returned checks must be paid at the Whittier Community Center in cash or cashier's check. There is an additional fee of $25 charged for each returned check and a charge of $35 for any subsequent checks.
   2. Children must be picked up no later than 6 p.m. A $1 late fee is charged for every minute after 6:05 p.m. A child may be removed from the program for repeated late pickups.

D. Refunds, Withdrawals, Drops, and Absences
   1. There are no refunds for absences.
   2. No credit is given for unused care.

3. A two-week cancellation notice in writing to the Parks, Recreation & Community Services Department is required for a refund. A $5.00 processing fee, per week/per participant will be charged for all refunds.
   **Ex: Cancellation of 3 weeks for one participant will result in a $15.00 processing fee.**
4. In the event a refund is requested within two weeks of your child attending camp, a refund will not be given if the spot is not filled. If the spot is filled, a refund will be granted with a $5.00/per week/per participant processing fee being charged.
5. There are no daily refunds. We do not prorate for unused care.

## REGISTRATION

Registration for the summer day camp program will be conducted Parnell Park Community & Senior Center, 15390 Lambert Road Whittier, CA 90604 (562) 567-9450, on a first-come, first-serve basis. **All camp fees must be paid at the time of registration. Only payment "reserves" a space. Registration will not be taken at the summer day camp site or accepted by fax machine.**

**Financial assistance is available, and all parties interested must be pre-approved two weeks prior to the registration date.**

All forms and weekly fees need to be completed and turned into Parnell Park office before your child can attend. Faxed applications will not be accepted.

## PROGRAM HOLIDAYS

Camp will be closed Thursday, July 4, 2013 in observance of Independence Day.

## PARENTS MEETING

There will be a mandatory parent meeting held at Parnell Park on Wednesday, June 5, 2013 at 12:00 p.m. or 6:00 p.m. This is a perfect time for parents to meet the staff, ask questions and pick up tee-shirts and calendars. Campers are encouraged to attend.

## SAFETY AND HEALTH REQUIREMENTS

### Absenteeism

If your child will not be attending the summer day camp program on a given day, please call the site or Parnell Park office (562) 567-9450, by 9 a.m. This is extremely important for the safety of your child. If your child is absent with a communicable disease, please contact the Parnell Park office so all families may be notified.

We request that parents monitor their child's daily health. If a child is overly tired or shows signs of illness, he or she should be kept at home. The summer day camp coordinator has the authority to refuse admission to any child who shows signs of illness.

### Daily Sign-In and Sign-Out

Parents must sign their child in and out from the program daily. Staff will use these attendance sheets to determine which children are in attendance at any given time.

Authorization to Pickup Child

**For the safety of your child, only persons listed in the enrollment packet may pick up children from the program.** If someone other than those listed in the registration packet is to pick up your child on any given day, please notify the staff in writing prior to pick up time. Staff will verify identification and authorization prior to releasing your child. If there are any special circumstances, restraining orders, or legal instructions, pertaining to your child please inform staff on the first day of camp.

## PROGRAM CONTENT

The program consists of both group and individual experiences in the following areas:

Educational Activities: Home safety, accident prevention, daily living skills, and games and activities to promote cognitive development will be a part of the program.

Recreational Activities: Sports, games, crafts, tournaments, and dramatics will be offered, along with local excursions.

Social/Emotional Activities: Large and small group games, role-playing, peer relationship building, good self-esteem, and leadership qualities will be promoted.

Enrichment Activities: A variety of programs will be utilized to enrich your child's summer vacation, i.e., field trips, arts and crafts, sports, games, music, dance, and special events.

Free Time: Each child will have an opportunity to choose activities of his or her pleasing. Please do not bring toys, walkmans, mp3 players, iPODs, hand held video game systems or other expensive items, from home. It is highly recommended that cell phones are not brought to program. Please do not send money with children unless instructed to by the staff.

**The City of Whittier Parks, Recreation and Community Services Department, is not responsible for lost, stolen or misplaced items.**

Meal Requirements: Please ensure your child eats breakfast prior to arrival. You must provide a sack lunch with your child daily. An afternoon snack will be provided. You may want to also include a morning snack. Please do not send food that needs to be microwaved.

Field Trips: The summer day camp site will be CLOSED for regular programming on all field trip days. If your child does not attend the field trip, you must arrange alternate care for him/her.

## MEDICATION

If your child needs to take any type of medication during program hours, please arrange with the onsite staff, a good time for you or an authorized person to stop by and administer the dose. Staff will not administer medication under any circumstances.

## EMERGENCIES

If your child becomes ill at camp, he or she will be isolated from the other children. You will be contacted immediately to come and pick up your child. If for any reason you are unable pick up your child, an emergency contact or an authorized person will be contacted. Please make sure all contact numbers are updated and accurate.

If your child is injured, the site staff will take whatever steps necessary to obtain emergency medical care, if warranted. These steps may include, but are not limited to, the following:

A. Attempt to contact a parent or guardian.

B. Attempt to contact you through any of the persons listed on your emergency information form.

C. If we cannot contact you or your child's physician, we will do any or all of the following:

1. Call paramedics.

2. Call an ambulance.

3. Have the child taken to the nearest hospital in the company of a staff member.

In case of a major emergency, staff will stay with the children and will take whatever steps necessary to ensure their safety. If the buildings are uninhabitable, children will be moved to a city-designated location. Children will be released to anyone on your authorization list during this time.

## BEHAVIOR MANAGEMENT

Children are expected to respect and follow all given directions. All rules are directed toward avoiding injury to persons or property while ensuring fairness and safety. Staff work to establish an environment of positive discipline. The rules are as follows:

* Keep hands and feet to yourself
* Follow directions of staff
* Treat other members with courtesy
* Use appropriate language
* Settle disagreements by discussing them
* Use equipment properly
* Respect staff

Staff may use some or all of the following methods to encourage children to follow the rules:

* Positive statements
* Redirection to another activity
* Problem solving by child verbalizing concerns and finding acceptable solutions
* Give acceptable choices
* Give privileges and duties for good behavior
* Have children assist staff in developing rules for the program
* Time out

Staff will keep parents informed of any behavior or problematic issues. Conferencing may be necessary with parent to find the best solution for repetitive behavior or problematic issues.

If it is decided that the program is not meeting the needs of the child or that the child is unable to fit within the structure of the program, the child will be dismissed from the program.

Please keep us informed of any concerns or problems so that we can be sensitive to each child's needs. The staff would like to work as a team with the parents to provide the best environment for your child's growth and development.

Please contact the Parks Recreation, and Community Services Department, Youth Services Division, at (562) 567-9450 for further information, questions or comments.