



PR WINTER CAMPS

City of Pico Rivera - Department of Parks & Recreation
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WINTER CAMP PARENT GUIDE

General Information
& Policies 2024-2025



**A MUST READ
FOR PARENTS**

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WELCOME

The Pico Rivera Department of Parks & Recreation welcomes you and your child to Winter Camp. Thank you for choosing to spend your winter break with us!

This handbook is designed to provide valuable information regarding program design, schedule, guidelines and important contact information

WINTER CAMP CONTACT NUMBERS

The camp cell phone is for emergency only. The camp cell phone is available throughout the designated weeks of winter break during normal operating camp hours.

Winter Camp Cell Phone	(562) 583-4756
Parks & Recreation Department	(562) 801-4430
Eduardo De Leon, Supervisor	(562) 801-4432
Rockie Perez, Specialist	(562) 801-4300



INTRODUCTION

The Pico Rivera Department of Parks & Recreation Winter Camp is a structured program for school age children. This program provides campers with a fun, safe environment where they can participate in exciting activities during the Winter break.

Camp location is as followed:

Pico Park -9528 Beverly Blvd., Pico Rivera, CA 90660

- ◆ Winter Camp

PROGRAM DESIGN

Grades are according to the 2024-25 school year.

Winter Camp

- Kinder - 8th Grade. (Must be 5 years old by start of camp.)
- Campers will be grouped together in age appropriate groups as best as possible.

Camp ratio:

On Site

1:12

Off Site

1:10

- Group games, outdoor play, and craft activities occur throughout the day.
- On-site field trips (if applicable) are designed to be age appropriate for each camp.
- A light AM snack is provided for campers.
- Lunch: 12PM-1PM.
- Campers are required to provide their own sack lunch and a light PM snack. (No microwavable food)

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ZERO TOLERANCE POLICY

Camp has a zero-tolerance policy regarding bullying and violence towards other campers or staff. Campers who violate this policy can be immediately dropped from the program.

PARENT & GUARDIAN CODE OF CONDUCT

The Winter Camp program believes parents/guardians play a vital role in their child's experience.

1. Maintain perspective, cooperation, and communication between yourself and camp staff in all matters that affect your child.
2. Refrain from using any rude, sarcastic, belittling, loud, abusive, any type of threatening behavior, or foul language.

Parent/guardian's inappropriate behavior may affect your child's ability to participate in summer camp.

STAFF CODE OF CONDUCT

Camp staff are to handle concerns or issues with parents/guardians in a courteous, professional manner. Camp staff will share information about a camper's day with parents/guardians as needed according to their behavior

ELECTRONIC DEVICES

Electronic devices such as cell phones, iPODS, tablets, etc., are **NOT** allowed at camp. Camp staff will collect any electronic devices brought to camp and will place them in a storage area. Devices will be released to parents at time of sign-out. **Camp staff are not responsible for any lost, stolen or damaged devices.**

GIFT POLICY

No employee of the City may accept personal gifts or tips at any time; including holidays.

CHILDREN WITH SPECIAL NEEDS

The Winter Camp program does not discriminate on the basis of race, color, national origin, gender, or disability. Children with disabilities must be able to operate within our established ratio and will be integrated into the regular daily activities. If a child is unable to function within our ratio, parent/guardian are required to provide an aide for their child. If your child may require a special accommodation for participation call Recreation Supervisor, Eduardo De Leon at (562) 801-4432.

ADMISSION

Winter Camp is open to children currently enrolled in Kinder through 8th grade (according to 2024-25 school year). Participants must be 5 years old by the start of camp. A copy of a birth certificate or proof of grade level is required at time of registration if enrolling in Winter Camp for Kinder-1st Grade.

Camp will have a maximum enrollment of campers:

- ◆ Winter Camp: 50

FEE

- Week 1: \$100 per child
- Week 2 : \$100 per child
- Week 3: \$120 per child
- \$8 camp t-shirt

Fee includes: specialized on-site assembly/activity or offsite field trip if permitted. Daily rates are not available.

REGISTRATION

Camp registration will be accepted Online ONLY.

Online registration is available through MyRec. If you don't already have an account in our online registration system, please create your new account now at: (<https://picoriveraca.myrec.com>) Registration will be available until full. Payment for any of the 3 weeks must be paid in full at the time of registration. If camp is full, waitlists will be available for you to enroll your child in. Participants on the waiting list are notified if there are any available spots in the upcoming week.

- Camp Registration forms will need to be completed upon registration.
- If you have trouble/issues with completing registration or need assistance, please contact the Parks and Recreation Office at (562) 801-4430, Monday thru Thursday 7:30AM-5PM.

*RESERVED PAYMENT PROGRAM

Reserved Payment Program is not available for Winter or Spring Camp. Registration is taken on a first-come, first-serve basis. **Current, registered campers receive no priority in future weeks.** All spots are open until filled.

*If/when applicable, enrolling in the Reserved Payment program is the only way to secure your child's spot in camp. In this program, if/when available, you are able to select weeks you wish your child to attend. Full payment for the first week your child attends is required at time of registration. **Future pending payments are the responsibility of the participant's parent/guardian and are to be made on or before specified due date. Parent must log-in to picoriveraca.myrec.com to make weekly payment by due date.**

Credit card declines of any nature while in the Reserved Payment Program (stolen card, NSF, expired cards, etc.) will result in a \$15 decline fee applied to your account. Parents/guardians will be notified of declines.

HEALTH AND SAFETY

All camp staff are certified in CPR/First Aid. Should an emergency occur, you will be notified immediately. If you cannot be reached, we will contact the individuals listed as emergency contacts. Emergency personnel will also be contacted when necessary.

CAMPER CODE OF CONDUCT

Parents will receive a Parent/Guardian Notification if their child is experiencing a behavior problem. Disruptive or disrespectful behavior toward other campers or camp staff may result in suspension or program dismissal. City staff will determine future course of action.

In order to provide a safe environment where campers can explore and have fun, limits are set on behavior. Limits are set for three reasons:

1. To prevent campers from injuring themselves or others.
2. To prevent the destruction of property, materials or equipment.
3. To help campers learn respect for themselves, other campers, and adults.

Additionally, we ask that campers follow these basic rules:

1. Respect recreation staff and other campers in the program.
2. Ask staff before leaving the group.
3. Everyone participates.

DISCIPLINARY ACTION

1. First occurrence - verbal consultation with parent.
2. Second occurrence - verbal consultation, written behavior contract with camper and parent.
3. Third occurrence - two day suspension from camp. (No Refunds)
4. Fourth occurrence - dismissal from camp program.

SICK POLICY

If a camper displays the following symptoms then the camper should be kept home or will be sent home from camp:

- Headache, fever of 100.4 degrees or more, fatigue, muscle pain, chills, excessive coughing, stomach ache, vomiting, diarrhea, sore throat, tears, redness of the eyelids with discharge, skin rashes, difficult/rapid breathing, and lost of smell. (until definite diagnosis by Doctor). Children should be fever free and symptoms subsided for 24 hours before returning to camp.
- Head lice or any symptoms. According to the California Department of Public Health, children with lice must stay home. If child is noticed to have lice or nits (eggs), they will be asked to be picked up from camp and not to return until all lice and nits are no longer present.

The weekly fee is not prorated for campers kept home while sick

MEDICAL AREA

A medical area will be positioned in the Park Facility. The medical area is for children who are experiencing symptoms of COVID-19, illness or flu after their temperature has been taken and they feel sick after they have been cleared to come into the facility.

MEDICATION POLICY

Medication must be in an original container properly labeled by the pharmacy. The prescription label must bear the name of the child to whom it is to be administered to as well as a current date. Camp staff will supervise campers as they self-administer the medication. **Staff does not administer medication.** An Authorization for Administering Medication Form and Medication Envelope must be completed and signed by the parent. Medication and all necessary forms must be given to a camp staff by the parent/guardian. See camp staff for all Administering Medication Forms.

Any decline fees, along with the full weekly payment, must be paid the same day you are notified. Failure to do so will result in the loss of your child's space in camp for that week. Parents/guardians of children on the camp waitlist will be notified of available spots on that same day. Parents/Guardians will have until 6PM that day to respond if their child will be attending camp, no response will mean a decline and staff will move along to the next camper on the waiting list.

To be removed from the Reserved Payment Program you must submit a written request via email 10 business days before the start of the desired cancellation camp week to stop the reserved payment from occurring. All requests are to be directed to the Parks and Recreation Department at recreation@pico-rivera.org

PAYMENT SCHEDULE

<u>Camp Week</u>	<u>Payment Due Date</u>
WK 1: Dec. 23 - Dec. 27, 2024*	Upon registration/Nov. 4
WK 2: Dec. 30 - Jan. 3, 2025*	Upon registration/Nov. 4
WK 3: Jan. 6 - Jan. 10, 2025	Upon registration/Nov. 4

MODIFIED / NO CAMP DAYS

*Modified Hours (7:00AM-3:00PM)	Dec 24 & Dec 31
*No Camp Held	Dec 25 & Jan 1

REFUNDS / CANCELLATIONS

All Refunds must be submitted via email to recreation@pico-rivera.org at least 10 business days before the start of the desired camp week. A \$25.00 camp cancellation fee will be charged for cancelled weeks after cancellation deadline. No refunds will be given after the start of the requested week.

CAMP HOURS OF OPERATION

Camp Hours: Monday - Friday from 7AM to 6PM

- All campers are required to be signed in by 9AM daily, except otherwise noted. This eliminates disruption to the program. Staff will not wait for campers on off-site field trip days if you are not checked-in by indicated time, they cannot stay behind as there will be no supervision available.

SIGN-IN & SIGN-OUT

All campers must be signed in daily by 9AM and signed out by 6PM by an adult over the age of 18 yrs indicated on the Pick-Up Authorization form.

- Sign-in for Winter Camp will occur outside at the campers designated camp location from 7AM to 9AM at Pico Park.

After 9AM it is the responsibility of the adult signing in the camper to contact camp staff through camp cell phone to ensure proper sign-in. **At no time are campers to enter the park grounds or facility alone.**

Only those listed on the Pick-Up Authorization Form can sign-out campers. A valid ID must be presented to sign out a camper.

- Sign-Out for all campers will occur from 5PM to 6PM at respective camp site.
- If outside of pick-up hours, please call the designated camp cell phone and staff will call for camper and meet parent outside for sign-out.
- Campers can be signed out at any time. By law a child is to be released to a parent unless current court documents stating restrictions are on file with camp staff.

All persons signing out a camper must be prepared to show a valid ID daily. If a parent is not authorized to pick-up a camper, court documents stating restrictions must be turned in at time of registration. Camp staff will not release campers to any individual that appears to be under the influence of alcohol or other drugs. Failure to follow sign-in and sign-out procedures will result in removal from the program.

LATE PICK-UP & FEES

A \$10 late fee is charged for any camper pick-up occurring after 6:05PM. Additional \$10 late fee(s) will be applied every 15 minutes until 7PM. Late fees must be paid within one week of notification or camper will be dropped from camp. After 6:30PM camper(s) will be under the care of front counter park staff. After 7PM camper(s) are considered "abandoned" and will come under the supervision of the Pico Rivera Sheriff's Department, located at 6331 Passons Blvd., (562) 949-2421.

DRESS CODE

All campers are required to wear a camp t-shirt and sneakers daily. Shirts are available for purchase online when registering for camp. Camp t-shirts are \$8 each, yellow shirt for Kinder-2nd grade, blue shirt for 3rd-8th grade. Camp t-shirts display the "New Pico Rivera Day Camp" logo on the front of each shirt. Camp t-shirt pick-up will be available on the 1st day of camp. Only closed-toe sneakers are allowed, and must be worn each day of camp, except when noted. Sandals, flip flops, crocs, etc. are not allowed to be worn at camp. For safety measures, campers will not be allowed to be signed-in if out of camp dress code. Camp t-shirts are non-refundable.