

**Parks
Make
Life
Better!**



PICO RIVERA DAY CAMPS

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

General Information
& Policies 2024



**A MUST READ
FOR PARENTS**

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PARENT & GUARDIAN CODE OF CONDUCT

The Fall 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 the camp program.

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, iPod, 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. Campers will only be allowed devices when designated by Staff. **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.

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 PROCEDURES

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.

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.

WELCOME

The Pico Rivera Department of Parks and Recreation welcomes you and your child to Fall Mini Camp 2024. Thank you for choosing to spend your Thanksgiving break with us!

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

FALL CAMP CONTACT NUMBERS

The camp cell phone is for emergencies only. The camp cell phone is available throughout the week during regular operating camp hours.

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

INTRODUCTION

The Pico Rivera Department of Parks and Recreation Fall Mini 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 Thanksgiving Break.

Camp location:

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

PROGRAM DESIGN

Grades are according to the 2024-25 school year.

Fall Camp

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

On Site

1:12

Off Site

1:10

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

SICK POLICY

If a camper displays the following symptoms, 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, redness of the eyelids with discharge, skin rashes, difficult/rapid breathing, and loss of smell (until definite diagnosis by Doctor). Children should be symptom free for 24 hours before returning to camp.
- Head lice or any symptoms related to head lice. 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.

Camp fee is not prorated for campers kept home while sick

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.

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 in emergency contacts. Emergency personnel will also be contacted when necessary.

LATE PICK-UP & FEES

A \$10 late fee is charged for campers picked up after 6:00PM. An 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 the 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. Camp t-shirts are yellow for Kinder—2nd grade, blue for 3rd-8th grade and display the Pico Rivera Day Camp logo on the front of each shirt. Camp t-shirt distribution will be held on the 1st day of camp. Sandals, flip flops, crocs, boots, 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.



CHILDREN WITH SPECIAL NEEDS

The Fall 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 to be integrated into the regular daily activities. If the child is unable to function within our ratio, parent/guardian will be required to provide an aide for their child. If your child requires special accommodations for participation, please contact Supervisor, Eduardo De Leon at (562) 801-4432 prior to registration.

ADMISSION

Fall Mini 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 Fall Mini Camp for Kinder-1st Grade.

Camp will have a maximum enrollment of 40 campers.

FEE

- \$90 per child, per week.
- \$8 camp t-shirt if needed

Fee includes off-site & on-site field trip. **Daily rates are not available.**

No Prorating

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 picoriveraca.myrec.com. Registration will be available until full. Payment must be paid in full at the time of registration. If camp is full, a waitlist will be available for you to enroll your child in. Participants on the waiting list are notified if any spots become available.

- Camp Registration forms must 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.

REFUNDS / CANCELLATIONS

All refunds must be requested **10 business days** before the start of the desired cancellation 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. All requests are to be made via email at recreation@pico-rivera.org.

CAMP HOURS OF OPERATION

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

SIGN-IN & SIGN-OUT

- All campers must be signed in daily by 9AM by an adult over the age of 18 yrs.
- If dropping camper off after 9AM, please contact camp staff through the camp cell phone to ensure proper sign-in. **At no time are campers to enter the park grounds or facility alone.**
- 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.
- Only those listed on the Pick-Up Authorization Form can sign-out campers.
- **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 may result in removal from the program.