

SUMMER CAMP PARENT GUIDE

General Information
& Policies 2024



PR SUMMER CAMPS

City of Pico Rivera - Department of Parks & Recreation
P.O. BOX 1016 • 6767 Passons Blvd • Pico Rivera, CA. 90660-1016
(562) 801-4430 • recreation@pico-rivera.org • www.pico-rivera.org



**A MUST READ
FOR PARENTS**

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WELCOME

The Pico Rivera Department of Parks & Recreation welcomes you and your child to Summer Camp.

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

SUMMER CAMP CONTACT NUMBERS

The camp cell phones are for emergencies and parent contact only. The camp cell phone is available throughout the designated weeks of summer break during normal operating camp hours.



Kids Camp Cell Phone	(562) 583-4756
Camp Alottafun Cell Phone	(562) 850-3617
Teen Camp Cell Phone	(562) 589-4580
Pico Park	(562) 801-4470
Rio Hondo Park	(562) 801-4931
Parks & Recreation Department	(562) 801-4430
Eduardo De Leon, Interim Supervisor	(562) 801-4432
Rockie Perez, Specialist	(562) 801-4300

INTRODUCTION

The Pico Rivera Department of Parks & Recreation Summer 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 Summer break.

Camp location is as follows:

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

- Kids Camp
- Camp Alottafun

Rio Hondo Park –8421 San Luis Potosi Pl., Pico Rivera, CA 90660

- Teen Camp

PROGRAM DESIGN

Grades are according to the 2024-25 school year.

- **Kids Camp:** Entering Kinder - 2nd Grade. (Must be 5 years old by start of camp.)
- **Camp Alottafun:** Entering 3rd—5th Grade
- **Teen Camp:** Entering 6th—8th Grade

Camp ratios:

	<u>On Site</u>	<u>Off Site</u>
Kids Camp	1:12	1:10
Camp Alottafun	1:12	1:10
Teen Camp	1:14	1:12

- Group games, outdoor play, and craft activities occur throughout the day.
- Off-site field trips are designed to be age appropriate for each camp.
- Breakfast and Lunch is provided at no additional cost throughout the Summer Food Service Program.
- Breakfast: 8AM-9M
- Lunch: 12PM-1PM.
- Campers are required to bring a daily afternoon snack.
- Campers should bring a refillable water bottle daily. Refillable water stations are available for water refills.

PARENT & GUARDIAN CODE OF CONDUCT

The Summer 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.

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.

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.

CHILDREN WITH SPECIAL NEEDS

The Summer 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 Interim Supervisor, Eduardo De Leon (562) 801-4432.

ADMISSION

Summer Camp is open to children entering 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 Kids Camp.

- Camps run June 17th through August 9th
- No Camp on June 19, 2024
- No Camp on July 4, 2024

FEE

- \$120 per child, per week. *No Prorating or Daily Rates available *
- \$8 per camp t-shirt.

Fee includes: specialized on-site/off-site assemblies/activities/field trips every week.

FREE Breakfast and Lunch provided by the

Summer Food Service Program.



REGISTRATION

Camp registration will be accepted Online ONLY.

Online registration is available through MyRec. If you don't already have an account in our new online registration system, please create your new account now at: (<https://picoriveraca.myrec.com>) Registration will be available until full. The first week's payment must be paid in full at the time of registration. Any additional weeks will require enrolling your child in the Reserved Payment Program or making the full payment. If camp is full your child will be placed on a waiting list. Participants on the waiting list are notified if 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 7:30 AM-5:00 PM.

RESERVED PAYMENT PROGRAM

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. We strongly encourage enrolling in the Reserved Payment Program.

Enrolling in the Reserved Payment program is the only way to secure your child's spot in camp. In this program 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 dates. 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.

TEEN CAMP WALKING FIELD TRIPS

Walking field trips may take place one or two times a week. These trips are designed to reward campers who have exhibited good decision making skills throughout the week. A variety of fun activities will be available on-site for those campers who do not attend.

WATER DAY DRESS ATTIRE

- Camp t-shirts must be worn over bathing suits or with swim trunks
- Rash guards are OK.
- No sports bras, tops must be a bathing suit, not workout gear.
- No basketball shorts allowed. All shorts must be trunks or board shorts.
- An extra bag to store wet clothing.

SUNSCREEN

Parents are highly recommended to apply sunscreen to their child every morning. Only spray sunscreen will be allowed to be applied by staff throughout the day if needed, however without the first application of sunscreen provided by parent, sunscreen may not be as effective.

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 symptom free 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 6:00 PM 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

RESERVED PAYMENT SCHEDULE

The first desired camp week your child attends must be paid in full at time of registration.

The payment schedule below pertains only to those who have reserved weeks.

Payments can be made online at: (<https://picoriveraca.myrec.com>) before or on the payment due date. Payments can also be made in person at Pico Park, Rio Hondo Park on payment due date after 3pm.

<u>Camp Week</u>	<u>Payment Due Date</u>
WK 1: June 17—June 21	Upon Registration/May 6
WK 2: June 24—June 28	Wednesday, June 19
WK 3: July 1—July 5	Wednesday, June 26
WK 4: July 8—July 12	Wednesday, July 3
WK 5: July 15—July 19	Wednesday, July 10
WK 6: July 22—July 26	Wednesday, July 17
WK 7: July 29—Aug 2	Wednesday, July 24
WK 8: Aug 5—Aug 9	Wednesday, July 31

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 7:00 AM to 6:00 PM

No Camp on June 19, 2024 and July 4, 2024.

SIGN-IN & SIGN-OUT

All campers must be signed in daily by 9:00 AM by an adult over the age of 18 yrs.

- Sign-in for Kids Camp & Camp Allottafun will occur just outside the child supervision room at the campers designated camp location from 7:00 AM to 9:00 AM at Pico Park.
- Sign-in for Teen Camp will occur outside from 7:00 AM to 9:00 AM at Rio Hondo Park.

After 9:00 AM 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.**

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. A valid ID must be presented to sign out a camper.

- Sign-Out for all campers will occur outside from 4:30 PM to 6:00 PM at respective camp sites.
- If outside of pick-up hours, please call the designated camp cell phone.

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 6:05 PM. Additional \$10 late fee(s) will be applied every 15 minutes until 7:00 PM. Late fees must be paid within one week of notification or camper will be dropped from camp. After 6:30 PM camper(s) will be under the care of front counter park staff. After 7:00 PM 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 Kids Camp, blue shirt for Camp Allottafun and Teen Camp. Camp t-shirts display the “New Pico Rivera Day Camp” logo on the front of each shirt. Camp t-shirt pick-up will be coordinated prior to the start 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.

