

**Parks
Make
Life
Better!**

Culver CITY
PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT



**Recreation Division
Youth & Teen Programs
Winter Camp Parent Handbook**



**This packet will provide you with important information about our camps.
Please read through it carefully and should you have any questions, contact the
registration office at 310-253-6650.**

Welcome to the Camp programs for Culver City! Thank you for choosing Culver City Camps for your child's camp experience. We are confident that through our fun filled activities and positive, encouraging, and spirited staff members, your child will have great memories they will carry with them throughout their lives.

Please take the time to read through the entire handbook and familiarize yourself with the information. After reading through the handbook, we hope it will give you a complete understanding of how our program operates.

Please Note: Please read and sign the parent handbook acknowledgment form located at the end of this handbook and turn it into the office prior to your child beginning camp. Your child cannot begin camp without this form being signed.

CAMP HOURS

Camp programs run Monday – Friday from 9:00 am - 6:00 pm
Extended Care is from 7:00 am – 9:00 am (additional \$26.00 per week per child)
Campers must be signed in, Please do not drop off your child before this time.

PROGRAM INFORMATION

Camps are offered during CCUSD winter, spring & summer breaks.

Winter & Spring Camps: for ages 5 – 13 (must be 5 at start of camp)

Summer Just 4 Kids Camp: for ages 5 – 10 (must be 5 at start of camp, going into 5th grade in the Fall)

Summer Teen Camp: for ages 10 ½ - 13 (going into 6th grade in Fall – going into 8th grade in Fall)

Specialty Camps: for ages 7 – 11 (going into 5th grade in the Fall)

CAMPERS MUST BE AGE 5 AT THE TIME OF REGISTRATION. If your child is 5 years old, proof of age is required with an original birth certificate. In all sessions, campers are grouped according to age.

Camper's with Special Needs Assistance: Camps are designed as a large group interaction experience. If your child is not able to interact in this type of setting, and requires "one-on-one" supervision during the school year, please contact your school to request for supervision for camp. Please do not sign your child up for camp without one. Parents must disclose any condition that might be classified under the header "special needs" *before* enrollment. Children should have no emotional; developmental or behavioral issues that require constant or more than usual attention from staff. Special needs can include: ADD/ADHD, Asperger Syndrome, mild to serve Autism, and other behavioral or medical conditions.

Location: All camps are located in the Veterans Memorial Complex at 4117 Overland Avenue except during the summer, Specialty Camp is located at Lindberg Park in the Stone House at 5041 Rhoda Way.

Important Phone Numbers:

Registration Office (for immediate assistance).....310.253-6650
Recreation Coordinator, Arames White-Shearin: Winter, Specialty & Summer (Teen Camps)..... 310.253-6675
Recreation Coordinator, Stafford Hamlin: spring & summer (Just 4 Kids Camps)..... 310.253-6676
Recreation Supervisor, Dawn Melton 310.253-6645

Parent Orientation:

Parent Orientations are held the Thursday prior to the first week of camp at the Culver Center Teen Center at 6:30 pm. We introduce camp staff and go over daily activities, special notices, conduct facility tours and then end the meeting with a question & answer session.

REGISTRATION PROCEDURES

Fees: Resident \$135 per week per child, Non-Resident \$166 per week per child. Extended care \$26 per child per week. Additional fees may apply for certain weeks. We accept cash, money orders and checks, visa or MasterCard. Credit cards must be presented in person.

Registration for each week can be done in person in the Recreation Office located at 4117 Overland Avenue, Monday through Friday, 8:00 a.m. – 7:00 p.m. and Saturdays from 10:00 am to 4:00 pm. (310) 253-6650. Or on-line at <https://apm.activecommunities.com/culvercity>

Registration is done by first come, first served. A non-refundable, non-transferable deposit of \$20 per child, per week, is required to hold a spot in camp. **If the balance is not made in full by the Tuesday prior to the week your child will be attending camp:**

- The \$20 deposit is forfeited.
- The child will lose their spot in the camp and cannot re-enroll until Thursday.
- If space is available, the child may re-enroll in the camp at the full price on Thursday. The \$20 forfeited deposit will not be credited towards this payment.
- On Wednesday, all parents of children on the waiting list will be notified and have until the end of the day to enroll.

The City Council sets the fees annually. Fees may be adjusted every July 1 and any increases shall be applied to all program activities regardless of when enrolled.

Wait List: If space is not available for the camp session that you would like to enroll your child their name will be placed on the Wait List for that camp session week.

- If open spots become available, on the Wednesday prior to the camp session week that you have been wait listed for, you will receive a telephone message informing you that there is an open spot available for the next week camp session.
- All Wait List participants will receive a telephone message. Wait List participants will be given priority to enroll on Wednesday only and will be enrolled on a first come, first serve basis.
- On Thursday and Friday, if space is available, enrollment is open to the public until all spaces are filled.

NSF Check Charge: There is a \$25 fee, plus full payment, for checks returned to our office due to insufficient funds. The full payment and fee must be in the form of cash. Your child will not be able to participate and may lose her/his spot if full payment is not received on time.

Swim Lessons & Fees (Only Just 4 Kids summer camp) Campers that wish to participate in Just 4 Kids camps and Swim Lessons program must enroll in the Swim Lessons program offered at the Plunge during the 10:00 am session only. Only 50 campers per session will be allowed to enroll concurrently in both the camp program and swim lesson program. The additional cost of Swim Lessons is \$40 per session for Culver City residents and \$48 per session for non-residents. Campers enrolled in both programs will be escorted to and from their swim lessons by camp staff. **Note: Campers will not attend lessons on field trip days.**

REFUND POLICY

Refund Policy: Refund requests must be done in writing and will only be granted before the first meeting of Camp. A \$25 processing fee will be charged on all refunds. Refunds will be issued in the form of a check and take up to 4-6 weeks to process. There are no refunds, transfers for cancellations, absences or illnesses with less than a 1-week notice.

LATE PICK UP POLICY

Late Pick-Up Fee: Camp ends promptly at 6:00 pm. You may sign your child out any time before 6:00 pm. You are required to pay an additional \$1 for each minute staff must wait with your child after 6:00 pm. The clock used to determine the time is the clock at the sign in and out table at camp. At 6:10 pm, staff will begin calling all the phone numbers on your Emergency Information form. If no one can be reached and your child is not picked up by 7:00 pm, s/he will be taken directly to the Culver City Police Department (310) 837-1221. In an effort to keep this from happening, please arrange a back-up plan for your child's pick-up prior to needing it. Late charges will be added to your account.

SIGN-IN & SIGN-OUT PROCEDURES

If your child's name is not on the sign in sheet, please go directly to the registration office to verify enrollment. Do not add your child's name to the roster. Camp staff working the registration desk is not responsible for the upkeep of the roster; you must go to the registration office for answers. Once enrollment is verified, please bring proof of enrollment.

Parents or a designated person must sign-in and sign-out their child daily with a full signature. Do not drop off your children without signing them in. There will be NO exceptions! **Campers will be released only to those adults whom the parent has designated on the original application form.** If a parent requests that someone else sign-in and/or sign-out the camper, the **request must be made in person and added to the camper's application form, via email, to the registration office at info.recreation@culvercity.org.** For that reason, we ask that you list as many people as possible, that may possibly, pick your child up from camp. Anyone signing out a camper may be required to present identification.

A camper must be at least 10 years old and be authorized to do so on the registration form to sign himself/herself in. If your child is allowed to sign himself/herself in, it is important that they do not come earlier or stay later than their assigned time. In the event that you drop off your child for self sign-in, please make sure that he/she has successfully entered the camp building. Any person signing out a camper must be at least 16 years old.

All participants must be signed out in the presence of a staff member on the forms provided.

Youth ages 10 - 13 may sign themselves in and out of camp with prior written permission from a parent or guardian.

NO PARENTS ARE ALLOWED TO STAY AT CAMP AFTER SIGNING IN THEIR CAMPERS UNLESS THEY RECEIVE AUTHORIZATION FROM THE CAMP DIRECTOR.

BUILDING RESTROOMS

Building restrooms are for the use of day campers ONLY. Parents are asked not to use the restroom designated for campers during camp hours. If your child requires assistance in the restroom, please contact your child's counselor or any other camp staff they may be able to assist.

Your child must be potty trained prior to enrolling in camp.

PETS

Pets are NOT allowed at camp. Please do not bring pets into close proximity of campers, staff or parents. If possible please leave pets in your auto or secured at least 50 feet away as this can be a distraction and possibly harmful to others.

TRIP INFORMATION

Parents are responsible for reviewing the parent/camper handbook and for knowing the departure and return times for each trip. We will not wait for late campers. This information is found in the last pages of the book. There can be multiple trips each week. Field trips leave and return from the camp base site.

Staff cannot make special arrangements to take your child to the activity after the bus has departed. Buses will not stop for pick-up once they have left the parking lot and parents are not allowed to drop the campers off at the trip location.

Please make sure your child wears his/her camp T-shirt on field trips. This is to help identify our campers. We cannot guarantee extra shirts will be available for purchase.

There is no care for campers who do not attend the field trip or miss the bus. We do not allow parent volunteers on field trips. Staff is not responsible for lost souvenirs or money once your child has possession. If you child is in group 1 or 2 counselors will hold money until return to camp base.

BUS AND VAN POLICIES

Children will not be permitted to bring open beverages or food (candy included) of any kind into the bus/van. Your child must also remain in his/her seat, with seatbelt on, until the driver dismisses them from the bus/van. All riders must follow the instructions of the counselor/driver at all times, must keep their body parts inside the bus/van at all times, and must use inside voices while riding in the buses/vans.

LOST OR MISSING CHILDREN

Every effort is made to keep all children safe. Staff conduct head counts at the beginning, middle and the end of each daily activity.

Staff has been given specific steps to follow when a child is missing at camp or on a field trip. These steps include searching the area, retracing steps, and carefully questioning other children and staff members. Campers are given lost camper bracelets to be worn on all field trips. They are given the instruction to show an attraction staff member and ask to be escorted to the information office. At that time the lead staff of the trip will be notified by staff and will retrieve the camper. Provisions are made for notifying the police, the child's parent, Parks & Recreation Registration Office.

CAMP SHIRTS

Each camper will receive ONE camp T-shirt for the entire camp regardless of the number of sessions they are enrolled. Camp shirts **MUST** be worn on field trip days unless noted otherwise. Any camper not wearing a camp shirt on a trip day will be issued a T-shirt and will be charged \$10 for the extra shirt if there is one in stock. Payment must be made to the Recreation Registration Office. There are no "loaner" shirts. It is important to reference our camp calendar and remember to bring camper shirts on trip days.

LUNCH / SNACK/BIRTHDAY PARTIES

Lunch and morning snack are not included in the registration fee, so all children will need to bring a sack lunch with snacks. **Do not pack foods that need refrigeration or heating.** It is recommended that campers eat breakfast before coming to camp. We also suggest sending additional snacks in case your child needs to eat regularly.

Food for celebrations: In the event of a birthday celebration, please get approval from staff prior to the day. Only bring store brought goods. No home baked goods or home cooked foods can be shared, if homemade foods are brought in for those events they will not be served to the campers.

On some field trips, lunch may be provided or campers may have the ability to buy lunch. Please refer to the camp calendars found in the back of the book for specifics.

MOVIES

Movies will be shown weekly during the camp session. The movies shown will be either G or PG rated. PG-13 rated movies may be shown at Teen Camp Only. Discretion will be used in the PG rated movie selections. If you do not wish your child to view any G, PG or PG-13 movies while at camp, please provide us with a written notice.

SUNSCREEN

We *DO* provide sunscreen for your child. We will be outside the majority of the day. Please make sure to apply sunscreen on your child each morning prior to them arriving at camp.

If needed, pack sunscreen in their back pack. If your child has any allergies or sensitivities to sunscreen, the child must only use their own personal sunscreen. We cannot force your child to put on sunscreen, but we do encourage them to do so.

PARKING

Culver City Parking Enforcement knows what time our campers get dropped off and picked up and will cite cars for parking in the STAFF RESERVED spaces and the RED ZONE. Please be aware of where you park your car. Even if you are just swinging through to quickly sign your camper in or out, you are risking a ticket and inconveniencing the employee assigned to the reserved parking space. Culver City Camp is not responsible in any way for your decision to park in these restricted areas.

PROPER CAMP ATTIRE & PERSONAL BELONGINGS

Due to the different kinds of activities your child will be participating in, proper attire is a must. Modest sport-activity attire is preferred (shorts, pants, t-shirts). Clothes must be in good taste and should cover the body adequately. Camp staff reserves the right to determine the appropriateness of dress. Please send your child in **flat, closed-toe shoes, preferably tennis shoes**.

If children need to change their clothes during camp hours, please make sure they can dress themselves. Counselors and other campers may not be able to assist with the changing of their clothes. *It is recommended that on days that swimwear is required, children wear their swimwear to camp underneath their clothing.*

All clothing, backpacks and lunch pails should be clearly labeled with your child's name. Lost articles are kept for 30 days and then donated to charity.

All personal toys, iPods, mp3 players, video games, other expensive items and large sums of money should be left at home. Cell phones are to be used **ONLY** with counselor's permission and should be kept in a backpack throughout the day.

The Culver City Parks, Recreation, and Community Services Department, its Staff and the City of Culver City is not responsible for lost or misplaced clothing, money or valuables.

CAMPER MONEY (All Camps except Teen Camp)

The below procedure must be followed when a parent chooses to have staff hold money for their camper.

- Parents should bring a maximum of \$20 in a clear sandwich zip baggie with the child's name, group number and dollar amount written on it. (Note: If you do not have a zip lock baggie, one will be provided at the money sign-in desk.)
- Parent of the camper must check the money in at the front sign-in desk on field trip days. (Note: parents are not to give money to their child's individual group counselor).
- The money desk staff will verify the camper's name and the dollar amount. Staff will then enter the information on the Field Trip – Camper Money Hold List.
- Parent will sign the Field Trip – Camper Money Hold List to confirm the information is correct.
- At the end of the day the parent will sign their camper out of camp and the zip lock baggie will be returned to the parent with any receipts and change.
- Parent will verify the dollar amount of the returned change and sign the Field Trip – Camper Money Hold List to confirm the information is correct.

PHONE CALLS

Campers will not be allowed to use office phones or cell phones during camp hours. If there is an emergency or the camper is ill, a staff member will call you. We also ask that you do not call your child at camp. Phone calls interrupt whatever activity your child is participating in. There is only one phone line at camp, and we need to leave that line open for emergency purposes. If you need to get a message to your child, a staff member will be able to relay a message, but please only call for emergencies. Cell phones will be confiscated if seen and held until the parent arrives.

ILLNESS AND EMERGENCY

Minor Injuries:

Staff are certified in CPR/First Aid and will administer treatment for minor cuts, scrapes and bruises. The injury will be logged and the parent will receive notification upon pick-up.

Emergency/Major Injuries:

In the event of a major medical emergency, 911 will be called, and the camper will be transported to the nearest hospital. The parent/guardian will be called immediately. We will use the phone numbers listed on the application. In the event that the parent cannot be located, the other Emergency Contacts will be notified. Please advise us, in writing, of all current phone numbers and authorizations.

Illness:

This is a Well Child facility. **DO NOT** send your child to camp if he/she is not feeling well. Most children with a mild illness can safely attend the program. However, a child may be too sick to attend if:

- 1) The child does not feel well enough to participate comfortably in the program's activities.
- 2) If your child has a fever of 100°F or greater, they should remain at home and not return to the program until they have been without a fever for 24 hours/(one day) without the use of any medications such as Tylenol, Advil or Ibuprofen.
- 3) The staff cannot adequately care for the sick child without compromising the care and safety of the other children.
- 4) The child has any of the following symptoms:
 - If your child appears sleepy and without energy because they are not feeling well.
 - If your child vomits/throws up two or more times in the past 24 hours.
 - Signs or symptoms of possible severe illness; i.e., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy, etc.
 - If your child has a bad sore throat with fever or swollen glands, they should be seen by a doctor and should get a doctor's note before returning to the program.
 - If your child has a cold with a really bad runny nose or has trouble breathing through their nose.
 - If your child has a bad cough and is coughing up yellowish mucus.
 - Any child with a communicable disease, including head lice, will not be admitted to the program without a doctor's release.

Medication:

Medications that must be administered daily are the responsibility of the parent. The child must have on file with the Recreation Registration Office a "Medication Release" form signed by the parent specifically for the medication the child requires. Only over-the-counter medications such as Benadryl or topical solutions are allowed at camp; EpiPen or insulin is the responsibility of the parent to administer. No medication will be administered unless it is in a prescription container or original container with the child's name and specific dosage directions on it. The medicine must not be expired. Please do not allow your child to keep medications in their lunch box or backpack as these can easily get in the hands of other campers.

All medications both over the counter and prescription must be turned in to staff and will be kept in the Camper Medication box inside of the Camp Director's office.

WHAT CAMPERS DO?

Camp program activities are planned for normal camp hours, 9:00 am to 5:00 pm. Each week at camp has a theme. With each theme campers will participate in activities arranged by age groups and can include: Arts & Crafts, Sports, Water Activities, Group Games, Cooking Workshops, Team Building and trips. *Everyone is expected to participate in the activities for the day!* They can get wet & dirty, so please plan accordingly!

EVALUATION PROCEDURES

We ask parents to complete Camp evaluations at the end of your camp session in order to get feedback on how well the program is operating and to solicit future program ideas to consider. Please complete and return the form to:

Attn: Dawn Melton, Recreation Supervisor
4117 Overland Avenue Culver City, California 90230
or fax it to: Attn: Dawn Melton (310) 253-6649

Parental Input:

Questions & Concerns: Any questions or concerns you have about anything while your child is at Camp should be directed to your child's immediate counselor first. They are our main line of communication with you.

NO PARENT IS ALLOWED TO CONFRONT ANY CHILD REGARDING DISPUTES BETWEEN CAMPERS. PLEASE TALK TO STAFF FIRST AND A CONFERENCE WILL BE HELD TO ASSIST THE SITUATION. If you do not get your concerns addressed then contact the Camp Director and/or Recreation Supervisor.

ABOUT OUR STAFF

Camp staff are employees of the Culver City Parks, Recreation and Community Services Department. They are selected for their experience working with children and their desire to help youth grow emotionally, mentally and physically.

In order to be employed by the City of Culver City staff goes through a comprehensive background check which includes fingerprinting through the Department of Justice, tuberculosis screening and reference checks. In addition they go through a comprehensive and intensive staff training which include first aid and CPR prior to beginning work at camp. All of these precautions ensure the safety of our campers.

Child To Counselor Ratio

Ratios are implemented during regular camp hours and activities. Ratios during extended care hours will vary daily.

Children Ages	Child to Counselor Ratio
5-13 years	12 : 1

CAMP RULES

Code of Behavior:

Please remember City operated programs are designed as a large group interaction experience. If your child(ren) is not able to interact in this type of setting, and requires "one-on-one" supervision, please do not sign him or her up. Instead, talk to the Recreation Coordinator to get a list of referrals that can best meet the needs of your child.

Our staff is trained to work in the childcare field. Through proper redirection, children should be able to distinguish for themselves the difference between right and wrong, acceptable and unacceptable behaviors. In order to preserve a healthy and safe environment, misconduct action will be handled as follows:

No Tolerance Policy: Bullying, rough housing, fighting, biting, not keeping their hands to themselves, spitting, choking, scratching or destruction of City equipment; these actions warrant an immediate (2) day suspension.

DISCIPLINE

1. First Offense – Verbal warning by staff
2. Second Offense – 5 minute time out away from the group
3. Third Offense – Parent notified for conference with the Recreation Coordinator
4. Fourth Offense – The participant will be suspended or removed from the program for 1-3 days at the Recreation Coordinator's discretion and with the consent of the Recreation Supervisor. The decision will be based upon the Recreation Coordinator's appraisal of the participant's behavior as well as the parent's involvement in aiding the participant to overcome behavioral problems.
5. Fifth Offense – The participant will not be allowed to attend the program. No refund will be given.

Please Note: **Anti-Bullying Free Environment Policy Adopted by City Council:**

Aggressive behavior that involves unwanted, negative actions through physical, written, verbal or other means (e.g. social media); may involve, but is not limited to, a pattern of repeated behavior over time and/or an imbalance of power or strength; and may include, but is not limited to, behavior such as direct physical contact (e.g. Hitting, shoving), verbal assaults (e.g. Teasing, name-calling), Harassment (including sexual harassment), threats, intimidation, hate violence, and/or social isolation or manipulation. A participant who has had misconduct action taken in a previous City operated program will be restricted from enrolling in (2) consecutive City operated programs.

A conference with the Recreation Supervisor and Recreation Coordinator is required if parents would like to re-enroll their child in a program. This conference will be to determine if there have been improvements in behavior and to stress any misconduct will result in immediate removal from a program. If your child is granted approval to return, you will be notified by mail. Once the child returns they will be placed on a probation status for (1) year. During the probationary period, if the child has one offense, they will not be allowed to continue with a program. No refund will be given.

Note: If property is damaged as a result of abuse by a camper, the parent of the camper may incur the cost for the repairs or replacement of the damaged property.

These rules were developed with you in mind. All we are asking is that each camper in the program takes responsibility for their own actions. RESPECT is the basis for all of the following rules. If you respect yourself, those around you and your physical surroundings then you will be adhering to the following rules (and even some that aren't covered below):

1. No cussing, foul language or mean remarks. This includes obscene gestures. Clothing with inappropriate language or expressions may not be worn.
2. Tell the truth. When you don't tell the truth, you lose people's trust. When you are truthful, you build respect.
3. Stay within boundaries at all times. If you can't see a staff person then they can't see you. This rule also applies to field trips: **you must be able to see your counselor at all times when on a field trip.**
4. No loitering. If you have a note from a parent that says you can sign yourself out, you can be asked to leave camp premises if staff determines you are loitering.
5. No Bullying or hazing.
6. Clean up after yourself. The janitorial staff does not clean our space.
7. No defacing or damaging property (either public or someone else's). Such actions will result in immediate expulsion from Camp as well as the reimbursement for the damaged property.
8. Keep your hands to yourself. Don't touch things (or people) you don't have permission to touch.
9. Don't disrupt the program. If staff needs to take time away from the program to have a special talk with you, it's taking time from everyone else.
10. No weapons of any kind are no permitted at camp.

Applicable for Teen Camp

For the protection of your child's personal property, if you allow your child to bring anything of value to the program, please mark the item with your child's name. Items left out carelessly, not put safely away or shown to other campers have a greater tendency to disappear. Any child caught stealing will be dealt with by an immediate conference with parents and the Director to determine appropriate discipline.

Mobile phones, Game Boys, PSPs and any other gaming devices, etc. are allowed to be used at camp during the hours specified. 7:00 am to 8:50 am, lunch time and 4:30 pm to 6:00 pm. There may be occasions when they are not allowed to use because of travel time.

If a camper does bring a mobile phone or an electronic device to camp and is seen using it, the device will be taken by staff and the parent will be notified to pick it up. When you receive the call you will be told who to see to receive the phone back; it can only be released to the parent.

On trip days your child is to hold onto their money. Money is the personal responsibility of the owner: Culver City Teen Camp is not responsible for money that is lost, stolen or miss-spent. **Camp is not responsible for lost, stolen, or damaged property.**

EMERGENCIES AND UNUSUAL CIRCUMSTANCES

Child Abuse

Under Mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, City of Culver City PRCS staff is mandated to report any SUSPECTED form of child abuse to the proper authorities.

HARASSMENT OF ANY OTHER CHILDREN BY ANY PARENT OR FAMILY MEMBER IS CONSIDERED TO BE CHILD ABUSE, AND WILL BE REPORTED.

Emergency Procedures

Earthquake and fire drills will be practiced regularly so that everyone will know exactly what to do during such emergencies.

If an emergency or disaster requires relocation of the children and staff, parent will be notified via, text, email, or telephone. It is advisable to discuss emergency family plans with your children. This should include arrangements to be made in case you or your designated person is unable to get to the center.

Natural Disasters (Earthquakes, Fires, etc.)

In the event that a natural disaster should occur during the program, all recreation staff will remain on the premises until all children are picked up. Your child will be released only to those persons authorized on the Emergency Form.

Community Emergencies

These types of emergencies will be handled on a case by case basis. We will work directly with C.C.P.D. and Recreation Supervisors for updates, instructions, and procedures we are to follow.

Extraordinary Circumstances

Assault, abduction, and the like are all extremely rare and exceedingly unpleasant realities. Our staff is very cautious of their surroundings and if at any time they feel any peculiar situation is developing, they understand to stay calm and get the children as far away as possible and alert the Director **ASAP!** We understand that we cannot always prevent some situations from occurring, but we can sometimes prevent ourselves from becoming involved by being aware. Staff is instructed and trained to take precautions, and to always know what is going on around them. In any unusual case, C.C.P.D., Recreation Supervisors, and parents/guardians will be notified immediately.

WINTER CAMP CALENDARS

SCHEDULED ACTIVITIES

&

FIELD TRIPS

(ALL ACTIVITIES AND TRIPS ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE)



WHEN SCHOOL IS OUT,

CAMP IS IN!

Week 1

Monday, 12/23

Orientation – consists of acquainting participants to staff and the building

- Camp Rules & Safety procedures in and out of the building; restroom & buddy system
- Daily procedures, sign/in putting away belongings
- Snack and lunchtime procedures
- Expectations as far as conduct, conflicts and minor injuries
- Get to know you games

Tuesday, 12/24

Winter Wonderland activities. Arts and Crafts, Group games, sunscreen, bring a sack lunch

Wednesday, 12/25

NO CAMP. HAPPY HOLIDAYS

Thursday, 12/26

Winter Wonderland activities. Arts and Crafts, Group games, sunscreen, bring a sack lunch

Friday, 12/27

Walking field trip to Arlight Culver City

9500 Culver Blvd

Culver City, CA 90232

Wear Camp Shirt and bring a sack lunch

Departure Time: 10:00 am

Estimated Time of Return: 4:00 pm

12/23/19	12/24/19	12/25/19	12/26/19	12/27/19
<p>Orientation & Rules</p> <p>getting to know you.....</p>	<p>Winter Wonderland Games with Winter Themes and Arts & Crafts</p> 	<p>NO CAMP</p> 	<p>Winter Wonderland Games with Winter Themes and Arts & Crafts</p> 	<p>Movie Trip Arlight Culver City Leaving 10:00 am Returning 4:00 pm</p> 

Week 2

Monday, 12/30

Orientation - consists of acquainting participants to staff and the building

- Snack and lunchtime procedures
- Expectations as far as conduct, conflicts and minor injuries
- Get to know you games

Tuesday, 12/31

Walking trip to Rite Aid for Ice Cream. Wear Camp Shirt

Trip will be after 12 noon until 3:00 pm

3802 Culver Center

Culver City, CA 90232

Group games, arts and crafts, bring a sack lunch, apply sunscreen

Wednesday, 1/1

No Camp. Happy New Year!

Thursday, 1/2

Winter Luau. Come in your best Hawaiian attire. Group games and arts & crafts. Bring sack lunch, apply sunscreen

Friday, 1/3

Field Trip to Golf N Stuff

10555 Firestone Blvd, Norwalk, CA 90650

Wear Camp Shirt and lunch provided

Departure Time: 9:00 am

Estimated Time of Return: 4:00 pm

12/30/19	12/31/19	1/1/20	1/2/20	1/3/20
<p>Orientation & Rules</p> <p>getting to know you.....</p>	<p>Park Day</p> <p>Group Games</p> <p>Walking Field Trip to Rite Aid for Ice Cream</p> 	<p>NO CAMP</p> 	<p>Endless Summer Luau</p> <p>Games with Hawaiian Themes</p> <p>Arts & Crafts</p> 	<p>Trip to Golf N Stuff</p> <p>Lunch Provided and Money for Snacks</p> <p>9:00 am - 4:00 pm</p> <p>Wear Camp Shirt</p> 

PARENT HANDBOOK AGREEMENT FORM

Please complete and return form to the registration office. Your child may not begin camp until this form is signed and turned in.

CHILD(REN)'S NAME: _____

With my signature I, _____, hereby acknowledge that I have received,
Parent's Name (please print)

read, and understand all Culver City Camp rules, policies, and procedures stated in the Parent Handbook and the Registration Application. I understand and agree to review this information with my child(ren) and any other persons associated with my child(ren) during the period of care with Culver City Camp . I further understand that failure to comply with any part of Culver City Camp rules, policies, and procedures will result in my child's dismissal from the program.

Parent / Guardian Signature

Date Signed