



300 E. Pine Avenue
El Segundo, California 90245

310.524.2362

ElSegundoRecParks.org

2023
DAY CAMP
HANDBOOK

Updated March 2, 2023



Devon Zamora
Recreation Coordinator
City of El Segundo Recreation, Parks & Library Department

300 E. Pine Ave, El Segundo, CA 90245 310.524.2701
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Dear Parents,

Welcome to the City of El Segundo Community Services Camp Programs! This manual includes policies, procedures, and health information for parents and participants to familiarize themselves with. It is our hope that the information listed within this handbook will make your child's experience more enjoyable. To continue offering the quality programming within each of the program sites, regulations must be strictly enforced. Whether this is your first time participating, or you have experience with City programs before, we hope you find this manual informative and helpful.

Please read through the information and keep it for future questions or reference. Also note, these offerings are subject to change and an updated list will be located on our website. We welcome your comments and suggestions. Please feel free to contact us at any time.

This handbook may be amended throughout the program. Any updates will be posted at check in and online at www.elsegundorecparks.org.

Sincerely,

City of El Segundo Recreation, Parks & Library Department Camp Staff

Devon Zamora, Recreation Coordinator - dzamora@elsegundo.org
Ryan Booker, Recreation Specialist (Camp Cowabunga) - rbooker@elsegundo.org
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DAY CAMP GENERAL INFORMATION

Camp Cowabunga (Ages 6-11)

At Camp Cowabunga you can expect to have a fun filled, activity packed week. Each week will be a different theme and offer a variety of activities from sports, arts & crafts, in-town field trips, swimming, bounce house days and more! Camp is held each day from 8 am-5 pm. Campers should arrive at camp no later than 9:15 am each day.

Location: Recreation Park

Pick-Up and Drop-Off Locations in Recreation Park will be indicated in weekly parent newsletters.

Tiny Tot Camp (Ages 3-5)

This camp offers a safe and fun environment for your tot to learn and play. Campers will experience a variety of activities, interactive games, and arts & crafts. Camp is held each day 9am-12pm. Children must be potty trained.

Location: Recreation Park

Drop Off/Pick Up:

El Segundo Clubhouse Tot Lot Playground

300 E. Pine Avenue

El Segundo, CA 90245

310-524-2362

PARENT NEWSLETTERS

Weekly newsletters will be sent the week before each week of camp with an overview of activities and what to bring and wear each day. Campers will need to bring lunch, water, sunscreen, and wear closed-toe shoes each day. Newsletters will be emailed through www.esrec.org. Please make sure your notifications are set up and emails are correct. Activities are subject to change.

CONTACT NUMBERS

- 1. El Segundo Clubhouse Building310-524-2362
 - RegHelp@Elsegundo.org
 - General info, pick/up drop off, registration, etc.
- 2. Devon Zamora (Coordinator).....310-524-2701
dzamora@elsegundo.org

DAY CAMPS PHILOSOPHY

The **Day Camps Philosophy** of the City of El Segundo Recreation, Parks & Library Department is to provide individual attention to teach fundamental sports and enrichment skills through quality instruction, practice and play. The City focuses on improving each child’s skill sets, self-discipline, and sense of teamwork. Participants, parents, and instructors are expected to support this philosophy.

City of El Segundo Recreation, Parks & Library Department

Vision: We Engage...We Inspire...We Play...

Mission: El Segundo Recreation, Parks & Library strives to be the heart of community wellness by offering people of all ages the opportunity to enjoy engage experiences within our parks and recreation facilities.

PROGRAM GOALS

- 1. Have fun.
- 2. Encourage children’s positive self-image and belief in their abilities to succeed by recognizing their talents, accomplishments and worth.
- 3. To provide a safe and positive environment for children to learn and develop fundamental sports, surf or enrichment skills.
- 4. To instill values of teamwork and cooperation.

CAMP RULES

Camp rules include, but are not limited to, the following:

1. No physical fighting, threatening or intentionally causing physical or emotional harm to anyone.
2. No use of profanity or inappropriate comments/language.
3. No inappropriate behavior or gestures.
4. No stealing, cheating or lying.
5. Campers must respect program property and supplies, as well as other campers' property.
6. Campers must listen to direction from staff.
7. Campers must respect staff and other campers. No Bullying.
8. Campers must stay in assigned areas.
9. Campers must keep their hands to themselves. No Touching.
10. No damaging or defacing of property (including program facility, park and personal property).

DISCIPLINE POLICY

Our discipline procedure is very basic and allows children the opportunity to choose a behavior that is most beneficial to their daily experience. When a child makes a committed choice to not follow directions and refuses our methods of discipline, we have lost the ability to provide a good experience for that child. In addition, it causes unnecessary interruptions for other children and staff. We reserve the right to review each disciplinary problem based on the severity of the infraction.

Our camp programs are designed for children who can function in a recreation setting at a ratio of one staff to ten campers. The staff are trained to handle typical juvenile situations. Staff are not, however, trained to handle campers with extreme behavior problems. The staff to camper ratio prohibits the staff from being able to handle excessive behavior problems. Following program policies and rules provides campers with an atmosphere of support which includes clearly set guidelines and therefore, ensures that each camper's experience will be positive. We must balance the needs of each child with the needs of all children. Please see [page 13](#) for additional information regarding campers with special needs.

It is program policy to discuss consequences and discipline of campers only with their parent/guardian. We do not share consequences or discipline with other parents/guardians.

Disciplinary Steps:

- Depending on the severity of the offense, a camper may be immediately suspended or permanently expelled from camp programs upon the first offense if their behavior is not conducive to maintain a safe and wholesome environment.
- Staff will inform the camper of the rule(s) that have been broken. If the behavior persists, the camper will be asked a second time to discontinue their actions. After that, they may be asked to sit out from the activity or lose privileges. Sitting out of the activity can last anywhere from 1 to 15 minutes and requires the child to sit quietly, apart from the group (within staff view). Staff will notify the parent/guardian upon pick up.

- If the same behavior or other disruptive behaviors continue to take place, causing a strain on the flow of activities for other campers, a Behavior Form will be issued, and the parent/guardian will be notified by phone. The Behavior Form will indicate what behavior occurred and the consequence(s) associated with the behavior. The information will be discussed with the parent/guardian at pick up. A camper may be required to be picked up early (within 30 minutes of the phone call) depending on the severity of the rule(s) broken.
- If there are further incidents, the camper will receive a suspension or be expelled from the program. The length of the suspension will be based on the severity of the offense. If a camper is expelled from the program, they will not be eligible to sign up for the City of El Segundo camp in the future. Parents/Guardians will not receive a refund if their child is suspended or expelled.
- Abrasive behavior from parents or guardians can result in the child being excused from the program.
- **More severe behaviors (including but not limited to physical assault, threats, fighting or biting), possession of any type of item which may injure or harm anyone, theft and vandalism will not be tolerated. Any violation can result in expulsion, even if it is the first offense. Any child who brings alcohol, drugs or weapons to the program will be expelled from the program immediately.**

Behavior Forms:

If your child receives a Behavior Form, it will become part of their permanent file and will carry over from year to year. If a child receives a cumulative total of four Behavior Forms, they will be expelled from the program.

Bullying:

Bullying is any intentional hurtful act, committed by one or more persons against another. Types of bullying include, but are not limited to, physical, verbal or relational and will not be tolerated. Any child who is found bullying another camper will be removed from the activity and a parent/guardian conference on the first offense. A second offense for bullying is grounds for a Behavior Form and suspension.

Inclusion Policy:

The City believes in providing quality programs for every participant. Staff will make every effort to provide reasonable accommodations as needed. Individuals who require inclusion assistance must call at least two weeks in advance.

Code of Conduct:

Appropriate social behavior is requested for all programs and facility use. Individuals are encouraged to act in a way that will not hurt another person physically, mentally, or emotionally. A participant may be asked to withdraw from a class or program, or to leave a facility if behavior does not comply with program and facility standards.

Verbal/Physical Intervention:

Staff have a responsibility to maintain a safe and orderly environment for the public, program campers and for themselves while in City programs and at City facilities. In situations where harm might come to a member of the public, program campers or to staff themselves, staff is expected to intervene when they can and/or feel appropriately safe to do so. In the event staff does not feel safe, they are expected to contact the proper authorities (i.e. a Supervisor or Police Officer) immediately so that appropriate action can be taken.

If a situation is escalating, or is occurring, staff are expected to verbally intervene when possible. If they feel safe to do so or as stated above, they will contact the proper authorities. Staff should NOT put their hands on a child or on any program camper or member of the public. However, in a situation where physical intervention is immediately necessary (i.e. to keep a program camper from harming themselves or another person), staff may physically intervene, only when absolutely necessary. If a situation such as this occurs at the program, the parent/guardian will be contacted immediately.

REFUNDS, PHOTOS, & MINIMUMS

Seven (7) business days before the program starts, payees may receive a full refund (minus a \$10.00 administrative fee). Requests must be made no later than 7 business days before the program start date. If a request for reimbursement is made after the 7 day period but 3 business days before the program starts, a \$50.00 late request penalty will be assessed along with the \$10.00 administrative fee. Payees are not entitled to refunds requested less than 3 business days before the program begins. All refund requests should be submitted in writing by emailing reghelp@elsegundo.org. Time stamps from the email will be used to assess the above fees and charges. Exceptions to these policies based on unforeseeable circumstances will be considered by a supervisor on a case-by-case basis.

Waiting lists are established once a program has filled. If a vacancy occurs prior to the start of program, waiting list campers will be notified by email and/or phone call in the order they were placed on the list. Campers will then have three (3) business days to contact the Registration Office to pay for the program. Please keep your email address(es) and phone number(s) current with the Clubhouse (310)524-2362 or Check Out (310)524-2700.

Returned checks will result in cancellation from the program. Your child will not be able to return until all registration fees and a \$25.00 returned check fee has been paid.

Refunds will not be given for days missed. Fees are not prorated.

Walk-Ups

Day of walk-up registrations will not be accepted for 2023 Camps. Online pre-registration is required and may be done at www.esrec.org.

Photo Notice

The City retains the right to use photos taken during activities for publicity.

Minimums

Minimums vary for each camp. Camps will be canceled if minimum pre-registrations are not met the Thursday before the camp is scheduled to begin.

DROP - OFF & PICK - UP

It is required that all children be accompanied to and from the program by an authorized person. **Children may not sign themselves in or out** unless a parent gives written permission for their child to leave camp. Check-in/Check-out will provide a clear record of attendance. To authorize an

alternate person to pick-up your child, please provide written consent that includes the person's name and your signature on Program Agreement Form included at the end of this packet.

Each day when you sign your child in and out, please check for any new information or notices at the sign in/out tables.

Camper Sign-In

- All campers must be signed in by those authorized adults 18 years of age or older who are listed as emergency contacts.
- A parent/guardian or their authorized designee must sign each camper in or out on the sign in sheet.
- Once a camper is signed in at the program, they are considered to be part of the program that day. They will not be allowed to leave without being properly signed out.

Camper Sign-Out

Parents/guardians should list everyone that might pick up their child at Registration. No phone calls will be accepted. Campers must be signed out by an authorized adult 18 years of age or older.

- Campers are allowed to sign themselves out provided they have a signed permission form from a parent/guardian. Phone calls will not be accepted. Forms are available at registration and at camp.
- Parent/guardians or their authorized designee must sign out the camper immediately upon arrival to the site. Parent/guardians will not be allowed to hang out or visit with their child at the program. Be prepared to present government issued identification when signing out a child.
- Once a child is signed out of the program, they will not be allowed to return on that day.
- If a camper leaves the program grounds without permission, they may be suspended.

Late Pick-Up Policy

Any time 15 minutes or later from the end of the camp is considered a late pick-up and is subject to the following disciplinary procedure:

1st Time- A staff member will wait with the camper until they are picked up by a designated parent/guardian. This staff member will remind the parent that this is a late pick-up and they need to arrange prompt pick-up for this camper in the future.

2nd Time- A staff member will wait with the child until the parent/guardian arrives. They will inform the parent that their supervisor will be contacting them in regards to their behavior.

3rd Time- The Program Coordinator or Supervisor will notify the parent/guardian that their child may no longer attend the program. The registration fee for the session will be forfeited.

SEPARATED/DIVORCED PARENTS/GUARDIANS

- Parents/guardians who are separated or divorced will need to provide copies of a signed court order if there are any restrictions regarding their child. Without a signed court order, staff will be required to release the child to either parent/guardian or whoever they authorize to pick up the camper.

- Staff cannot get involved in personal matters and will not deliver messages between separated/divorced parents/guardians. To avoid putting staff in a difficult situation, please do not share personal information unrelated to the program with staff.
- Staff are not allowed to give out copies of program documents (i.e. accident reports or attendance sheets). Copies can be obtained through the City Clerk’s Office.
- Any issues related to the child will be discussed with whoever picks up the camper that day. Separated/divorced parents will need to determine their own method of sharing information. Staff will not make separate phone calls.

COMMUNICATION

We ask that parents/guardians call to speak to their child only in the event of an emergency. The telephone at the site and camp cell phones are for emergency use and for official business only. The phone lines must be kept open so that staff can be reached in the event of an emergency. For this reason, we ask that parents/guardians call the site only in the event of an emergency or for official business. Social phone calls to campers will not be allowed. Campers will not be allowed to use the phone to call their parents/guardians unless there is a situation that needs immediate attention. Parents/guardians must notify staff if their address or phone number changes. Parents/guardians should provide staff with a cell phone number for emergencies. Please do not contact campers on their personal cell phones. See [page 13](#) for camper cell phone policy.

Staff and Camper Interaction

Staff members are not allowed to contact campers or parents/guardians outside of program activities. This includes, but is not limited to letters, emails, telephone calls, text messages, visits and social networking sites (instagram.com, facebook.com, twitter.com, youtube.com, Snap Chat, etc.). Staff members may not transport or walk home any program campers. Please do not put staff in an awkward position by asking them to transport or walk your child home.

Visitation

We have an “open door” policy for the parents/guardians of all campers; however, a large part of the camp experience is developing a sense of independence, and this can be disrupted by frequent visits. Please limit visits with your child during camp hours to no more than a few minutes. For safety reasons, please check in with the Recreation Specialist upon your arrival. This also applies to field trips.

Parent/Guardian Behavior

Any abrasive or threatening behavior by a parent or guardian displayed towards staff members, campers or other parents/guardians may result in suspension or expulsion of camper from the program.

Parents or guardians are not allowed to discipline or question children who are not their own at the program. If a concern arises, please ask to speak with staff or contact Supervisors directly.

INCLEMENT WEATHER POLICY

In the event of rain or extreme wind during the camp, every effort to conduct the camp will be made including alternate locations and activities. The City of El Segundo will only issue a credit or refund if a full day of camp is cancelled. Campers may need to be picked up if weather prevents the program from occurring.

MEDICAL POLICY

Illness If your child is exhibiting any sign or symptoms of illness, please keep your child at home, notify City Staff, and consult a physician. If a child should become ill during the camp, the parent/guardian will be notified.

Injury

If a child is injured at camp, first aid will be administered and if necessary, 911 will be called. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. The parent/guardian will be responsible for the emergency medical charges for all services rendered. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick-up their child. In any event in which the parent/guardian cannot be reached, the emergency contact will be notified. All injuries and illnesses will be documented by staff.

Sick or Injured Camper

If your child is exhibiting any sign or symptoms of illness, such as a runny nose, continual cough, fever or other illness-related side effects, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return to the program. In order to provide quality care for the campers, we want to provide a sanitary environment for the children and our staff. If a child is dropped off and exhibits signs of sickness, the parent/guardian may be called to pick up the child, and we may ask the child not to return until he or she is well again.

Keep your phone number and emergency contact numbers up-to-date on the registration system. You can check by calling (310)524-2362 or by logging in to your profile on www.esrec.org.

Our programs are not set up to handle sick children. If your child becomes ill (especially with, but not limited to fever or vomiting), you will be contacted to come and pick up your child immediately. If you cannot be reached, we will contact someone on the Emergency Contact.

If your child receives a minor injury, such as a scraped knee, the staff will administer basic first aid (i.e., wash injured area and provide a Band-Aid) and will inform you of the incident when you pick up your child.

If your child receives a more serious injury, staff will take whatever steps are necessary to obtain emergency medical care if warranted.

These steps may include, but are not limited to:

- Attempt to contact a parent/guardian to inform you and to give you the opportunity to take your child to a physician.
- Attempt to contact you through any person listed on the Emergency Contact List.
- If we cannot contact you or your child needs immediate attention, we will call 911.

Please do not send your child to camp if they have lice, hand foot and mouth(HFM), or chicken pox. If staff observe what appears to be lice in a child's hair or what appears to be chicken pox or HFM, the parent/guardian will be called to pick up the child. A letter will be sent to all parents/guardians notifying them of possible exposure to lice, HFM, and/or chicken pox.

MEDICATION POLICY

The City does not dispense medication during camps. Any special needs should be discussed with the Recreation Coordinator or Supervisor. The City of El Segundo Recreation, Parks & Library Department has established a Camper Medication Policy for parents/guardians, campers and staff to follow when a camper needs to take medication during the program. This policy is for campers that are able to administer their own medication. Parents/guardians will need to submit the completed forms prior to the child's first day in camp.

Severe Allergy Medication Policy

The Department has established a separate Severe Allergy Medication Policy for dealing with campers with severe allergies. A "Severe Allergy" is defined as an allergy that would pose a life threatening danger without immediate medical assistance. "Immediate" is defined as the need for assistance in less time than it would take for the paramedics to arrive. Parents/guardians will need to submit the completed forms prior to the child's first day in camp.

WHAT TO BRING TO CAMP

To ensure the safety of the injured child and of all campers, staff will use their discretion, along with the medical limitations of the camper, when determining participation in activities. For example, campers wearing a cast will not be allowed to play certain games or participate in water activities.

- Appropriate clothes for the activity & durable closed-toe shoes (**no sandals**)
- Campers are required to wear closed toe shoes each day. On

water days, campers may also bring a pair of flip-flops or sandals to wear

- Sunscreen
- Water bottle labeled with the participant's name
- Lunch and snacks (**peanut free, child must be able to open packaging themselves**)
- No jewelry please
- Swimsuits and towels will be required on water days, Hilltop swim days, and Beach days. Campers will not be able to participate if they do not have proper swim attire
- Campers may wear rash guards, but they cannot be red in color

Money

Bringing money to camp or on field trips is discouraged. However, if a camper is sent with money, your camper will be responsible for carrying it. On field trips, Camp Staff will not make special stops for food or souvenirs, as this causes a disruption in the experience. If campers bring money for the vending machines, we will have vending machine hours. Campers are only permitted to use the vending machines before 9am and during lunch, should camp be at the Teen Center. Again, money is discouraged at camp.

Camper Cell Phone Policy

Cell phone use by campers is prohibited. Staff will immediately confiscate any cell phone in a camper's possession and return it to the parent/guardian at the end of the day. This policy is designed to help all campers remain engaged in the program and have a more meaningful experience. Parents/Guardians are advised to call the program ((310)524-2362) if there is an emergency. Please assist us in this area by refraining from calling or texting your child's cell phone or watch during program hours.

TOILETING

All campers must be toilet trained. Staff are unable to assist with toileting.

Locker Room/Restroom Policy

The bathroom supervision policy ensures the safety and privacy of campers in the Camp program. It is designed to protect children proactively from unsafe situations OR peer-on-peer abuse and provide direction to staff to ensure safety of children and themselves. **ALL CAMPERS MUST BE POTTY TRAINED!**

1. Regular bathroom trips will be made in order to reduce the need for "emergency" trips. A staff member will accompany groups to the bathroom to ensure appropriate and safe use. At no time may a child or a group of children go into the bathroom without a staff member's supervision.
2. When using the bathrooms that are available in the public park, staff will confirm the bathroom is empty before allowing a child to enter. (If a staff member is of the opposite sex, they will stand at the door and in a loud voice ask, "Hello Recreation Staff, is there any one in here?" If no response is given staff may proceed and campers may enter. If the response is "Yes" then staff will wait outside until the patron(s) are out of the restroom. At no time shall a staff member or a member of the public be in the bathroom alone with a single child. The staff member is to be outside the door to prevent anyone else from entering the bathroom.
3. At no time shall two or more children be in the bathroom without staff supervision. In a situation where there are two or more children, a staff member of the same sex shall go into the bathroom area (NOT IN THE STALL) with the children (of the same sex). All children and staff will exit the bathroom at same time.
4. If your camper is known to have accidents etc., please pack extra sanitary wipes and extra clothes.

NOTIFICATION OF SPECIAL NEEDS

Please notify staff if your child has any special needs, allergies, behavioral concerns, etc. and provide complete information at Registration. If a child has a severe allergy and/or requires medication while at the program, a Severe Allergy Form and/or Medication Policy will be required. Staff will review the Camper Emergency Forms, Severe Allergy Forms and Medication Policies

of all campers prior to the start of each session. Children with special needs may be admitted after the Coordinator discusses with the parent/guardian the child's strengths and limitations prior to registration. The City of El Segundo provides a staff to camper ratio of 1 to 10 for elementary school students and middle school students. Staff facilitate planned activities and supervise free play among the campers. Staff are not able to provide one on one care for any child except on an intermittent basis, such as injuries and disciplinary

issues. We strive to balance the needs of each child with the needs of all campers. If the child has an aide in school, please contact your school to secure an aide for camp. The aide will be responsible for registering as a volunteer with the City prior to the start of the program and for paying admission to field trips.

MANDATED REPORTING

The City of El Segundo Recreation, Parks & Library Department employees are mandated to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation.

LOST AND FOUND

Lost and found items will be kept at the Teen Center or Clubhouse. Lost items will be held for two weeks. The City of El Segundo Recreation, Parks & Library Department is not responsible for lost, stolen or damaged items. If a name and/or phone number is on an item, staff will call the parent/guardian to inform them. Please label all items brought to the program: camp T-shirt, backpacks, towels, sunscreen bottles, water bottles, lunch boxes, jackets, sweatshirts, etc.

MOVIES

Movies may be shown once a week. Most movies are G rated. Some prescreened PG movies may be shown. If a PG movie will be shown, the name of the movie will be posted in advance.

Tax ID Number

The City's Tax ID Number is 95-6000706. This is also located on your receipt. Staff at the site are not allowed to sign any documents for reimbursement from employers. Please contact the Clubhouse at (310) 524-2362 to obtain any signatures required for reimbursement.

PROGRAM AGREEMENT

We, have read, discussed and understand the Camp Parent/Guardian and Camper Handbook. By signing this Camper Program Agreement, we agree to adhere to all rules, policies and procedures detailed in the Camp Handbook.

As a parent/guardian, I agree to:

- Read the posted newsletter, memos, notices and other important information that is distributed.
- Keep staff informed about a change of my phone number or address for myself and the people listed as an Emergency Contact.
- Allow time for staff to talk to me about my child when I pick them up at the end of the day.
- Inform the staff if something is unsatisfactory.
- Give suggestions of effective means of dealing with my child's behavior at the site.
- Identify relevant situations that my child may share with me (the parent/guardian), but didn't share with staff.
- Inform staff of any special consideration regarding my child and provide appropriate forms as needed (custody paperwork, restraining orders, Medication Form, Severe Allergy Medication Form, etc.)
- Agree not to display any abrasive or threatening behavior towards any staff member, another parent/guardian or a child. Abrasive behavior may result in suspension or expulsion from the program. Parents/Guardians may not discipline children who are not their own.
- Agree to drop off/pick up my child on time.
- Agree to not send my child to camp with COVID-19 like symptoms.

As a camper, I agree to:

- Have fun at the program.
- Give staff ideas about fun things I want to do at the program.
- Tell staff if I am having problems with another camper immediately.
- Tell staff if I get hurt or don't feel well.
- Follow all program rules. (Program rules are listed on page 6)

Child's Printed Name

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Please keep this page for your records.

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