



Parent Handbook

June 10 through August 16, 2024

Summer Blast Camp/Brand Studios at Brand Park

Maple Starz Camps/Maple Park Community Center

Kool Dayz, Kinder, and Travelin' Teens Camps/Pacific Community Center

Sparr-tacular Camp/Sparr Heights Community Center

Nature Camp/Stone Barn Nature Center (Deukmejian Wilderness Park)

Summer Spectacular Camp/Verdugo Park

Groms & Shredders Skate Camps/Verdugo Skate Park



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Better!**

Day Camp Program Info

The City of Glendale, Community Services & Parks Department's day camps offer a safe place where children will spend the day with old friends and make new ones in a fun, supervised indoor **and/or** outdoor setting. While your child is in one of our camps, they will play games, work on different arts and crafts, listen to music, play team sports and group games, and interact with children their same age.

Some parents choose to enroll a child into camp for childcare purposes. Other parents choose to enroll a child so they don't stay home all day. No matter your reason for choosing one of our camps, we thank you in advance for entrusting us with your child.

Parent Packet Registration Forms

We collect all health and emergency information for our seasonal day camp programs via ePACT Network. ePACT is a secure digital solution that allows you to quickly share the health and emergency information we need, and also provides us with powerful communication tools to ensure we have a way to message you in the event of an illness, injury, or larger scale emergency. ePACT also offers health screening and contactless check-in tools, ensuring we can properly mitigate risks of exposure to COVID-19.

Rest assured that you always own your account and the information in it. Have questions or feedback? Please contact your site supervisor whose contact information is shared throughout this document or visit www.epactnetwork.com.

Online packets must be completed and submitted digitally via the ePACT Network prior to dropping off your child on the first day of camp.

Emergency Forms

Make sure all forms are filled out completely. Be sure to list ALL ADULTS allowed to pick up your child from camp. We will not release your child to anyone not listed on the form (even family members). Please inform the person picking up your child that we will request a valid driver's license or state issued identification card. **A photo ID must be presented to pick up each camper.**

Registration

We highly encourage parents to register their child(ren) when registration opens. Some camps will "sell out" as early as the day registration begins. For camps that have not sold out, at a minimum, participants should be registered by Wednesday, before the week you want them to begin camp. You can register in-person, over the phone, or online. Please visit www.glendaleca.gov/daycamps for registration dates, times, and locations, and www.myglendaleparks to register each week.

Late Registration Fee

A \$20 late registration fee will be charged per child for payments not received by Wednesday at 11:59 p.m. prior to the week for which you are registering.

Cancellation/Refund Fee

If for any reason you need to cancel and withdraw from the program, the request **MUST** be made directly to the program supervisor. A \$20.00 refund/cancellation fee will apply for each week, for each child.

Administration of Medications/Sunscreens/Food Allergies

A child may not receive medication of any type at the day camp program unless such medications are absolutely necessary and required by a doctor on a scheduled basis. If this is the case, we ask that parents follow the procedures listed below:

- Fill out a Medication Authorization Form, advising the Day Camp Director of the amount and frequency of the dosage. The form can be obtained from a member of the Day Camp Staff and must be filled out when you receive the form. This form can also be completed digitally via ePACT. Please note that no matter the method in which you choose to complete the form, the form needs to be completed by a physician.

- The medication must be in the original container with the pharmacist's label, marked with the prescription number, child's name and physician's name. You can request a second empty bottle from the pharmacist that has the same information. This way, you have a means of transporting your child's medication.
- At the end of the week, parents must take home any unused medication or give the Camp Director permission to properly dispose of it.

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen) must be listed in the "Allergies" section of the child's information in ePACT. Please include any reactions and treatments of the allergies.

Child Safety/Fire & Emergency Drills

Every effort will be made to reach you and/or anyone you list on your child's forms in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. Should there be any changes in the emergency contacts, please update the respective information via ePACT. Updates made on ePACT with regards to your child's health information will automatically be updated in our records.

Children experiencing minor injuries or illness; such as bumps, bruises, scrapes, and stomach upsets will be treated by staff members taking note of specifications on the child's online emergency form. This online form is only accessible by staff, as such, parents will be informed of all care given to their child. Parents will be asked to sign the "Ouchy Log/Communication Report" acknowledging they have been informed of the child's injury. If the child's symptoms persist, parents will be asked to pick-up the child.

EMERGENCY PROCEDURES: In case of a major emergency (such as broken bones, puncture wounds, etc.), camp staff will attempt to contact the parent/guardian first (if it's life threatening, 911 will be called first). Parents may not be able to pick up the phone at the time Day Camp staff call. When returning the missed call, please state your name, your child's name, and ask to speak to the camp director to understand the reason for the missed call. Facility center staff who answer the phones may not have intimate details about the program or what is transpiring during an emergency. Please refrain from asking facility center staff for detailed information about your child as they are not informed of every situation or are best suited to answer your questions. Please ask to speak with the camp director. Please be patient, as they may still be with the camp and your child(ren).

Fire and earthquake/emergency drills will be performed weekly to ensure all staff and participants know the proper procedures to evacuate the buildings (where applicable).

Sick Child and Emergency Care

In the event your camper becomes ill or is injured while attending day camp, staff will take the following actions:

1. The parent will be contacted to pick up the camper. If the parent(s) cannot be reached, the emergency phone number(s) listed in ePACT will be called.
2. Basic first aid will be applied to minor injuries, and the parent will be contacted if necessary.
3. For more serious injuries, staff will call the local paramedics. A staff member will remain with the camper at all times. Parents will be contacted immediately.

Note: Be sure we have at least two updated emergency contact phone numbers on file.

Child must go home for:

- Earache (if they have not been on medication at least 24 hours)
- Fever of 100.4° degrees or higher. Children may return when they have been fever free for 24 hours without the aid of fever-reducing medication
- Sore/Strep throat (if they have not been on medication at least 24 hours with a confirmed diagnosis of Strep throat)
- Stomach ache
- Anything contagious; i.e., chicken pox, hand, foot, and mouth disease, COVID-19
- Diarrhea/vomiting
- Contagious rashes or rashes of unknown origin
- Head lice, including visible nits.
- Pink eye (conjunctivitis) (if they have not been on medication at least 24 hours)

- Significant runny nose (discolored mucous)
- If an individual (participant or staff) has been exposed to a communicable disease, they must follow the LA County Dept. of Public Health's guidance on isolation and return respective to the communicable disease they have tested positive for.

Reporting Communicable Disease

Participants considered to be exposed or in close contact to a person who tested positive for COVID-19, participants who are awaiting test results, or participants who test positive for COVID-19, must inform the camp director immediately, even if the participant is not attending camp for the respective week.

Participants diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to camp. For the safety and well-being of participants and staff, parents/participants must notify the camp's supervisor of the situation at the time of diagnosis. Each camp's supervisor is identified throughout this document.

The camper's group as well as other camp participants exposed to the camper, will be notified (subject's name will not be disclosed) of the situation so that appropriate precautions may be taken. Listed below are several common situations and procedures to follow before returning to camp.

Head Lice - The participants must be NIT FREE in order to return to the program. If a camper has nit or lice – the camp's supervisor will share the Department's policy on when and how the camper can return.

Conjunctivitis (Pink Eye) - Participants with bacterial conjunctivitis may not return to the program until the active infection passes or until 24 hours after treatment begins. Viral conjunctivitis requires a doctor's release stating the participant does not have bacterial conjunctivitis.

Chicken Pox - Participants with chicken pox may return to the program when all blisters have dried and formed scabs, approximately 7 days after the onset of the rash.

Streptococcal Sore Throat - Participant may return to the program 24 hours after treatment begins, providing there has been no fever for 24 hours and antibiotics will continue for 10 days. Participants with a fever must be fever free for 24 hours before returning to camp.

COVID-19 – Participants must LA County's current COVID-19 Isolation Guidelines. [CLICK HERE](#) to view the current isolation guidelines.

For other types not listed above, please reach out to the camp's supervisor for more information.

Face Coverings & Personal Protective Equipment

Face coverings are not required by the City of Glendale. Participants may wear a face covering while attending camp. It is recommended that they bring an extra one in their backpack. Staff will make all efforts to ensure participants who choose to wear a face covering, to do so properly. Staff will offer the children breaks from wearing face coverings at socially distant times, and when the activities are creating difficulty breathing while wearing a face covering. Staff understand the difficulties in keeping masks on young children and will gently remind those who choose to wear a mask, to do so properly.

Discipline Policy

In order for our programs to operate in a safe manner it is important we set guidelines and limits for all participants. Praise and positive enforcement are used to establish an environment of good will. Our staff is tolerant and understanding but we will deal with disruptive behavior. Should a problem arise, staff will apply the following actions:

1st Offense: Verbal warning. Camper will be warned that the behavior is unacceptable and reminded what the proper behavior should be.

2nd Offense: Time Away. Child is separated from the group and is given supervised away time which entails a break from the group or activity but within the supervision of staff. This is a time for the camper to recollect and gather their thoughts. Then they will be asked to discuss the incident with a counselor.

3rd Offense: Verbal warning, time away, and written reprimand with a follow up discussion with a parent or guardian at the end of the day.

If a camper receives **THREE** written reprimands for non-violent behavior while enrolled in the Day Camp program, suspension or expulsion from camp will occur, depending on the severity of the situation. The City reserves the right to dismiss any child whose behavior is unacceptable. ***Each situation is unique and appropriate action is taken accordingly. Campers displaying violent behavior or causing “physical” harm in any way to another child or staff will be removed from camp the same day of the incident, and may be removed from all future weeks, depending on the severity of the incident(s).**

BASIC CAMP RULES:

- 1. Be safe
- 2. Listen to the counselors
- 3. Use appropriate language
- 4. Be respectful
- 5. Keep your hands to yourself
- 6. Use your words
- 7. Wear your mask when asked by staff

*The City of Glendale reserves the right to remove a participant from the program, with a pro-rated refund if applicable, if the participant’s behavior becomes disruptive, violent, or inhibits the ability for staff and/or other participants to adhere to preventative measures related to communicable diseases as outlined in this handbook.

Special Needs Accommodations and Children with Disabilities Policy

The City of Glendale, Community Services & Parks Department will provide reasonable accommodations toward the inclusion of a participant. Please contact the program supervisor, a minimum of two weeks prior to the start of camp. Ample time is required to determine the needs of each request.

If an assistant accompanies your child, (a one-to-one aide), they will be required to complete a volunteer registration form and undergo a background/fingerprinting process prior to the child’s first day of camp.

If your child has an IEP or 504 plan, please inform the program supervisor of the accommodations as they are specified in the plans.

Summer Blast Camp @ Brand Park	Gamar Mirzakhania	(818) 937-7429	gmirzakhania@glendaleca.gov
Maple Starz Camp @ Maple Park Community Center	Kenneth Khan	(818) 548-3783	kkhan@glendaleca.gov
Kool Dayz, Kinder, Travelin’ Teens Camps @ Pacific Community Center	Walter Alvarez	(818) 937-7248	walvarez@glendaleca.gov
Sparr-tacular Camp @ Sparr Heights Community Center	Chase Magno	(818) 548-2187	cmagno@glendaleca.gov
Nature Camp @ Stone Barn Nature Center in Deukmejian Wilderness Park	Jacque Waldman	(818) 937-7427	jwaldman@glendaleca.gov
Summer Spectacular Camp @ Verdugo Park	Gamar Mirzakhania	(818) 937-7429	gmirzakhania@glendaleca.gov
Groms & Shredders Skate Camps @ Verdugo Skate Park	Gabrielle Goglia	(818) 548-6420	ggoglia@glendaleca.gov

Lunch and Snacks

Participants are required to bring sack lunches, snacks and beverages daily, with the exception of during excursions. Your Camp Director will inform you of the food or payment requirements for excursion sites.

We encourage you to pack nutritious meals for your child while at camp. Lunch and snack must be packed in a paper bag for one time use, with your child’s name printed on it. It will be stored with their personal items (no refrigeration or heating of meals is available). Participants may not share food. Handwashing will be required by all participants and staff before and after meal times.

The City of Glendale has adopted an ordinance preventing the distribution of single use plastics during City programs or events. Staff will not be able to provide plastic utensils to any participant. We encourage participants to use reusable food ware and utensils, but remember, these should not be valuable items and parents should not be concerned with the cost of replacing these items if a child loses them, forgets them, or accidentally disposes them after use.

Participants will need water, so please pack enough to last them the full day at camp. We encourage refillable water bottles which may be refilled at water fountains. If you don't want your child to drink water from a fountain, please plan respectively and send enough water to last for the day.

Please notify camp staff of any food allergies using the designated forms.

GUSD FREE Summer Lunch Program

The Community Services & Parks Department, in partnership with the Glendale Unified School District's Food Services Department, is pleased to offer a daily nutritious lunch at Pacific Community Center and Maple Park Community Center. If you would like your child to participate in this program, please inform the Camp Director at those locations.

PLEASE NOTE: If your child receives a free lunch, based on your child's typical eating habits, you may still have pack additional snacks and beverages for the day.

GUSD will provide a free lunch from June 10, 2024, through August 9, 2024. [A link to the GUSD Seamless Summer Lunch Menu will be provided when it becomes available.](#)

The seamless summer lunch program will NOT operate the last week of camp, August 12 through 16, 2024. Parents must pack water, snacks, and lunch respectively.

Non-Discrimination Policy

The City of Glendale is committed to providing an environment that is free of discrimination, harassment, and retaliation. In keeping with this commitment, the City maintains a strict zero-tolerance policy prohibiting discrimination, harassment, and retaliation. This commitment includes the protection of all employees, volunteers and participants from such discrimination or harassment by fellow employees, the general public, participants or parents, or other non-city individuals, when directed towards city employees or participants at the camp sites. This policy includes any conduct that has the purpose or effect (regardless of intent) of substantially interfering with performance or that creates an intimidating, hostile or offensive environment.

For employees, this policy also applies to non-work hour conduct during attendance at any activities, where such activities are either expressly or impliedly sanctioned, sponsored, organized or hosted by the City of Glendale.

Statements, actions or conduct in violation of this policy are prohibited regardless of whether they are physical, verbal or visual.

Conduct need not rise to the level of a violation of the law to violate this policy.

Discrimination and harassment are prohibited on the basis of the following "Protected Categories and Activities" under state and/or federal laws:

- Race, Color, or Ethnicity;
- National Origin or Ancestry;
- Religion;
- Physical or Mental Disability;
- Medical Condition (including cancer, a record of cancer, and genetic characteristics, diseases, disorders, or other inherited characteristics);
- Marital Status;
- Sex (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth);
- Gender (including transgendered persons, gender identity, and gender expression);
- Age (40 and above);
- Sexual Orientation (including heterosexuality, homosexuality, and bisexuality);
- Genetic Information;
- Opposition to harassment;
- Association with a person that has any of the protected characteristics;
- Perception that a person has any of the protected characteristics.

HARASSMENT DEFINED – For the purpose of this policy harassment includes, but is not limited to:

- derogatory epithets related to the protected categories set forth above;
- display of derogatory visual or written material;
- repeated and unwelcome sexual advances or requests for sexual contact;
- threats or promises made, or actions taken, wherein submission to, or participation in, sexual or other inappropriate conduct is made expressly or impliedly a term or condition of employment or is used as the basis for disparate employment decisions;
- any statements, actions or conduct that is believed to be in violation of this policy, when a violation is found to exist.

DISCRIMINATION DEFINED – Unfavorable or disparate treatment in the workplace, which is based on the protected categories or activities set forth above.

POLICY ENFORCEMENT – The City of Glendale has zero tolerance for any conduct that violates this policy. Employees who violate this policy are subject to disciplinary action up to and including removal from employment with the City. Participants or parents violating this policy will be removed from the program and a pro-rated refund will be provided, if it is applicable.

Other persons (i.e. clients, **patrons**, vendors, etc.) who violate this policy may be subject to denial of services or other appropriate actions intended to curtail statements, actions or behaviors prohibited under this policy.

REPORTING VIOLATIONS OF THIS POLICY – Any individual who becomes, or believes he/she has become, the subject of statements, actions or conduct prohibited by this policy, or who has direct knowledge of any such violation of this policy is encouraged to promptly report the incident(s) to appropriate City officials, including but not limited to:

- the complainant's (participant's) parent or guardian;
- the complainant's (employee's) immediate supervisor (camp supervisor); and/or
- any member of the management team.

Reporting Suspected Child Abuse

To ensure the well-being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse to the proper authorities. All employees are mandated reporters. We may be subject to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations will be performed by County of Los Angeles Department of Children and Family Services.

Volunteers and One-to-One Aides/Assistants Working in Day Camp Programs

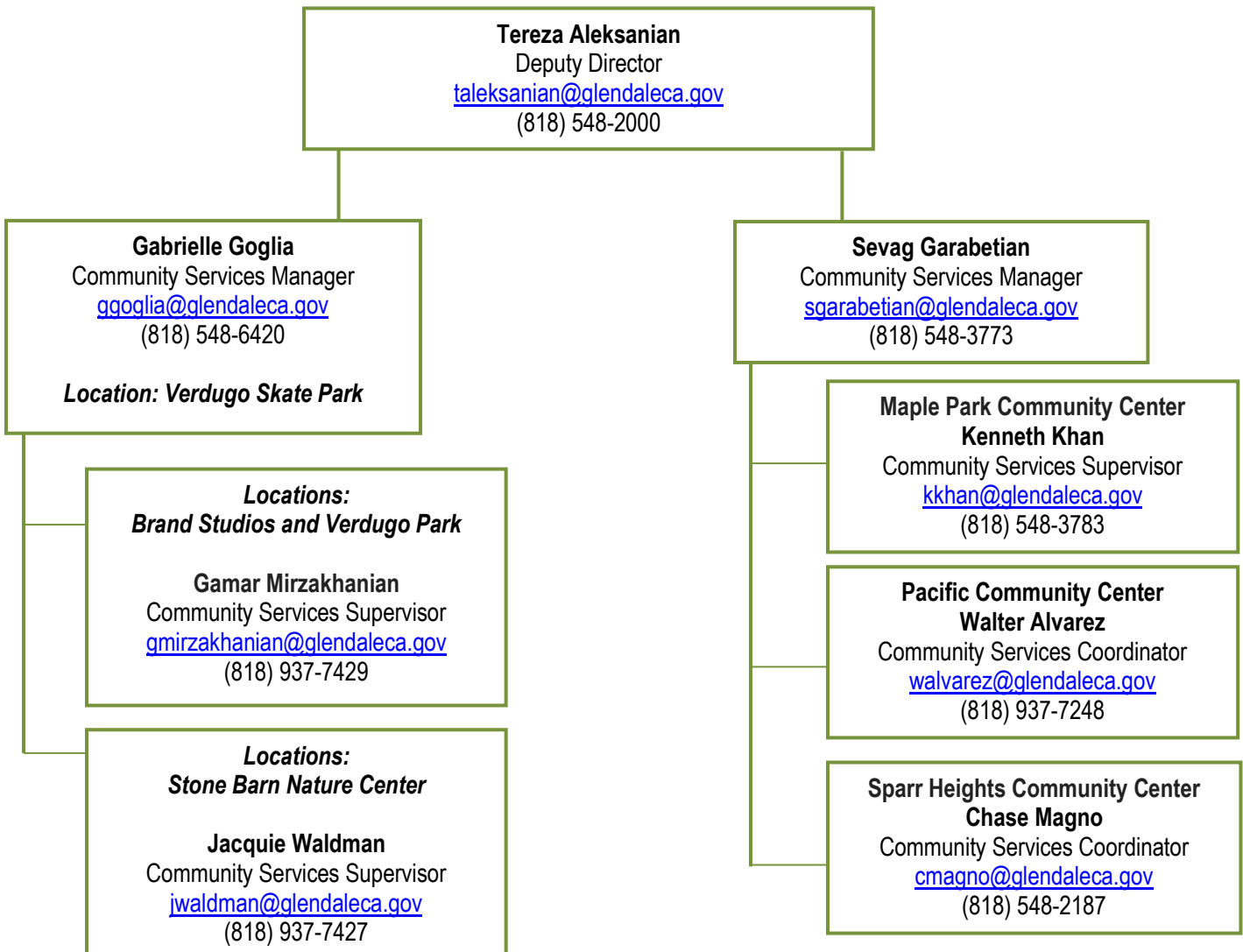
All volunteers and one-to-one aides/assistants must undergo the City's Volunteer Registration process and undergo a background check. Upon approval and placement, they must follow the same rules and procedures as our day camp staff.

Staff/Participant Ratio

Our camps are sufficiently staffed to meet needs of and promote the physical, social and emotional development of children. The ratio is 1 camp counselor to 15 children.

Staff Information

The following chart is a visual display of the department's structure. It is best to resolve issues with the immediate site supervisors listed below. We kindly ask you to please respect the organization's structure and contact the senior supervisors only if you feel your concerns have not been addressed by the immediate site supervisors.



All staff:

- have completed a background check and fingerprinting
- are trained in CPR and First Aid safety procedures
- are properly trained in child abuse prevention and mandated reporting
- are trained in conducting fun camp activities
- are friendly, patient and caring
- love working with children
- possess positive attitudes

It is against City policy for staff to accept gratuities or gifts. We appreciate the gesture and your thoughtfulness. Should you make an offer to recognize our staff with a gift or gratuity, staff will not be able to accept it. Please do not be offended.

How to Prepare for Camp

It is important that each child gets a good night's sleep and healthy breakfast every day before they come to camp to ensure that they have a fun, safe, and energetic day!

What to Wear – Your child should be dressed comfortably for the day. Shorts, t-shirts, socks and sneakers are recommended. For their safety, please do not send your child in sandals, flip-flops or jellies. Heely's are NOT permitted at camp. On chilly and/or rainy days please send your child with a labeled sweatshirt, jacket or rain coat.

If your child's camp location is at a park, we recommend they wear a hat. We also recommend those who have long hair, to tie their hair or have it in a braid.

What to bring to Camp – Here is a list of essentials for every day of camp:

- SUNSCREEN (Spray Preferred)
- Clothes that can get dirty
- Sunglasses, baseball cap, or visor (Optional)
- Hand sanitizer (if child is old enough to use it unassisted)
- WEAR TENNIS SHOES (Sneakers)
- Snacks & lunch
- Water bottle filled with water (Not Juices/Sports Drinks)

What NOT to bring to Camp

- Electronic devices
- Gum or candy
- CD players, Handheld Video Games, iPods
- Personal toys and sports equipment
- Toys (Including fidget spinners or fidget cubes unless child has an IEP or 504 Plan)
- Money (with the exception of excursion days for your site).
- Valuable property
- Cell phones*
- Lunch that needs to be refrigerated and/or heated

Please label your children's belongings with their first and last name. There will be a lost and found located at each camp site. However, we are not responsible for camper possessions that are lost or stolen. Items not claimed from the lost and found by the end of the program will be discarded.

*If a child brings a cell phone, it may only be used for calls to parents in the case of an emergency. Phones will not be permitted to be used during camp hours for games, texting, social calls, music, or other uses outside of calling parents.

Drop Off and Signing In | Pick Up and Signing Out

A parent or guardian must accompany the child during drop off and sign in the child. Only persons listed on the child's pick-up list will be able to pick-up a child and sign out.

Specific drop off and pick up locations vary by camp site. Please follow the directional signs or camp staff instructions on the first day of camp. Please allow ample time to find parking at your camp location.

Authorization for Self Check-In and Self-Dismissal – Walking to Camp or Walking Home from Camp

If a camper is age 13 and older, and a parent wants to drop off the child without leaving the car, they may do so by informing the camp supervisor, by completing the Camper Self Sign In/Out Permission Slip form via ePACT, that the child has the ability to sign him or herself into and out of camp. Staff will call the parent or guardian for the respective campers and place them on speaker phone and confirm they arrived and signed into camp or the camper is signing out of camp.

Authorized participants will be allowed to dismiss themselves no more than ten (10) minutes prior to the end of their camp's end time.

Should a parent trust their child with this privilege, day camp staff will not be responsible for the child's actions, whereabouts, or behavior once the camper signs themselves out for the day.

Hours and Days of Operations

Before Care:	Monday – Friday	7:00 a.m. – 9:00 a.m.
Half Day Morning Camp:	Monday – Friday	9:00 a.m. – 1:00 p.m.
Full Day Camp*:	Monday – Friday	9:00 a.m. – 4:00 p.m.
Half Day Afternoon Camp:	Monday – Friday	12:00 p.m. – 4:00 p.m.
After Care:	Monday – Friday	4:00 p.m. – 6:00 p.m.

Half Day Afternoon Camp at
Sparr Heights Community Center: Monday – Friday 12:00 p.m. – 6:00 p.m.

*Summer Spectacular Camp
Full Day Hours: Monday-Friday 9:00 a.m. – 6:00 p.m.

Drop Off, Pick Up, and Late Fee

Drop-Off Times – Participants can be dropped off on or after the registered camp time. Participants enrolled in Before Care can be dropped off as early as 7:00 a.m. Participants who are enrolled in Full Day Camp can be dropped off on or after 9:00 a.m. Participants who are enrolled in Half Day Afternoon Camp can be dropped off no earlier than 12:00 p.m. Participants may not be dropped off earlier than the enrolled program start time.

Pick-Up Times – Participants must be picked up no later than the registered camp time. A camper enrolled in Full Day Camp must be picked up by 4:00 p.m. A camper enrolled in After Care must be picked up by 6:00 p.m.

Late Fee - A late fee of \$15.00/child for the first 15 minutes and \$1.00 per minute/per child thereafter, will be charged for each camper picked up after the enrolled camp pick-up time. Payment for this fee must be made at time of pick up or before the child is dropped off the following day.

Example:	Day pick up: 4:03 p.m. = \$15.00 late fee	After Care pick up: 6:08 p.m. = \$15.00 late fee
	Day pick up: 4:17 p.m. = \$17.00 late fee	After Care pick up: 6:19 p.m. = \$19.00 late fee

Drop-off times will be strictly enforced and staff will not allow participants to get dropped off prior to their registered camp's start time. Staff do not have the authority to make exceptions. Day camp staff are scheduled based on the camper to staff ratio and we strictly adhere to the ratio based on enrollment. Exceptions potentially jeopardize the safety of all participants, including your own child, so no exceptions will be made.

If you need to drop off your child sooner so that you can have more time to commute to your next destination, please register your child in Before Care. Similarly, if you need additional time to commute to the camp site, and you know you won't make the pick-up time, please register your child in After Care.

Enrollment in Before Care or After Care can be done at any time. The fees will not be pro-rated. If the late fee is close to the After Care fee, OR if a parent realizes that the pick-up time is not possible, a parent can ask for After Care instead.

All care options end at 6:00 p.m., no exceptions.

It is the parent's responsibility to calculate the amount of time necessary to park your vehicle and pick up your child. Please obey all traffic laws, posted parking signs and limitations, painted curbs, and fire lanes. We are not responsible for any citations that result in disobeying posted signs and traffic laws.

Communicating with Your Child During Camp Hours

If you need to communicate with your child while at day camp, communication must be done directly between the parent and child, unless it is an emergency. Parents are not to call the front desk and leave a message with staff requesting a call back from the child.

If there is an emergency and you need to communicate with your child during the hours of day camp, please call the day camp phone directly (camp phone number is located on the front, top right hand corner of the weekly calendar). Phone calls are for emergencies only. If the camper needs to contact parents, camp counselors will call parents and allow camper to speak to parent. Thank you for your consideration.

Vending Machine Use by Participants

Participants will **NOT** be allowed to purchase items from the vending machines. We encourage parents to purchase vending machine items before leaving your child at camp. Vending machine purchases may be permitted on excursions for Travelin' Teens, Summer Blast and Summer Spectacular Camps, if that is the method of purchasing food at the excursion location.

Bathroom Policy

In order to provide a safe place for all the participants in our summer camp program, there will be timed group bathroom breaks. Camp staff will take the participants to the restroom. When taking the participants to the restroom as a group or for individual needs, camp staff will check each restroom stall ensuring that there aren't any public patrons inside the restroom. Once it is clear, the participants will enter the restroom while camp staff stay outside the door ensuring that other patrons do not enter until the participants have exited the restroom. The participants are then escorted back to the group by staff. If a restroom is unavailable, camp staff will take the participants to an alternate restroom on site, if available. Staff will enforce proper handwashing techniques after each restroom trip.

PLEASE NOTE: All camp participants must be fully toilet trained. A child is considered to be toilet trained when he or she initiates going to the bathroom and can adjust clothing necessary to urinate or have a bowel movement without adult assistance and is able to clean themselves after the respective use of the restroom.

Our day camps operate out of public facilities. Day Camp participants cannot be given priority for the use of the restroom over the general public. The general public has the same right to use the restroom as our day camp participants and our day camp staff. Staff will ensure there is no contact between the public and campers during restroom breaks to the best extent possible.

Bringing Treats, Cup Cakes or Cakes, Ice Cream, and like foods to Camp

In consideration of participants that might have food allergies, we do not allow parents to bring treats for all of our participants to share.

Group Assignments

Each camp will be divided into groups of no more than 30 children to 2 counselors maintaining the 15 children to 1 counselor ratio. To the best extent possible, groups will remain static with the same counselor(s) and children all week. Staff will take requests for friends to be in the same group but cannot guarantee these requests will be fulfilled.

Participants will be informed of their group number, group name where applicable, and the camp staff responsible for their group on the first day of camp.

Weekly Themes and SAMPLE Daily Camp Schedules

Typical Day at Camp	
7:00 - 9:00 a.m. BEFORE CARE	Before Care Sign In Camper led activities: board games, caroms, crafts, and coloring. Healthy Snack (camper can bring healthy snack i.e. Yogurt, fruit, cereal bar, etc.)
9:00 - 9:30 a.m.	Sign In and Free Play, handwashing
9:30 – 10:30 a.m.	Group Roll Call, Camp Songs and Camp Updates, handwashing
10:30 – 11:30 a.m.	Camp Games, handwashing
11:30 - 12:00 p.m.	Transition (Restroom use and clean-up, small group assembly, handwashing)
12:00 - 1:00 p.m.	LUNCH, handwashing
1:00 - 1:15 p.m.	Transition (Restroom use and clean-up, small group assembly, handwashing)
1:15 - 2:15 p.m.	Camp Craft i.e. Tie dye, painting, water colors, sand art, etc., handwashing
2:15 - 3:15 p.m.	Yoga, meditation, Thai chi exercises, handwashing
3:15 – 4:00 p.m.	Transition (Restroom use and clean-up, small group assembly, handwashing)
4:00 - 6:00 p.m. AFTER CARE	After Care or Camper Pick Up. Camper led activities: Healthy snack, board games, caroms, crafts, coloring

Additional Information

We have an open-door policy for the parents of all participants. However, the safety and security of your child is our primary concern and we are not always at our desk to assist you. Throughout this document, we have shared with you the site supervisor's name, email address and phone number. Please contact the site supervisor if you have any questions or concerns.

While we look forward to assisting you with any questions or concerns you may have, please understand that our priority is the safety and security of the day camp participants. We make every effort to create office hours and time behind our desk however, we cannot promise we will be able to return your call or email immediately. Please understand that our participants come first and we will respond to emails and voicemails, within 48 hours.

Parents are not allowed around the day camp area or to watch activities from afar. All adults allowed to be around your camper, have gone through and completed a background check and fingerprinting, received CPR and First Aid safety procedures training, and are properly trained in child abuse prevention and mandated reporting. In the eyes of our participants, you are a stranger. We want all participants to feel safe and secure at camp.

We are very excited, and we look forward to introducing your child to new friends and form new memories to last a lifetime.

**Thank you for choosing the City of Glendale's
Community Services & Parks Department's Day Camp Program.**





Child Care Programs

Seasonal Day Camps | STAR | One Glendale After School Youth Sports Programs and GO!

Participant's Promise:

"I promise to keep my hands to myself at all times."

"I promise that I will not use bad language."

"I promise that I will not make fun of anyone."

"I promise I will clean-up after myself."

"I promise to respect my fellow program participants, counselors, and coaches at all times."

"And I especially promise to make new friends and have lots of fun."

Counselors/Coaches Disciplinary Techniques/Actions:

1st Offense – Verbal warning. Participant will be warned that the behavior is unacceptable and reminded of proper behavior.

2nd Offense – Verbal warning and time away from the group. Participant is separated from the group and is given a break from the group or activity. This is an opportunity for the participant to reflect on their behavior and gather their thoughts. Then, they will be asked to discuss the incident with a counselor.

3rd Offense – Verbal warning, time away from the group, and a written reprimand with a follow up discussion with a parent or guardian at the end of the day.

If a participant receives THREE written reprimands for non-violent behavior while enrolled in the child care program, suspension or expulsion from the program will occur, depending on the severity of the situation. The City reserves the right to dismiss any child whose behavior is unacceptable.

*Each situation is unique and appropriate action is taken accordingly. Participants displaying violent behavior or causing "physical" harm in any way to another child or staff will be removed from the program the same day of the incident, and may be removed from all future weeks, depending on the severity of the incident(s).

***** Each situation is unique and appropriate action is taken accordingly.**

I have read and discussed the "Participant's Promise" with my child.

Parent/Guardian Signature

Date

I promise to follow the "Participant's Promise."

Participant's Signature

Date