



# City of Carson

Recreation Division



# Summer 2021 Enrichment Camp Parent Handbook



# CAMP INFORMATION

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## Enrichment Operating Days & Hours

Camp opens June 14 – August 6, 2021

- Enrichment: 10:00 a.m. – 4:00 p.m.

## Fee Schedule:

	Times	Resident	Non-Resident
	10 a.m. – 4 p.m.	\$60 per week	\$70 per week
Early Drop off	8 a.m. – 9 a.m.	\$10 extra per hr	\$10 extra per hr
Late Pick Up	5 p.m. – 6 p.m.	\$10 extra per hr	\$10 extra per hr

## Additional Fees:

### Late pick-up

\$ 7.50 for 15 – 30 minutes late

\$15.00 for 31 – 60 minutes late

### Late payment fee

\$5.00 per day

(Fees subject to change without prior notice)

## Enrichment Camp Ratios

We operate with a ratio of 1:10 staff to child ratio.

## Grouping Campers Together

Campers will be in groups of ten. Children from the same household will remain in the same group. They will remain in their assigned group and with the same assigned staff members throughout Enrichment Camp. Children will not be allowed to switch groups.

## Program Content

The program consists of small group and individual activities while maintaining a safe and healthy environment for everyone. Strategies to ensure safety will be implemented by social distancing, wearing face coverings (when essential), frequent hand washing and sanitizing.

- Arts and Crafts: Participants are to bring their own supplies of pencils, crayons, markers, glue, paint brushes, child safety scissors, and pencil box.
- Educational Activities: Learn valuable life skills, home safety, and accident prevention.
- Recreational Activities: Sports, games, crafts, and dramatics.
- Social/Emotional Activities: Group games, role-playing, and team building to promote social skills and self-confidence.
- Enrichment Activities: Discover interests in arts and crafts, sports, music, and dance.
- Free Time: Participants may choose an activity such as card games, drawing, reading, etc.

## **Safety and Health Requirements:**

- Daily Sign-In and Sign-Out Procedures:
  - Child's temperature taken
  - Face covering required of Parent and/or Guardian.
  - Participants will be asked routine health questions prior to entering camp each day.
    - In the past 48 hours, have you had a cough, shortness of breath or difficulty breathing or at least two of these symptoms – fever, chills with or without repeated shaking, muscle pain, headache, sore throat, new loss of taste or smell?
    - Within the last 7 days, have you had close contact with someone outside of work who tested positive or presumed positive by a doctor and is not past their 14 day quarantine and no longer showing symptoms?
    - Do you have a current fever over 100.4? With your permission, we will take your temperature with a touchless thermometer.
    - Do you have an adequate face covering and do you know how to wear it properly?
  - **Parent will bring their own pen to sign in and out their child.**
  - **Parent and/or Guardian will not be allowed to enter camp premises.**
  
- Face Covering: Bring clean face covering (labeled with child's name) every day. They will not be provided.

## **Lunch/Snack:**

Our camps will participate in a free meal program provided by Light House Inc. Participation in the meal program is optional. If you decide not to participate, a sack of lunch must be provided daily for your child.

Please pack a healthy, low sugar and balanced meal. No soda please! Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and juice the night before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the camper's first and last name and the date. A marker and masking tape for labeling lunches will be available at the sign-in desk in the camp location.

Please do not provide your child with food that will need heating or to be microwaved. Camp staff is not responsible for food preparation or pre-heating meals.

- Make sure your child has breakfast prior to arrival. A morning snack (provided by parents), is optional.
- An afternoon (pre-packaged) snack is provided. Make sure to list food allergies on the Emergency Medical Information form.

## **Bathroom Procedures**

Campers are never left alone and never left alone with a staff member. All campers take trips to the bathroom with the entire camp and / or groups of campers escorted by camp staff. Campers will only use bathrooms inspected for safety by the camp staff.

## **Special Situations**

Inform staff and provide documentation of restraining orders, or legal instructions on the first day of camp.

## **Authorized Child Release**

Children released only to persons listed on the registration form. Staff may ask for photo identification. If someone other than an authorized person will be picking up your child, notify (in writing) the Site Director. Staff will verify identification and authorization.

## **Absences**

Please let staff know if your child will be absent. \*Camp weeks will not be prorated based on attendance. If your child does not attend a week of camp, you may be credited for another week. \*Attendance is important to the final showcase.

## **Health**

We request that parents/guardians monitor their child's daily health. If a child shows signs of fatigue or illness, please keep them at home. The Enrichment camp staff have the authority to refuse admission to any child who appears to be ill. If your child has a contagious disease, please contact Recreation Center Supervisor, Kenny Harris, at (310) 631-2252 or Recreation Program Manager, Gloria Marroquin, at (310) 847-3573.

# **WHAT TO BRING**

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## **Face Mask**

Participants are required to bring a clean face covering (labeled with child's name) every day. Face masks are not provided by Enrichment Camp. Children will be allowed to remove face masks while eating and during breaks while social distancing.

## **Towel**

Participants are to bring a beach towel that will remain at camp. Children will use it to help with social distancing at snack and lunch

## **Hand Sanitizer**

Although hand washing every 60 minutes will be implemented as well before and after eating, it is recommended that participants have their own hand sanitizer to use as needed. Please write the child's name on their hand sanitizing bottle.

## **Sunscreen**

Should your child be required to use sunscreen while participating in the enrichment camp, the following procedures **MUST** be followed in accordance with summer camp policies:

- Keep sunscreen in the original container, labeled with your child's name.
- Camp staff will remind campers to apply sunscreen multiple times per day.
- Camp staff will apply sunscreen to campers under the age of 9 years old. All campers that are older than 9 years old will be permitted to apply their own sunscreen.

## **Water Bottle**

Participants are to bring their own water bottle as the drinking fountains will not be available.

## Screen-Free Camp

Enrichment Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive. Electronics will be confiscated and return at time of pick-up. Please contact the park office if there is an emergency in which you need to contact your child. The City of Carson is not responsible for lost, stolen, or broken personal items.

# STAFF TRAINING

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As part of the CDC guidelines, staff working Enrichment Camp are required to attend training on properly wearing Personal Protective Equipment (PPE) and properly cleaning and disinfecting equipment and supplies prior to starting work. They are required to wear a face mask and practice social distancing at all times. All staff will be health screened and have their temperature checked daily prior to starting their shift. They will not be allowed to work should they have any symptoms of illness. Our staff will be encouraged to get tested for COVID-19 every two weeks at the City of Carson's testing site.

# COMMUNICATION

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## Communicating with the Enrichment Camp Staff

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence.

## Contacting your Child at Camp

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you have any questions or concerns, please contact the Site Director at any time.

**If campers choose to bring electronic items (cellphones, iPads, etc.) the City is NOT responsible if they are lost, stolen, or broken. \*Electronic devices may not be used during class time.**

# ILLNESS/EXCLUSION

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## Illness and Exclusion Criteria

All immunizations must be current. Children must be healthy enough to participate in the program's daily routine. For the safety and comfort of your child, please keep them home until they feel better and no longer present danger of passing on their illness.

Exclusion from camp may include, but not limited to the following illness/communicable health problems:

- Conjunctivitis (pink eye)
- A chronic runny nose with discolored discharge
- Vomiting or upset stomach
- An open rash
- A chronic cough
- A fever
- Signs of general fatigue or discomfort
- Head lice

If your child begins to show signs of illness at Enrichment Camp, we will notify you or an emergency contact person to pick up your child. Your child will remain in the Staff/sick room while waiting for pick-up.

# ACCIDENT/EMERGENCY

## Accidents/Emergencies

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the camp log.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the camp registration form and policies and waivers. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken: (may not be in this order)

- Immediate First Aid will be administered by the camp staff person until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on the City of Carson accident/incident report.

Emergency information is very important for us to provide the safest possible environment for your children.

**\*\*\*Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.**

**The City of Carson does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form what type of health insurance you carry.**

# CODE OF CONDUCT

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Our Enrichment Camp programs strive to meet the needs of all children without ignoring the demands of any individual within the boundaries of set guidelines and rules. The City of Carson has established rules, consequences and a zero tolerance policy on specific behaviors. We reserve the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

## Rules

- Maintain social distancing at all times.
- Wear face covering (when essential).
- Frequent hand washing and sanitizing.
- Keep hands, feet, body and objects to yourself.
- Show respect to staff, others and self.
- Speak for yourself, not others.
- Do not willfully destroy property.

- Do not go anywhere without a staff person.
- Always clean up after activities.
- Have fun!

## **Consequences**

- Verbal warning.
- Re-direction to another activity.
- Time away without activities.
- Parent notification at pick up time.
- Meeting with parent and behavior contract created.
- Notice of suspension (1 Day), next day of care/without refund
- Notice of suspension (3 Days), next 3 days of care/without refund
- Conference with Program Director/Parent/Camper.
- Removal from program.

**\*Due to the seriousness of the behavior, any step can be taken at any time.\***

## **Zero Tolerance**

- Inflicting physical harm on another individual.
- Verbal threats that may cause physical harm to another individual.
- Verbal threats that may destroy property.
- Possession of a weapon, controlled substance or alcohol.
- Use of foul language.
- Inappropriate touching of another individual.
- Camper does not stay within the boundaries of the camp (runs out of the program).

**The City of Carson reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.**

# **ADULT CODE OF CONDUCT**

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The following guidelines have been created to meet the standards, policies and procedures for child care centers. All Enrichment Camp staff and volunteers are knowledgeable of these standards, policies and procedures.

- Communicate with the Enrichment Camp Director or staff daily.
- Give detailed information to the Camp Site Director if custody situations arise.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the camper must not be present when campers are in care.
- Do not confront any camper in threatening manner.
- Do not confront campers from other families.
- Using profanity in the presence of a child is prohibited and against the law.
- Report concerns to the Enrichment Camp Site Director.
- In the event of threatening behavior towards a staff member or child, 911 will be called.

- People must not smoke, use tobacco products, E Cigs, or Vape Pens on the premises, on the playground, in transportation vehicles or during field trips. Please refer to the following smoking ordinance:

**§ 41107 Smoking Prohibited in Parks**

Smoking prohibited in parks, playgrounds, recreation centers; also prohibiting disposal of tobacco-related products in parks, playgrounds and recreation centers.

(Full Non-Smoking Ordinance available upon request).

**Consequences of Parent Misbehavior**

In regards to the “Adult Code of Conduct” listed above, any parent misbehavior will result in the Enrichment Camp Director’s decision ranging from a verbal warning to the maximum penalty being parent’s removal from the building or the camper’s removal from our program.

# **PARENT HANDBOOK AGREEMENT FORM**

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Please complete and return form to the Enrichment Day Camp office with your child’s registration application. Your child may not begin camp until this form is signed and turned in.

Child’s Name: \_\_\_\_\_ Age: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ Age: \_\_\_\_\_

With my signature I, \_\_\_\_\_, hereby acknowledge that I have Received, read, and understand all Enrichment 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 this period of care with the Enrichment Camp. I further understand that failure to comply with any part of Enrichment Camp rules, policies, and procedures may result in my child’s dismissal from the program.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date Signed