



City of Covina
Parks & Recreation Department

Parks
Make
Life
Better!

Parent Handbook Summer 2016



This handbook is not intended to be an all-inclusive set of policies and procedures. Policies and procedures may be added, deleted, and/or revised. If you have any questions, please contact the Parks & Recreation Department at (626) 384-5340.

Welcome

Welcome to Camp Covina, the City of Covina Parks & Recreation Department's summer day camp program! **Please read this handbook carefully and review it with your child** to ensure a safe, fun, and memorable experience.

Important Information

Camp Location:	Cougar Park 150 W. Puente Street (between Citrus Ave. and Hollenbeck Ave.)
Cougar Park Phone:	(626) 859-3300
Supervisor:	Krystal Smith - (626) 384-5343 - ksmith@covinaca.gov
Hours of Operation:	Monday-Friday, 7 a.m.-6 p.m.

Parent and Camper Open House

Parents and campers will meet the staff, visit the facility, learn more about the exciting daily activities planned, and ask questions. Don't miss this opportunity!

Date: Friday, June 10
Time: 6 p.m.
Location: Cougar Park

Financial Policies and Responsibility

Listed below are the financial responsibilities of the parent/guardian. These policies are strictly enforced.

1. The parent/guardian who initially registers child for the Camp Covina program assumes full responsibility for all payments due.
2. If someone other than the parent/guardian will be making payments for the child, the parent/guardian must provide that information at the time of initial registration. **Changes will not be made after initial registration has been processed.**
3. If registrations are not paid in full by the due date, then child's space may be forfeited.
4. Cancellations must be made by the Cancellation Deadline for each camp week to be eligible for a full refund. A minimum 6-week processing period applies for all refunds. **NO REFUNDS will be issued after Cancellation Deadline.**
5. If cancellations occur after the Cancellation Deadline, and the space is resold, then a *CREDIT* may be issued less a \$20 late cancellation fee.
6. There will be no makeup days, refunds, or credits if child misses a day/days of camp.
7. Any changes (cancellations, transfer, etc.) must be made through the Parks & Recreation office, not at the Camp Covina site.

Camp Themes and Trips (subject to change)

Week	Dates	Camp Theme	Trip
1	6/13- 6/17	Wild, Wild West	6/16 – San Bernardino County Museum
2	6/20- 6/24	Rockin' Summer	6/23 – Orange County Ropes Course, Yorba Linda
3	6/27- 7/1	To Infinity and Beyond	6/30 – Randall Planetarium, Walnut
4	7/5- 7/8	Make a Splash	7/7 – Cucamonga-Guasti Regional Park, Ontario
5	7/11- 7/15	Discover Summer	7/14 – Discovery Cube OC, Santa Ana
6	7/18- 7/22	Paws and Claws	7/21 – The Secret Life of Pets, Covina AMC Theaters
7	7/25- 7/29	Wilderness Adventures	7/28 – OC Zoo and Irvine Regional Park, Irvine
8	8/1- 8/5	Let the Games Begin	8/4 – Jumping Jacks, San Dimas
9	8/8- 8/12	GO for the Gold	8/11 – Santa Fe Dam Recreation Area, Irwindale
10	8/15- 8/19	Closing Ceremonies	8/18 – Columbia Memorial Space Center, Downey



Registration Paperwork and Payment Information

1. Registration paperwork is required for each child and must be submitted to the Parks & Recreation Department at the time of registration. Registration paperwork may be obtained from the Parks & Recreation office or online at www.covinaca.gov.
2. The balance payments are due on the payment due dates listed below, unless enrolled in Automatic Payment Program. Please call the Parks & Recreation Department or visit www.covinaca.gov for Automatic Payment Program details and enrollment paperwork.

Payment Schedule

<u>Week</u>	<u>Program Dates</u>	<u>Payment Due Date</u>	<u>Cancellation Deadline</u>
1	June 13–June 17	June 6	June 6
2	June 20–June 24	June 6	June 13
3	June 27–July 1	June 20	June 20
4	July 5–July 8	June 20	June 27
5	July 11–July 15	July 5	July 1
6	July 18–July 22	July 5	July 11
7	July 25–July 29	July 18	July 18
8	August 1–August 5	July 18	July 25
9	August 8–August 12	August 1	August 1
10	August 15–August 19	August 1	August 8

3. Failure to pay registration fees in full by the due date may result in the loss of child's reserved spot.
4. To ensure payment is reflected in account immediately, balance payments will only be accepted at the following location:

Parks & Recreation office

1250 N. Hollenbeck Avenue

(626) 384-5340

Office Hours are Monday-Thursday and alternate Fridays, 10 a.m.-5:45 p.m.

Open Fridays: 4/29, 5/13, 5/27, 6/10, 6/24, 7/8, 7/22, 8/5, 8/19

Drop-off/Pickup Policy

1. All participants must be signed in and out of the program by an authorized person – **NO EXCEPTIONS!** The drop-off and pickup location for all children is Cougar Park, located at 150 W. Puente Street.
2. Children will only be released to authorized individuals listed on their registration paperwork. Staff members will ask for identification and will not release children to anyone who does not present proper photo ID.
3. In the event that a relative or friend not identified on the registration paperwork needs to pick up child, parents must provide advance written notification. If advance written notification is not possible, a phone call must be made immediately to Krystal Smith, Community Services Supervisor at (626) 384-5343.
4. **All children must be signed in no later than 9 a.m.** (Camp opens at 7 a.m. each day). If child will be arriving after 9 a.m. due to an emergency, please call Cougar Park prior to 9 a.m. to advise staff.
5. If child will not be attending camp, please call Cougar Park after 7 a.m. to notify camp staff.
6. All children must be picked up by **6 p.m.** A late fee of \$10 will apply to any child who is picked up 1-15 minutes late. A late fee of \$15 will apply to any child picked up 16-29 minutes late. Staff will call the police department for any child who has not been picked up by 6:30 p.m. A \$20 late pickup fee will also be applied. If the police are called, parents will need to pick up child from the Covina Police Department. Late fees will need to be paid before child returns to camp. Late fees will need to be paid before child returns to camp. The late fee is instituted as deterrent, not as a form of extended care. Participants who are continually picked up late may be removed from the program.

Nutrition

Participants in the Camp Covina program are very active throughout the day, which makes proper nutrition extremely important. To assist your child in having a fun camp experience, please follow these guidelines:

BREAKFAST

Children must eat breakfast prior to arriving to Camp Covina each day. Please note that morning snack is not served until approximately 10 a.m., and this snack is not substantial enough to replace a complete breakfast.

LUNCH

All children must bring a complete lunch to Camp Covina each day. Lunch should minimally include a sandwich, fruit/chips/crackers, and a drink. Other healthy choices include carrot or celery sticks, raisins, string cheese, pretzels, and nuts.

In an effort to promote better health for our campers, please refrain from sending candy and other “junk” food with your child to camp.

Items from Home

Meals and Snacks

1. All children must bring their lunch daily. Lunches will be stored in the facility at Cougar Park. Lunches will **not** be refrigerated, so please pack them accordingly.
2. The Parks & Recreation Department is unable to microwave campers' lunches.
3. A morning and afternoon snack, such as a granola bar, pretzels or fruit, will be provided by the Parks & Recreation Department. Parents may provide a juice box and/or an alternate snack for their child.
4. Water is available at any time from the water fountains located throughout the park. However, participants are strongly encouraged to bring their own reusable water bottle, labeled with their name.
5. **Please notify us if your child has a food allergy (this information MUST be noted on the child's registration paperwork).** If medication will need to be administered during camp hours, Medication Authorization Form must be completed and submitted with registration paperwork. Further instructions are provided on page 7.

The following items should be brought to camp:

- Lunch
- Water Bottle
- Swimsuit and towel (Monday, Tuesday, and Wednesday if participating in Recreational Swim or Splash Pad Play) Water shoes are recommended for Splash Pad Play Time.
- Sunscreen
 - Please have your child apply sunscreen prior to arriving at camp each day. Staff will remind children to reapply sunscreen during the day; however, **children must bring their own sunscreen and must apply the sunscreen on their own.** Staff will not apply sunscreen on any child, nor will they provide any sunscreen.
- Comfortable clothing and sneakers
 - Children should come dressed in clothing that is appropriate for summer camp. Please keep in mind that children will be outside and may get dirty.
 - Children must wear socks and closed-toe shoes. **Open-toe shoes, flip flops, and sandals are not acceptable.**
 - ***Please be sure to label all items with child's name.***

The following items are not permitted at camp:

- Toys/stuffed animals
- Balls or other sports equipment
- Jewelry
- Candy/gum
- Trading Cards (Pokémon, Yu-Gi-Oh!, Topps, etc.)
- Electronic equipment, including, video games, MP3 players, iPods, or cell phones.
- Cameras are only permitted on field trip/special event days. Cell phones, gaming devices, and tablets are NOT permitted for use as a camera.

The City is not responsible for any items that are lost or stolen.

Health and Illness

1. *If child is showing evidence of any type of illness, infection, or communicable disease, they should not attend camp.*
2. Staff will contact parents or emergency contacts in the event child becomes ill during camp. It is expected that child will be picked up within an hour of staff contact with parent.
3. It is the responsibility of parents to inform Parks & Recreation staff of any medical condition or special limitations, including allergies, which may affect child's participation in regular Camp Covina activities. Parents must contact Krystal Smith, at (626) 384-5343 prior to the child's first day of camp.
4. If a child is prescribed medication which must be taken during day camp hours, including medication needed in the event of an allergic reaction, the following steps must be taken:
 - Parents must contact Krystal Smith at (626) 384-5343 prior to the child's first day of camp.
 - Parents must fill out and sign a Medication Authorization Form and submit the form with the registration paperwork.
 - The medication must be provided on the child's first day of camp in its original container, properly labeled with the child's name, date, amount, and frequency of dosage in a large re-sealable bag.
 - If the need for medication occurs during the program week, Medication Authorization Forms are available at the Camp site and must be completed before medication will be accepted by Camp Staff.
 - **Staff are not permitted to administer any medication via injection.**

Participant Behavior

On the Monday of the child's first week of camp, staff will review general behavior policies. Behavior policies will be enforced at all times. Parents/guardians will be spoken with, if needed. In addition, the following steps will be taken to ensure that behavior is managed:

1. At the start of each camp session, staff will review rules and guidelines for behavior with participants. All children are expected to abide by these rules and guidelines during the program.
2. Any child who deliberately disobeys the rules or is disrespectful to program staff or other campers will be disciplined for their actions. The following will take place:
 - First Occurrence:
Behavior/incident will be documented by staff. The child will be asked to sit and discuss with staff the unacceptable behavior they demonstrated and why it occurred. With the assistance of staff, a list of alternative behaviors for possible future situations will be discussed.
 - Second Occurrence:
Behavior/incident will again be documented by staff, and the parent will be contacted to discuss the situation. Consequences will be discussed with the parent and may include separating the child from their group or removal from an activity.
 - Third Occurrence:
The child may be suspended from the camp program.

3. Parent communication is essential to positively guiding children's behavior. Staff will communicate issues or incidents to parents when they occur or at pickup.
4. In situations where the participant's actions jeopardize the health and safety of anyone involved in the program, the City may immediately remove the participant from the program and parents will be expected to pick up their child within two hours of being contacted.
5. The parents of participants who damage, destroy, or remove equipment from the Camp Covina program may be held financially responsible; action may be grounds for suspension/removal from the program and parents will be expected to pick up their child within two hours of being contacted.
6. Fighting, rough playing, tackle football, gambling, and profane language are grounds for suspension/removal from the program and parents will be expected to pick up their child within two hours of being contacted.
7. **Camp Covina fees will not be refunded if a child is suspended/removed from the program due to behavioral issues.**

Activities

This is a structured, outdoor, recreational day camp program, providing campers with an opportunity to participate in many different activities, including arts & crafts, science experiments, swimming, splash pad play, board games, sports, field games, Friday movie day, and field trips. Most of the time at camp is spent outdoors. Campers will be divided into groups based on age. Each group will follow a different daily schedule; however, there will be some camp activities which will involve all camp groups at the same time.

Field Trips/Special Events

1. Field trips/special events will take place on Thursday throughout the summer, with the exception of week 7 where the trip will be on Wednesday, July 29.
2. Transportation will be provided by a chartered school bus for all field trips.
3. There is no additional fee for attending field trips.
4. **All campers who attend camp on field trip days must attend the field trip.**
5. **Participants must wear their camp T-shirt on all field trip/special event days. T-shirts may not be altered in any way, shape, or form.**
6. Campers do not need to bring money on field trips. Camp Covina will NOT be stopping at gift shops or store locations on field trips.
7. Campers may bring a camera on field trips; however, the City is not responsible for lost or stolen items.
 - Cell phones, gaming devices, and tablets are NOT permitted for use as a camera.

Recreational Swimming and Splash Pad Play

1. Campers will have the option of participating in Recreational Swimming at Covina Park pool on Tuesdays for approximately 45 minutes. In addition to campers being supervised by day camp staff, certified lifeguards are on duty. All campers will walk to Covina Park with camp staff, regardless of participation in Recreational Swimming.
2. To ensure proper safety and supervision, all campers who wish to swim in the large pool must participate in a mandatory swim test each day of swimming at camp.

3. Campers will have the option of participating in Splash Pad Play time at Cougar Park on Mondays and Wednesdays.
4. Participants should bring their swimsuit and a towel on Mondays, Tuesdays, and Wednesdays if they wish to participate in Recreational Swimming or Splash Pad Play. Campers should bring a swimsuit they are able to change into on their own within a 5-minute period of time. Items should be brought in a bag or backpack labeled with the child's name. **Please include a plastic bag to store the wet swimsuit after swimming/Splash Pad Play is complete.**
5. During Recreational Swimming, all campers' belongings will be stored in a large, plastic storage bin, which will be placed in a secure location during swim. Campers will not be utilizing the lockers and do not need to bring a lock.
6. **Campers who do not wish to participate in Recreational Swimming will walk to Covina Park, remain with a staff member and be provided an alternate activity.**
7. Please review the following Aquatic Center Rules with your child prior to their first day of camp. Aquatic Center Rules must be adhered to, as follows:
 - Swimsuits and appropriately fitted rash guards are the only acceptable attire for all patrons entering the pool. No other garments are allowed in the pool.
 - Swimsuits may not have buckles, rivets, or any other metal attachments.
 - Swimsuits may not have built-in flotation devices.
 - Sandals and water shoes are the only acceptable footwear on the pool decks.
 - Swim caps are not required, but are recommended for swimmers with long hair.
 - No hairpins or other hair clips allowed.
 - No flotation devices, such as rafts, swim rings, etc., are allowed in the pools.
 - Hats are allowed in shallow areas only.
 - Persons having open wounds, blisters, cuts, etc. may not enter the pools.
 - Patrons must shower prior to entering the water.
 - Spitting, spouting water, blowing the nose, or otherwise discharging bodily fluids into the pool is strictly prohibited.
 - Running, boisterous or rough play, or excessive noise is forbidden in pool area, shower area, and locker rooms.

Staff

Camp Covina staff are carefully selected based on their experience working with children, specialized talents, and passion for Camp Covina. There will be 1 staff member for every 12 children. This is not a state-licensed day care program. However, all camp staff are fingerprint screened through the Department of Justice and receive thorough training on working with youth. Each member of the staff is dedicated to providing a fun, safe, and memorable camp experience for your child.