

City of Torrance Community Services Department • RECREATION DIVISION

(310) 618-2930 • www.Recreation.TorranceCA.Gov

“Creating and Enriching Community through People, Programs and Partnerships”

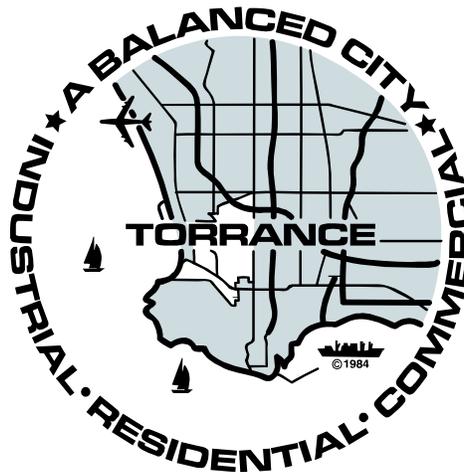
2016-2017

Day Camp and

Mini Kids Club

Parent/Guardian and

Participant Handbook



2016-2017 PARENT/GUARDIAN AND PARTICIPANT HANDBOOK

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Welcome to the City of Torrance Community Services Department Day Camp and Mini Kids Club Programs! The purpose of this handbook is to familiarize you with the policies and procedures that govern the Day Camp and Mini Kids Club Programs. It is our hope that the information listed within this handbook will make your child's experience more enjoyable. In an effort to continue offering the quality programming within each of the program sites, regulations must be strictly enforced.

This handbook may be amended throughout the program. Any updates will be posted online at www.TorranceCA.Gov/DayCamps.

We welcome your comments and suggestions. Please feel free to contact us at any time.

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For additional information, forms, online surveys and newsletters, please visit us online at www.TorranceCA.Gov/DayCamps.

DEPARTMENT VISION, MISSION AND VALUES



City of Torrance COMMUNITY SERVICES DEPARTMENT

VISION

Creating and Enriching Community through People, Programs and Partnerships

MISSION

The Community Services Department is committed to providing quality services, activities, programs and facilities for all those who live, learn, work and play in the City of Torrance.

VALUES

The Community Services Department will:

- Deliver services with integrity and honesty respecting our users
- Foster lifelong learning and personal development
- Cultivate joy, delight and wonder
- Embrace diversity and offer equal access to services and programs
- Incorporate innovation and adopt new technologies to extend, expand and enhance services
- Be responsible stewards of City resources
- Provide opportunities for civic participation and contribution
- Recognize and celebrate staff accomplishment and successes

DAY CAMP GENERAL INFORMATION

Day Camp at Greenwood and La Romeria Parks

Fun Camp is a one-week session camp program that runs in Winter (one week), Spring (one week), and Summer (ten weeks) for participants ages 6-11. Each summer session includes arts, crafts, cooking, games, a trip to the Plunge and a special excursion. Campers are placed in groups based on age. The groups will rotate through the various activities each day. A daily snack will be provided but participants need to bring lunch and closed-toe shoes. The Day Camp Program is a recreation based program and maintains a ratio of one staff to ten participants.

Sports Camp

Sports Camp is a one-week session camp program that runs in Summer (ten weeks) for participants ages 7-14. Each one-week session will offer various sports, including: basketball, softball, cheer and dance, volleyball and soccer in addition to a special excursion. Sports Camp is specifically designed to teach and develop training skills, basic individual skills and teamwork, while building confidence and having fun. Participants will check in at the Wilson Park Field Office located between Softball Fields 2 and 3. A daily snack will be provided but participants need to bring lunch and closed-toe shoes. Sports Camp is a recreation based program and maintains a ratio of one staff to ten participants (ages 8-11) and one staff to thirteen participants (ages 12-14).

Teen Camp at Greenwood Park

Fun Camp is a one-week session camp program that runs in Winter (one week), Spring (one week), and Summer (ten weeks) for participants ages 12-14. Each summer session includes arts, crafts, cooking, games, walking field trips and a special excursion. A daily snack will be provided but participants need to bring lunch and closed-toe shoes. The Teen Camp Program is a recreation based program and maintains a ratio of one staff to thirteen participants.

Day Camp Locations

Greenwood Fun Camp	(310) 328-8254/(310) 953-1797	1520 Greenwood Avenue
Greenwood Teen Camp	(310) 328-8254/(310) 953-2379	1520 Greenwood Avenue
La Romeria Fun Camp	(310) 542-5298/(310) 974-2255	19501 Inglewood Avenue (Summer only)
Wilson Park Sports Camp	(310) 974-2047	2200 Crenshaw Boulevard (Summer only)

Day Camp Fees and Hours

Regular Camp Hours:	La Romeria Fun Camp	\$130.00/\$145.00 per week (8:30 a.m.-4:30 p.m.)
	Greenwood Fun Camp	\$130.00/\$145.00 per week (8:30 a.m.-4:30 p.m.)
	Sports Camp	\$130.00/\$145.00 per week (8:30 a.m.-4:30 p.m.)
	Greenwood Teen Camp	\$140.00/\$155.00 per week (8:30 a.m.-4:30 p.m.)
Extended Care:	All Day Camp Locations	\$20.00/\$25.00 per week (7:00-8:30 a.m. or 4:30-6:00 p.m.)

Prices reflect the resident/non-resident fees and are subject to change throughout the year. Payment plans are available during the summer for campers who are registered for more than three weeks of camp and are available through the Registration Office.

Day Camp Extended Care

If a camper purchases the morning extended care option, they may be dropped off as early as 7:00 a.m. and be picked up as late as 6:00 p.m. with the afternoon extended care option. If a camper is not enrolled in extended care, parents/guardians will be charged an early drop off fee for dropping off a child before 8:30 a.m. or late fee if a child is picked up after 4:30 p.m. Fees are charged per child.

Day Camp Late Pick Up and Early Drop Off

- If the participant is not registered in the morning and/or afternoon care, a \$10.00 late fee will be charged per child for every fifteen minute interval. Late fees are charged per participant. There is no grace period.
- For example, Camp ends at 4:30 p.m. A late fee will be charged beginning at 4:31 p.m. The clock at the facility will be used to determine the time. The late fee is \$10.00 for every fifteen minute interval or portion thereof that the child is late being picked up. For example: pick up between 4:31 and 4:46 p.m. is a \$10.00 late fee; pick up between 4:47 and 5:02 p.m. is a \$20.00 late fee.
- A Late Pick Up/Early Drop Off form will be completed with the time picked up/dropped off and the amount owed. The form will be given to the Registration Office, and the parent/guardian will receive an invoice in the mail. Staff do not collect fees at Camp.
- If a participant is dropped off early or picked up late on three occasions, it will be grounds for suspension from the Camp until arrangements can be made to ensure that the participant is dropped off/picked up on time. Emergencies called in by telephone will be taken into consideration. As mandated and instructed by the Department of Social Services, the police will be called by staff if the participant is not picked up by 6:30 p.m. Participants may be suspended or expelled if they are picked up after 6:30 p.m., even if it is the first time being picked up late.

MINI KIDS CLUB GENERAL INFORMATION

Mini Kids Club

Mini Kids Club is a two week program that meets twice a week for participants ages 5-9. Children will have the opportunity to participate in structured activities such as crafts, cooking and games. A daily snack will be provided but participants need to bring lunch and closed-toe shoes. Mini Kids Club is a recreation based program and maintains a ratio of one staff to ten participants.

Mini Kids Club Location

Mini Kids Club (310) 373-9474 126 Vista del Parque, Redondo Beach (Summer only)

Mini Kids Club Fees and Hours

Hours: Monday and Wednesday \$50.00 / \$55.00 (10:00 a.m. – 2:00 p.m.)
Tuesday and Thursday \$50.00 / \$55.00 (10:00 a.m. – 2:00 p.m.)

Prices reflect the resident/non-resident fees and are subject to change throughout the year. Each Mini Kids Club session is two days a week for two weeks. There is no Extended Care for the Mini Kids Club.

Mini Kids Club Late Pick Up

- Mini Kids Club ends at 2:00 p.m. A late fee will be charged per child beginning at 2:01 p.m. The clock at the facility will be used to determine the time. The late fee is \$10.00 for every fifteen minute interval or portion thereof that the child is late being picked up. *For example:* pick up between 2:01 and 2:16 p.m. is a \$10.00 late fee; pick up between 2:17 and 2:32 p.m. is a \$20.00 late fee.
- A Late Pick Up form will be completed with the time picked up and the amount owed. The form will be processed by the Registration Office, and the parent/guardian will receive an invoice in the mail. Staff do not collect fees at the site. Participants may be suspended or expelled if they are picked up after 2:30 p.m., even if it is the first time being picked up late.

POLICIES AND PROCEDURES

Registration Information

- New enrollments for Day Camp (including extended care) must be made with the Registration Office by 5:00 p.m. the Wednesday prior to the start of the program. New enrollments for the Mini Kids Club must be made with the Registration Office by 5:00 p.m. the Thursday prior to the start of the program. The Registration Office is located in the West Annex of City Hall and is open Monday-Friday, 8:00 a.m. to 5:00 p.m. alternating with a closed Friday every other week. The Registration Office can be reached at (310) 618-2720. Participants can register online, walk in, by fax or mail. Registration cannot be taken at the site.
- Parents/Guardians must call the Registration Office at least two weeks prior to the start of the program if they wish to cancel, transfer to a different week, obtain a credit on account or obtain a refund. No credits, transfers or refunds will be issued after this time. A 20% administrative fee will be deducted for each week in which a refund is given.
- Waiting lists are established once a program has filled. If a vacancy occurs prior to the start of program, waiting list participants will be notified by phone in the order they were placed on the list. Participants will then have three (3) business days to contact the Registration Office to pay for the program. All payments must be received by 5:00 p.m. the Wednesday before the program begins. Please keep your phone number(s) current with the Registration Office.
- 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 pro-rated.

Participant Emergency Forms

These forms are required for each participant and are kept at each site. Please keep this information current, as they contain emergency contact information and an authorized list of adults allowed to pick up your child. You are encouraged to list anyone who might pick up your child, especially in case of an emergency. Phone calls will not be accepted. Only adults 18 years of age and older who are listed will be allowed to sign out participants. Court documents will need to be provided in the event that a parent/guardian is not permitted to pick up a child. Please see page 14 for additional information.

Notification of Special Needs

- Please notify staff if your child has any special needs, allergies, behavioral concerns, etc. and provide complete information on the Participant Emergency Form. 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 Participant Emergency Forms, Severe Allergy forms and Medication Policies of all participants prior to the start of each session.
- Children with special needs may be admitted after the Supervisor discusses with the parent/guardian the child's strengths and limitations prior to the registration process. The parent/guardian and staff will evaluate the appropriateness of the program for the child and identify reasonable accommodations. If the child has an aide, the aide will be responsible for paying admission to field trips and for registering as a volunteer with the City prior to the start of the program.

Mandated Reporting

City of Torrance Community Services Department employees are mandated to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation.

Camp Activities (Day Camp Only)

- Weekly Newsletters will be available each Monday detailing the weekly activities, what to bring and wear each day. Newsletters will be posted online on Friday for the following week at www.TorranceCA.Gov/DayCamps
- Although staff make every attempt not to deviate from the schedule, activities are subject to change.

What to Bring to Camp/Mini Kids Club

- A sack lunch (that does not require cooking or refrigeration) with a drink.
- Sunscreen: We encourage daily application of sunscreen prior to the arrival of the program by a parent/guardian. Staff will regularly remind participants to reapply.
- A backpack or bag: Each child will be responsible for carrying their own belongings for the duration of the day, including excursions and field trips. Staff are not allowed to carry items for participants, including money.

What Not to Bring to Camp/Mini Kids Club

The City of Torrance Community Services Department is not responsible for lost, stolen or damaged items of the participants. We do not allow cell phones, tablets, music players, laptop computers, headphones, pagers, video games, personal and/or electronic toys, e-readers, Bluetooth devices, bicycles, hoverboards, rollerblades, skateboards or scooters; food that requires cooking or refrigeration; games such as Yu-Gi-Oh, Pokemon or Bakugon.

Participant Cell Phone Policy

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

Lost and Found

Lost and found items will be kept at each site. Lost items will be held for two weeks. The City of Torrance Community Services 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-shirts, backpacks, towels, sunscreen bottles, water bottles, lunch boxes, jackets, sweatshirts, etc.

Participant Attire

- Participants are **required** to wear closed toe shoes each day. Day Camp only: On excursion days to water parks, campers may also bring a pair of flip-flops or sandals to wear on the trip.
- Play clothes are recommended for the program. No midriff shirts please.
- Day Camp only: Swim suits will be required on water park excursions and to the Plunge. Campers will not be able to participate if they do not have proper swim attire.
- Day Camp only: All campers are required to wear a camp t-shirt on the excursion days. See additional information on page 8.

Snacks

A light snack will be provided. Parents/Guardians may pack additional snacks for their child to eat during snack time.

- No peanuts or nuts will be served; however, small traces of peanut or peanut oils may be used in snacks and/or cooking activities.

- Please notify staff of special dietary restrictions and food allergies. If your child has a severe food allergy, a Severe Allergy Form will be required. The Severe Allergy Medication Policy is available online (www.TorranceCA.Gov/DayCamps), at the program site and at the Recreation Division Office.
- Participants with special diets are encouraged to pack their own snacks.

Staff

Each site has a Community Services Leader III and enough program leaders to maintain a ratio of one staff to ten participants (Fun Camp, Sports Camp and Mini Kids Club) and one staff to thirteen participants (Sports Camp and Teen Camp).

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. **Teen Camp only:** some movies may be rated PG-13. If a PG-13 movie will be shown, the name of the movie will be posted in advance.

Tax ID Number

The City's Tax ID Number is 95-6000803. 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 Registration Office at (310) 618-2720 to obtain any signatures required for reimbursement.

FIELD TRIP AND EXCURSION GUIDELINES AND PROCEDURES (DAY CAMP ONLY)

During the summer, weekly excursions take place on Wednesdays, with the exception of June 30, 2016. On excursion days, please arrive promptly, as we use bus transportation to get to and from the excursion location. In order to maintain proper ratios, all staff attend the major excursions. All campers are required to attend the excursion. At the beginning of each day, staff will discuss critical issues with campers, including staying with their group, identifying the staff, what to do if they are lost, how to behave on the bus and more. Campers will receive a wristband with a contact number the morning of each excursion. All campers must wear a camp t-shirt on excursion days.

Participants will be placed into groups according to age and/or ability. One excursion and walking field trips may be planned per week.

- Field trips to local destinations will be posted on the Camp bulletin boards and newsletters. These local field trips are generally within walking distance from camp. Past walking trips have included, but are not limited to, the Library, Torrance Plunge, Fire Stations and local eateries. Participants have the option of bringing money to make purchases.

Camp T-Shirts

- Campers wear gray t-shirts with camp information on each shirt on excursion and field trip days. These shirts help staff easily identify our campers while off site in public situations.
- Camp T-shirts must be worn on all excursions and field trips by all campers. Camp T-shirts are \$7.00 per shirt and are available for pick up at each camp.
- When purchasing a shirt at camp, you will be required to complete a Camp T-Shirt Request Form, and you will receive an invoice in the mail from the Registration Office. Staff are not allowed to accept payment at the camp sites.
- If a child is not wearing their camp t-shirt on trip days, you will be automatically charged \$7.00 for the additional shirt.

Transportation Safety Rules

We use busses to get to and from excursions on most Wednesdays. When boarding or exiting the bus, staff will conduct a head count before entering the bus and once all campers have boarded. On excursion days, staff will review the following transportation safety rules with campers:

- Staff and children must be seated at all times while the bus is in motion. Staff will be spread out in the front, middle and rear of the bus.
- No eating or drinking is allowed on the bus.
- Only staff members may be seated next to the emergency exits.
- Singing is allowed on a bus trip; however, screaming and rowdy behavior can cause distractions for the driver and will not be allowed.
- Objects must not be thrown, dropped or hung from the windows. This includes and is not limited to hands, arms, toys and hats.
- Children shall never be left unattended in a bus.
- Staff will check all seats when the bus ride is finished to be sure no belongings remain on the bus.
- In case of illness, the bus will pull over to the side of the road and stop as soon as it is safe to do so. A staff member will take the sick child out and on return, sit with the child in the front of the bus.
- Each bus will have a cell phone, first aid and fire extinguisher.

Bus Evacuation Procedure

- If there is an emergency, staff will help the children to remain calm.
- The staff closest to the emergency exit will open the door. Campers shall remain seated and quiet until staff says to exit. One staff will exit first and assist children exiting and one staff will remain on the bus.
- A safe area away from the bus will be selected for children to await further instruction. A head count will be taken to verify attendance.

Summer 2016 Camp Excursions

Excursions will take place on Wednesdays, with the exception of June 30, 2016. Please note that each camper will be responsible for carrying their own belongings on the excursions and field trips. Staff are not allowed to carry items for participants, including money.

Lunch is included for campers on days with an asterisk. Dietary restrictions cannot be accommodated. Please pack a lunch for your child if they have any dietary restrictions.

On days without an asterisk, please pack a lunch for your camper.

Return times are approximate and may vary due to traffic.

<u>Excursion Site</u>	<u>Date</u>	<u>Departure/Return Time</u>
L.A. Sparks*	June 30	10:15 a.m. / 4:00 p.m.
Raging Waters	July 6	8:30 a.m. / 4:00 p.m.
Knott's Berry Farm	July 13	8:30 a.m. / 4:00 p.m.
Medieval Times*	July 20	9:45 a.m. / 4:00 p.m.
Dodgers	July 27	9:15 a.m. / 4:00 p.m.
Boomers in Irvine*	August 3	8:30 a.m. / 4:00 p.m.
Aquarium of the Pacific	August 10	8:30 a.m. / 4:00 p.m.
Knott's Berry Farm	August 17	8:30 a.m. / 4:00 p.m.
Raging Waters	August 24	8:30 a.m. / 4:00 p.m.
Mulligan Family Fun Center*	August 31	9:30 a.m. / 4:00 p.m.

*Lunch is provided for campers.

Excursion Participants

For those children who are enrolled in the excursion only, all drop off and pick up will take place at Greenwood Park. There are no exceptions. Excursion participants are expected to adhere to the same policies and procedures as the Day Camp participants.

PROGRAM RULES AND DISCIPLINE GUIDELINES AND PROCEDURES

Rules for Participants

The Day Camp and Mini Kids Club rules include, but are not limited to, the following:

1. No physical fighting or intentionally causing physical or emotional harm to anyone.
2. No use of profanity or inappropriate comments.
3. No inappropriate behavior or gestures.
4. No stealing, cheating or lying.
5. Participant must respect program property and supplies, as well as other participants' property.
6. Participants must listen to direction from staff.
7. Participants must respect staff and other participants.
8. Participants must stay in assigned areas.
9. Participants must keep their hands to themselves.
10. No damaging or defacing of property (including program facility, park and personal property).
11. Participants must not bring items from the "What Not to Bring" list on page 6.

Disciplinary Procedures

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 refuse 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. Any participant who brings alcohol, drugs or weapons to the program will automatically be removed from the program without a refund.

Day Camp and Mini Kids Club are designed for children who can function in a recreation setting at a ratio of one staff to ten participants for elementary school aged children (Mini Kids, Fun and Sports Camps) and one staff to thirteen participants for middle school aged children (Teen and Sports Camp). Staff are trained to handle typical juvenile issues. Staff are not, however, trained to handle participants with extreme behavior issues. The staff to participant ratio prohibits the staff from being able to handle excessive behavior problems. Discipline plays an important role in helping a child develop socially and emotionally and is vital for the child's safety and physical well being. Following program policies and rules provides participants with an atmosphere of support, which includes clearly set guidelines, ensuring that each participant's experience will be positive.

It is program procedure to discuss consequences and discipline of participants only with their parent/guardian. We do not share consequences or discipline with other parents/guardians. The City of Torrance Community Services Department has the right to suspend or expel a child from Day Camp/Mini Kids Club if they feel the behavior is not conducive to maintaining a safe and wholesome environment, even if it is a child's first violation of rules. A child may be required to be picked up early from the program, depending on the severity of rules broken. Refunds will not be given for suspensions or expulsions. Additionally, abrasive behavior from parents or guardians can result in the child being excused from the program.

Disciplinary Steps

- **First Offense:** The participant is asked to discontinue their behavior and is informed of the rules that have been broken.
- **Second Offense:** If the behavior persists, the child will be asked a second time to discontinue their actions. In addition they may be placed in time-out or lose privileges. Time-out lasts 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. The conversation will be considered notification of a verbal warning.

- **Third Offense:** If the same behavior continues or other disruptive behaviors take place, causing a strain on the flow of activities for other children, a Consequence Form will be issued, and the parent/guardian will be notified by phone. The Consequence Form will indicate what behavior occurred and the consequences associated with the behavior. The information will be discussed with the parent/guardian at pick up. The parent/guardian and participant will be required to sign the form indicating receipt of the notification of the incident. A child may be required to be picked up early depending on the severity of rules broken. If your child receives a Consequence Form, it will become part of their permanent file.
- **Fourth Offense:** If there are further incidents, the participant will receive a suspension or be expelled from the program. The length of the suspension will be based on the severity of the offense. The participant will not be allowed to return to the program until the parent/guardian speaks with a Supervisor. The Supervisor will then grant or deny approval for the child to return to the program. Upon returning to the program, the participant will be placed on probation for the remainder of the program. If there are further incidents, the participant will be permanently expelled from the Day Camp/Mini Kids Program. The participant will not be eligible to sign up again in the future. Parents/Guardians will not receive a refund if their child is suspended or expelled.

Depending on the severity of the offense, a participant may be immediately suspended or permanently expelled from the Day Camp/Mini Kids Club upon the first offense. Physical assault, threats, fighting, 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.

When a Child Verbally Refuses to Sit in Time-Out

- Staff will give the child two options: Either sit down for time-out, or have staff contact their parent/guardian so they can be picked up.
- If the child chooses to have their parent/guardian called, a staff will contact the parent/guardian and ask them to pick up their child from the program. Depending on the behavior, the child may not be able to return to the program for a specific period of time.

When a Child Continually Displays Inappropriate Behavior

- Verbal warnings are given, general policy is followed and a staff person will have an informal meeting with the parent/guardian to discuss the problems. In order for participation in the program to continue, the child must choose to improve their behavior.
- A child who does not adhere to the program guidelines and continues to be disruptive, even after the parent/guardian has been informed, will either be suspended or removed permanently from the program.

When a Child is Caught Fighting

If a child is involved in a physical fight with another child or staff, the parent/guardian will immediately be called to remove their child from the program and may be subject to disciplinary action.

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. Bullying will not be tolerated at camp. Any child who is found bullying another child will receive a time-out and a parent/guardian conference on the first offense. A second offense for bullying is grounds for suspension and a Consequence Form.

Verbal/Physical Intervention

Staff has a responsibility to maintain a safe and orderly environment for the public, program participants and for themselves while in City programs and at City facilities. In situations where harm might come to a member of the public, program participants 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 is 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 participant or member of the public. However, in a situation where physical intervention is immediately necessary (i.e. to keep a child from hurting 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.

SICK PARTICIPANTS AND MEDICATION POLICIES

Sick or Injured Participant

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 participants, 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 Participant Emergency Form.
- 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 Form.
- 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 Participant Emergency Form.
 - 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 or chicken pox. If staff observe what appears to be lice in a child's hair or what appears to be chicken pox, 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 and/or chicken pox.
- To ensure the safety of the injured child and of all campers, staff will use their discretion, along with the medical limitations of the participant, when determining participation in activities. For example, participants wearing a cast will not be allowed to play certain games or participate in water activities.

Medication Policy

The City of Torrance Community Services Department has established a Student Medication Policy for parents/guardians, participants and staff to follow when a participant needs to take medication during the program. This policy is for participants 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 Day Camp/Mini Kids Club. The Medication Policy is available online (www.TorranceCA.Gov/DayCamps), at the program site and at the Recreation Division Office.

Severe Allergy Medication Policy

The Department has established a separate Severe Allergy Medication Policy for dealing with participants 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 Day Camp/Mini Kids Club. The Severe Allergy Medication Policy is available online (www.TorranceCA.Gov/DayCamps), at the program site and at the Recreation Division Office.

PARTICIPANT SIGN IN AND SIGN OUT

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

Participant Sign-In

- All participants must be signed in by those authorized adults 18 years of age or older who are listed on the Participant Emergency Form.
- A parent/guardian or their authorized designee must sign each participant in or out on the sign in sheet. The staff uses these sheets to determine which participants are at the camp at any given time.
- Once a participant 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.
- Day Camp only: Early drop off fees will be issued per child if they are dropped off early. Please see the Late Pick Up and Early Drop Off section on page 4 of this handbook for more information.

Participant Sign-Out

- Parents/guardians should list everyone that might pick up their child on the Participant Emergency Form. No phone calls will be accepted. Participants in Fun or Sports Camps and Mini Kids Club must be signed out by an authorized adult 18 years of age or older.
- Parent/guardians or their authorized designee must sign out the participant immediately upon arrival to the site. Parent/guardians will not be allowed to hang out or visit with their child at the program.
- Day Camp only: Participants in Teen Camp are allowed to sign themselves out provided they have a signed consent form from a parent/guardian. They cannot sign out their younger siblings or other campers. Phone calls will not be accepted. Forms are available at camp.
- Once a child is signed out of the program, they will not be allowed to return on that day.
- If a participant leaves the program grounds without permission, they may be expelled from the program.
- Late fees will be issued per child if they are picked up late. Please see the Late Pick Up and Early Drop Off section on page 4 of this handbook for more information.
- If a participant has not been picked up by 6:30 p.m., the Torrance Police Department will be notified, as mandated and instructed by the Department of Social Services.

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 participant.
- 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 participant that day. Separated/divorced parents will need to determine their own method of sharing information. Staff will not make separate phone calls.
- Any written material that is mailed from the Recreation Services Division Office will be mailed to the individual that paid for the child's registration.

PARENT/GUARDIAN COMMUNICATION

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 participants will not be allowed. Participants 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 or pager number for emergencies. Please do not contact participants on their personal cell phones.

Staff and Participant Interaction

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

Visitation

At the Day Camps and Mini Kids Club, we have an “open door” policy for the parents/guardians of all participants; however, a large part of the program experience is developing a sense of independence, and this can be disrupted by visits. We do request that parents/guardians notify staff one day in advance if they are going to be visiting by calling the Specialist and setting up a time. Excessive visits may be denied. For safety reasons, we require that parents/guardians also check in with the Specialist upon your arrival. This policy also applies on field trip days.

Parent/Guardian Behavior

- Any abrasive behavior by a parent displayed towards staff members, participants or other parents/guardians may result in suspension or expulsion 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.

DAY CAMP/MINI KIDS CLUB PROGRAM PARTICIPANT AGREEMENT

We, have read, discussed and understand the Day Camp/Mini Kids Club Parent/Guardian and Participant Handbook. By signing this Participant Agreement, we agree to adhere to all rules, policies and procedures detailed in the Day Camp/Mini Kids Club 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 on the Participant Emergency Form.
- 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.)
- Any abrasive behavior by a parent/guardian displayed towards any staff member, another parent/guardian or a child may result in suspension or expulsion from the program. Parents/Guardians may not discipline children who are not their own.

As a participant, 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 participant immediately.
- Tell staff if I get hurt or don’t feel well.
- Follow all program rules. (Program rules are listed on page 10.)

Child’s Printed Name

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Please keep this page for your records.

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Child's Printed Name

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Please turn this page in on the first day of the program.