



**Parks & Recreation Department**

# **Parent Handbook**

## **Summer 2024 – Ages 6-10**



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! This structured summer day camp will provide children with a fun, safe place to spend their summer days. Campers will develop their leadership skills while engaging in an exciting camp experience. Activities, including arts & crafts, science experiments, sports, games and much more will be offered daily. Field trips, walking excursions to Covina Park Pool, and onsite special interactive presentations will take place at least once per week. Campers must bring their own lunch. Snacks will be provided daily. Campers must be at least age 6 and have completed kindergarten prior to their first day of camp.

**Please read this handbook carefully and review it with your child** to ensure a safe, fun, and memorable experience.

## **Important Information**

<b>Camp Location:</b>	Cougar Park 150 W. Puente Street (between Citrus Avenue and Hollenbeck Avenue)
<b>Cougar Park Phone:</b>	(626) 430-2168
<b>Supervisor:</b>	Yvette Macias-Franklin - (626) 384-5342 <a href="mailto:ymacias@covinaca.gov">ymacias@covinaca.gov</a>
<b>Program Coordinator:</b>	Katie Curtiss - (626) 384-5348 <a href="mailto:kcurtiss@covinaca.gov">kcurtiss@covinaca.gov</a>
<b>Hours of Operation:</b>	Monday-Friday, 7:30 a.m.-5:30 p.m.
<b>Program Fee:</b>	\$170 per week/per child \$136 week 4, July 1-5 only *No camp on July 4

## **Financial Policies, Responsibility and Program Dates**

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 registrations are not paid in full by the due date, then child's space may be forfeited.
3. Cancellations must be made by the Cancellation Deadline for each camp week to be eligible for a full refund. **NO REFUNDS will be issued after Cancellation Deadline.**
4. There will be no makeup days, refunds, or credits if child misses a day/days of camp.
5. Any changes (cancellations, transfer, etc.) must be made through the Parks & Recreation office, not at the Camp Covina site.

## **Payment Information**

The Parks & Recreation Department is offering the convenience of an Automatic Payment Program for the Summer Camp Covina program. A \$20 deposit is required to reserve each desired week, and balances due will be automatically charged on payment due date.

- Credit card information must be provided at time of enrollment. Credit card may only be changed if the original card provided becomes invalid.
- Cancellations must be made by 5:30 p.m. on the Cancellation Deadline date. Cancellations or changes must be made either in person at the Parks & Recreation office or by emailing request to [parksandrecreation@covinaca.gov](mailto:parksandrecreation@covinaca.gov).
- Balances due will be automatically charged by 12 p.m. on the payment dates indicated below.
- If a credit card is declined, the child's space may be forfeited unless an alternate form of payment is made by 12 p.m. on the payment due date.

# Payment Schedule

<b><u>Week</u></b>	<b><u>Program Dates</u></b>	<b><u>Cancellation Deadline</u></b>	<b><u>Payment Due Date</u></b>
1	June 10–June 14	June 3	June 4
2	June 17–June 21	June 10	June 11
3	June 24–June 28	June 17	June 18
4	July 1–July 5*	June 24	June 25
5	July 8–July 12	July 1	July 2
6	July 15–July 19	July 8	July 9
7	July 22–July 26	July 15	July 16
8	July 29– August 2	July 22	July 23
9	August 5–August 9	July 29	July 30
10	August 12–August 16	August 5	August 6

\*No camp on Thursday, July 4.

## **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. **Photo ID Required** – 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 at the time of registration 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 Katie Curtiss, Parks & Recreation Coordinator at (626) 384-5348.
4. All children **must** be signed in no later than 9:30 a.m. (Camp opens at 7:30 a.m. each day). If child will be arriving after 9:30 a.m. due to an emergency, please call Cougar Park prior to 9:30 a.m. to advise staff. Children arriving after 9:30 a.m. miss important camp activities and cause a disruption to the program.
5. If child will not be attending camp, please call Cougar Park after 7:30 a.m. to notify camp staff.
6. **All children must be picked up by 5:30 p.m.** A late fee of \$15 will apply to any child who is picked up 1-15 minutes late. A late fee of \$20 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 p.m. A \$30 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. **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. Some healthy choices include carrots 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. **Reusable or disposable water bottles are required for each participant each day.** Facility drinking fountains will be available for campers to drink from. All bottles should be labeled with your camper's name. Staff will assist in refilling water bottles as needed throughout the day.
5. **Please notify us if your child has a food allergy (this information MUST be noted at the time of registration).** If medication will need to be administered during camp hours, Medication Authorization Form must be completed and submitted with the medication to the camp site. Further instructions are provided on page 6.

**The following items should be brought to camp:**

- Lunch
- Water Bottle (labeled with name)
- 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 (staff may assist with an aerosol/spray sunblock on the back ONLY). Spray sunblock is recommended for all campers for ease of application.
- Comfortable clothing and sneakers
  - Children should come dressed in clothing that is appropriate for all camp activities. Please keep in mind that children will be participating in art/crafting projects in addition to spending a lot of time playing 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.*

**Personal items (other than listed above) are NOT permitted at camp. Personal items include:**

- Toys/stuffed animals
- Balls or other sports equipment
- Jewelry
- Candy/gum
- Trading Cards (Pokémon, etc.)
- Electronic equipment, including, cell phones, video games, iPods, or cameras.  
***The City is not responsible for any personal items that are lost or stolen.***

**Health and Illness**

1. To provide a safe and healthy environment for all participants, camp site sanitation and disinfection protocols are in place and will be implemented throughout the day. Site will be thoroughly cleaned and disinfected each night.
2. ***If child is showing evidence of any type of illness, infection, or communicable disease, or elevated temperature they must not attend camp.***

3. Staff will contact parents or emergency contacts in the event child becomes ill or has an elevated body temperature during camp. It is expected that child will be picked up within 1 hour of staff contact with parent.
  - Ill children will be given a disposable mask to wear until they are picked-up.
  - Ill children will be separated from the group, but still properly supervised by staff.
4. It is the responsibility of parents to inform Parks & Recreation staff of any medical condition or special limitations, including allergies, which may affect a child's participation in regular Camp Covina activities. Parents must contact Katie Curtiss at (626) 384-5348 prior to the child's first day of camp.
  - For children who suffer from allergies or conditions that mimic communicable illness a doctor's note documenting this fact must be emailed to Katie Curtiss at [kcurtiss@covinaca.gov](mailto:kcurtiss@covinaca.gov) prior to first day of camp.
5. 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 Katie Curtiss at (626) 384-5348.
  - Parents must fill out and sign a Medication Authorization Form and submit the form with the medication directly to the camp site.
  - 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, with the exception of EpiPens in the case of an emergency.**

## **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. Corrective action will be taken for any child who deliberately disobeys the rules or is disrespectful to program staff or other campers. 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 (temporarily) 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.** Child will be removed from the general camp group and parents will be expected to pick up their child within one hour.
  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 one hour 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 one hour of being contacted.
  7. **Camp Covina fees will not be refunded if a child is suspended/removed from the program due to behavioral issues.**

## **Camp 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, educational worksheets/projects, splash pad play, board games, sports, field games, Friday movie day, reading time, visits from the library, **field trips, and special interactive presentations.** Most of the time at camp is spent outdoors. Campers will be divided into groups based on age and program need. When appropriate, siblings will be placed in the same group. 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.

## **Camp Covina Library/Summer Reading Program**

Each afternoon the Camp Covina Library in-house library will be open for campers to read and checkout books. Campers will be strongly encouraged to read and engage in story time with the camp staff. Dedicated reading time will be part of the daily schedule, but reading time will be infused into camp at various times during the day depending on interest and behavior. There will also be visits from the Covina Public Library for special events and participation in the Summer Reading Program.

## **Field Trips/Special Interactive Presentations**

1. Field trips/special interactive presentations will take place on Thursdays throughout the summer. Special interactive presentations will happen at the camp site.
2. Transportation will be provided by a CVUSD or chartered school bus for all field trips.
3. There is no additional fee for special interactive presentations.
4. All campers who attend camp on field trip days must attend the field trip.
5. Participants must wear their camp T-shirt every Thursday. T-shirts may not be altered in any way, shape, or form. Camp T-shirt is not required for walking field trips.

6. Campers should **NOT** 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 and are not permitted at camp.

### **Recreational Swimming /Splash Pad Play**

1. Campers will have the option of participating in Recreational Swimming at Covina Park pool on Friday. In addition to campers being supervised by day camp staff, City 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 Tuesdays and Wednesday.
4. Participants should bring their swimsuit, towel, and appropriate footwear on Tuesdays, Wednesday, and Fridays for water play if they wish to participate in Recreational Swimming or Splash Pad Play. Campers should bring a swimsuit they are able to change into and out of 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 Splash Pad Play/swimming is complete.**
5. Sandals/flip flops are permitted ONLY in water play areas. Closed-toe shoes must be worn at all other times while at camp.
6. During Recreation Swimming, all campers will have exclusive access to locker rooms and changing facilities. Campers will not be utilizing the lockers and do not need to bring a lock.
7. Campers who do not wish to participate in the Recreation Swimming will walk to Covina Park, remain with a staff member and be provided an alternate activity.

### **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.