



RECREATION AND COMMUNITY SERVICES DEPARTMENT

# 2020 CAMP CLARITA VOYAGER CAMP PARENT HANDBOOK

Main Office Phone: (661) 284-1465  
 Registration Office Phone: (661) 250-3700  
 Email: [campclarita@santa-clarita.com](mailto:campclarita@santa-clarita.com)  
 Website: [www.campclarita.com](http://www.campclarita.com)

The City of Santa Clarita Recreation and Community Services Department welcomes you to Camp Clarita! Camp Clarita exists to provide campers with a fun and adventurous environment that fosters growth and development through recreational and creative activities.

Voyager Camp provides pre-teens and teens the opportunity to gain responsibility and make new friends while traveling to a different field trip location each day. Campers meet at the selected camp location each morning and depart to field trip destinations. Campers tour field trip locations in groups of at least four or more and are held accountable for checking in with staff at designated times throughout the day. Voyager Campers do not wear camp shirts, but are required to wear wristbands for identification.

## PROGRAM INFORMATION

Age	Dates	Times	Weekly Options	Locations
11-15 years <i>(by the start of week)</i>	June 15 – August 7	Open from 7:00 a.m. – 6:00 p.m.	M-F <u>or</u> M/W/F <u>or</u> T/Th	<b>SCSC Sports Complex – The Centre</b> 20880 Centre Pointe Parkway (661) 284-1454

## FEES AND PAYMENTS

Payments must be made in full at the time of registration, or you may take advantage of our payment plan. If payment is not received by the due date noted below, your deposit will be forfeited and your spot will be made available to others.

## PAYMENT PLAN

You may take advantage of our payment plan if you register at least two weeks in advance by placing a \$30 non-refundable deposit per child for each week. Registrations made within two weeks of the start of the week must be paid in full at the time of registration. The balance is due two weeks prior to the start of the session. Payee is responsible for

signing into account or following the secure link that will be emailed to make the payment by the due date. The balance must be received no later than two weeks prior to the start of the week or your deposit will be forfeited and your spot made available to others.

*The payments for each week are due as follows:*

1 <sup>st</sup> Week Due: 6/1	2 <sup>nd</sup> Week Due: 6/8	3 <sup>rd</sup> Week Due: 6/15	4 <sup>th</sup> Week Due: 6/22
5 <sup>th</sup> Week Due: 6/29	6 <sup>th</sup> Week Due: 7/6	7 <sup>th</sup> Week Due: 7/13	8 <sup>th</sup> Week Due: 7/20

### WEEKLY REGISTRATION

Registration for each week of camp closes the **Wednesday** prior to the start of the camp at **5:00 p.m.** We will not be able to process any additional registration requests after this time. You can add additional weeks, pending availability, through the Registration counter or online. If you are **currently** enrolled in Camp Clarita and would like to add additional weeks, you may do so by submitting a Change Form to the Camp Clarita office prior to the registration deadline and we would be more than happy to process the request for you if space is available. Payment is due in full when registering weekly through the Camp Clarita office.

### CAMP FORMS

If you register your child for Camp Clarita online, please submit an electronic Health History Form. Health History Forms are available online at *campclarita.com*. If you register in person, the Health History form must be completed in its entirety by a parent/guardian and turned in directly to Camp Clarita Staff at the parent meeting or on your child's first day of camp. We also require a completed Camper Agreement which you can submit on your child's first day of camp.

If your child does not have a completed Health History Form or Camper Agreement on file on his/her first day of camp, you will be required to complete them at that time, or your child will not be allowed to participate in the program. All camp forms must be completed in their entirety.

### REFUND POLICY

All requests for refunds or transfers must be submitted in **writing** to the **Camp Clarita office** by completing the Change Form. Forms can be obtained at *campclarita.com* and submitted directly to the office through the website, or email. Change Forms must be submitted at least **ten business days** prior to the start of the session/week enrolled. No refunds will be issued after this time.

- For each week refunded, a **\$30 charge per child, per week** is withheld regardless of reason for refund.
- **\$30 deposit for the payment plan is non-refundable** as a spot has been held for your child.
- A refund will not be issued for days missed in a week or session and there are no make-up days.
- Prorated refunds are not issued for campers who do not attend field trips and admission tickets are not distributed.
- Campers may not attend camp on days they are not enrolled.

Camp Clarita's advance reservation of buses, admission tickets, scheduling of staff, etc. does not enable us to refund camp fees after the deadline regardless of reason for non-attendance. Any refund of camp fees may take up to three weeks after notification is received to be processed.

All transfer requests must be submitted in writing to the Camp Clarita office no later than the **Wednesday** prior to the start of the week at 5:00 p.m.

*PLEASE NOTE: THERE ARE NO MAKE-UPS FOR DAYS MISSED AT CAMP. IF YOUR CHILD IS ENROLLED IN THE M/W/F OR T/TH OPTION, THEY MAY NOT ATTEND CAMP ON ANY OTHER DAY.*

### RECEIPTS

Receipts for payments will be emailed to the email address on file in the City's online registration system, CivicRec. Please keep your receipts for tax and/or personal purposes. We do not distribute a cumulative total of Camp fees. Payment history can be retrieved on your Rec1 account at [www.santa-clarita.com/seasons](http://www.santa-clarita.com/seasons).

## STAFF

Camp Clarita Staff consists of professionals who work in a school setting during the academic year, college students, or seniors in high school and above who have a strong desire to work with children and have experience working with children in a variety of settings. We utilize an extensively trained staff to contribute to each camper's mental, physical, and social well-being. Voyager Camp will have one full time Director and Assistant Director in addition to numerous counselors who are chosen for their enthusiasm and ability to prove themselves as role models to the children in our programs. The safety of your child is at the forefront of our concerns; therefore, all Camp Clarita staff is First Aid/CPR certified, have participated in a background check, and received extensive training. Staff to camper ratio is 1:20.

## SIGN-IN AND OUT PROCEDURES

For safety reasons, all children must be accompanied by a parent or guardian at arrival and departure time. Children must not be left unattended before staff arrives at 7:00 a.m. and they may not sign themselves in. All parent/guardians must sign their child in and out each day. A daily sign-in sheet will be conveniently placed just inside the day camp room at the table. The staff use these roll sheets to determine the number of children that are at the site at any given time. **We cannot be responsible for your child unless they are signed in.** A full signature is required. Please be prepared to show a **picture ID** each day in order to pick up your child.

## AUTHORIZATION TO PICK UP CAMPER

For the protection of your child, only people whom you have authorized on the Health History form may pick-up your child from camp. Staff will check identification and confirm authorization of individuals seeking to pick up children from camp daily. This is for your child's protection. Anyone without proper authorization will not be allowed to take a child. **If you wish to add an additional person to the authorized pick up list on your child's Health History form, you must do so in person by submitting it in writing to the Camp Director. No faxes, emails, or authorization by telephone will be accepted as we can not confirm your identity.**

## COURT ORDERS

Parents listed on the Health History Form are automatically authorized to pick up their children. The City of Santa Clarita cannot restrict the rights of one parent at the request of the other parent without a copy of a custody order or court order affecting one parent's rights. For City staff to follow a court order, custody orders and/or restraining orders must be on file with the program supervisor and submitted immediately to the City. Please be aware, City staff is not trained to interpret court orders. If disputes arise between parties, as necessary, the Los Angeles County Sheriff will be called to determine and establish resolution.

## AUTHORIZATION TO HAVE YOUR CHILD WALK HOME

If you wish to have your child walk home unaccompanied, you must speak with the site Director and complete a Sign-Out Authorization Form. Only children ages 11 and up may sign themselves out.

## LATE PICK-UP CHARGES

A late fee is applied as soon as camp concludes at 6:00 p.m. as we do not offer a grace period. There is a \$5 charge per child for each 15-minute increment, or portion thereof, that you are late in picking up your child. The late charge is due and payable (by check) at the site the day in which you are late. Please note, if you are late picking up your child two times during camp, you will be contacted by the Recreation Supervisor or Coordinator. On the third offense, your child may be suspended until arrangements can be made to ensure your child is picked up on time.

## LUNCHES

All campers must bring a lunch or money to buy lunch every day, unless otherwise noted. Lunches need to be in a paper bag and should not contain perishable foods, such as tuna fish or sandwiches with mayonnaise as we are not able to refrigerate them. Campers will be very active at camp, so please pack a healthy lunch. Please do not pack candy or other foods with little nutritional value. Be sure to include a drink for lunch. It's recommended that fruit juices, water, and other liquids be frozen the night before to keep cold. It is strongly encouraged that each camper's lunch be inside an

insulated container with ice packs. In addition, be sure to label all lunches with your child's name. **Please do not send lunches in Igloos or coolers.**

### **ADDITIONAL THINGS TO BRING TO CAMP**

- Watch
- Backpack to keep belongings in
- Snacks
- Bottles of water (refillable water bottle with child's name)
- Closed-toe shoes. For safety purposes, we do not allow campers to wear sandals or open-toe shoes unless it is a beach day or the field trip is to a water park.
- If campers choose to bring electronic devices such as MP3 players, hand held computers, cell phones, etc., it is their responsibility to keep track of these items and Camp Clarita is not responsible for lost, stolen, or damaged electronics.

Please remember to clearly mark all of your child's belongings with his/her name.

### **CAMP CLARITA WEEKLY**

*Camp Clarita Weekly* is the Camp Clarita publication that gives you all of the up-to-date information on upcoming trips, weekly activity schedules, drop-off and return times, and important reminders. This is your weekly resource for Camp Clarita. The *Camp Clarita Weekly* will be emailed out to the email address listed in the Rec1 system Thursday prior to the start of the week. You can pick one up at your park location or by logging onto [www.campclarita.com](http://www.campclarita.com). *Camp Clarita Weekly* is posted the Thursday prior to the start of the week by 5:00 p.m. Please note that activities are subject to change dependent upon weather or other unforeseen circumstances that may arise.

### **CAMP ATTIRE**

Voyager campers are not required to wear Camp Clarita T-shirts however we ask that they dress comfortably; wearing appropriate clothing and tennis shoes. Flip-flops are appropriate on swim, waterpark, and beach days. We also ask that shirts properly cover all areas, including chest, midriff, and backside. Wristbands will be distributed daily and must be worn at all times while at camp.

### **SUNSCREEN**

We recommend that campers apply sunscreen before coming to camp as many of the activities take place outdoors. We ask that you please send your child to camp with his or her own bottle of **spray-on** sunscreen if you wish for them to re-apply throughout the day. If you send your child with sunscreen lotion, staff is not allowed to administer it, so it is a good idea to teach your child how to apply it themselves or another camper may be able to assist. Staff can assist with spray-on sunscreen. Staff will remind campers to reapply sunscreen throughout the day, but ultimately it is the camper's responsibility.

### **EXTREME HEAT**

In the event of extreme heat (temperatures around 105 degrees), campers will participate in low energy activities indoors or in a shaded area of the park.

### **FIELD TRIPS**

Campers go on a field trip every day and are given more responsibility and independence in this program. Although specific information regarding each field trip can be found in the *Camp Clarita Weekly*, or by asking the Director, the following is information that applies to all trips:

- Please review the *Camp Clarita Weekly* for specific drop-off and pick-up times (vary depending on trip). The buses will depart promptly at the scheduled time and will not wait for late campers.
- Dropping off or picking up campers from field trip sites is not allowed.
- There will not be any staff that stays behind at the park; therefore, all campers must attend.
- The price is not pro-rated for campers who do not attend field trips, nor do we provide refunds or distribute tickets for missed trips.
- Campers are transported on school buses provided by a vendor the City has contracted with.

- Campers are required to remain in groups of four or more and wear a watch each day. Groups will be held accountable for checking in with staff at designated times and locations. Failure to do so could result in suspension from the program, without a refund.
- Some field trips are very long so we recommend sending your child with snacks that they can eat on the bus.
- Many trips require campers to bring a sack lunch or money to purchase lunch. Extra money to purchase souvenirs is optional. Campers in the Voyager program are responsible for their own money.
- Food is provided on some field trips; therefore, if your child has any dietary restrictions, please speak with your Director prior to the trip.
- Certain field trips require parents to complete a Release Form/Waiver. Please refer to the Camp Clarita Weekly for more information. If the waiver is not completed by the parent/guardian, the camper will not be able to participate in the planned activities.
- If a camper does not follow the behavior guidelines while on a field trip, the parent may be required to drive to the field trip location to pick up their child.

### CAMP GROUPS AND ACTIVITIES

At times, Voyagers stay together as an entire group while on other trips, campers select their own groups of at least four campers. Typically, campers select their own groups and staff will assist with group formation if necessary.

### SWIM TIME

Some of the field trips planned involve swimming. When at a City of Santa Clarita facility, all campers are required to remain in the shallow end of the pool unless they can successfully pass a swim test conducted by the lifeguards and have the parent's written authorization on the Health History form. Lifeguards are on duty during Recreational Swim and all campers must adhere to their rules and policies while in the aquatic area. We recommend all campers who are not strong swimmers wear a Coast Guard approved life vest. Each pool has a limited number of life jackets available so we recommend bringing one for your camper if needed. Only you and your child know their swim abilities so please, if you have any concerns regarding their abilities, please communicate with the Director or Assistant Director on the morning of the field trip.

### PARENT INVOLVEMENT

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps the Camp Clarita staff relate to the children most effectively. Please feel free to communicate any concerns that you have directly with the Camp Director at the park location. The Director will inform you of any behavior concerns regarding your child when necessary.

### ILLNESS POLICY

**In order to keep staff and other campers healthy, we request that you keep children at home who are sick or showing symptoms of illness. Your child will be better served by staying home until he/she is feeling better.**

**Fever:** If your child has a fever, he/she cannot attend camp. If your child develops a fever at camp, you will be called to pick them up. Children should not return to camp unless they have been fever free for 24 hours without the use of fever reducing medication.

**Communicable Diseases:** (i.e., chicken pox, measles) Please let us know if your child contracts a communicable disease so that we may inform other parents. Your child may come back when cleared by a doctor. For chicken pox, all spots must be dry.

**Lice:** If your child is found to have lice, you will be called to pick up your child since lice is highly transmittable. Before your child may return to camp, he/she needs to be free of lice, as well as eggs. Please thoroughly clean wherever your child puts his/her head—car seats, sofas, towels, pillows, etc. to stop the infestation. We will also take steps to treat the campsite (e.g. rugs, mats).

**Additional illnesses and conditions where we ask that you keep your child at home include, but not limited to:**

vomiting and/or diarrhea within the previous 24 hours, runny nose with any colored discharge, sore throat, any unexplained rash, any skin infections, pink eye and other eye infections, continuous cough, or just not well enough to follow the day's routine including outside play.

If your child has allergies which result in a continuous runny nose, please bring a note from your child's doctor stating this. This is true for any condition that may appear to be infectious or contagious but is not. While at camp, if a child displays symptoms of illness, he/she will be isolated and kept comfortable while the parent is notified. If removal from camp is warranted, the parent will be notified and asked to pick up the child as soon as possible. If the parents cannot be contacted, your emergency contacts will be called.

**MEDICATION**

Our staff is not permitted to administer prescription or non-prescription medication to children (exception Epi-Pens and Asthma Inhalers as staff is trained for emergencies only). Staff can only assist a child who can self-medicate and then only with written authorization of the parent. This includes Tylenol, cough medication, allergy medicine, etc.

If your child should need medication while at camp, camp staff will provide the medication to your child. The following instructions must be followed:

1. The medication must be brought in its original container to the Camp Director or Assistant Director, at your camp site. If it is prescribed medication, your child's name must be on the container.
2. You must complete the Medication Consent Form providing written instructions indicating the quantity and time that your child is to take the medication, as well as any other directions. This form also gives written clearance to the City of Santa Clarita to provide the medication to your child.
3. Sign medication in on the Medication Log at camp.
4. Please send only the daily dose of medication.
5. Sign medication out on the Medication Log at the end of the day.

**INJURIES AT CAMP**

Your child's safety and well-being is our number one priority. If your child is injured, the Director or Assistant Director at your camp site will take whatever steps necessary to obtain medical care if warranted.

**Minor accidents (bumps, scrapes):** All minor accidents will be recorded in the First Aid Log. You will be notified of the injury and the first aid provided by the site Director/Assistant Director at the time of pick-up.

**Bee Stings:** Camp Clarita staff is not allowed to remove objects imbedded in the skin. In the event that your child gets stung by a bee, parents will be notified immediately and given the option to pick up their child or come to the park location to remove the stinger and allow them to return to the scheduled activities.

**Head Injuries:** If at any time a camper injures their head while at camp, as a precaution, parents will be notified by camp staff informing them of the situation.

**In the event of a major accident:**

1. We will attempt to contact the parent/guardian first (if it's life threatening, 9-1-1 will be called first).
2. We will attempt to contact you through any person listed on the Health History Form.
3. If we cannot contact you, we will call an ambulance to have advanced medical care administered.

**EMERGENCY LOCKDOWN PROCEDURE**

If a lockdown command is ordered due to police activity or a threat in the area, immediate action will be taken to protect children and staff.

If outside, staff will gather the campers and run to a secure location away from possible danger. If sheltering in place is necessary, staff will use a wall or furniture to block access and move inside as soon as it is safe to do so.

If inside, staff and campers will stay in the building and initiate the following lockdown procedures:

- Lock all exterior doors, turn off lights and close the blinds. Blockade the door with furniture.
- Silence cell phones and have the group remain quiet away from any windows.
- Do not open the door.
- Wait for further information given by law enforcement or City officials.

Remain on lockdown until:

- An all clear call is made by a City official.
- A member of law enforcement or City staff member opens the door with a master key to inform staff that the area is safe.
- Law enforcement evacuates the facility, at which time staff and campers will walk single file, hands in the air, remain quiet and follow directives from officers on the scene.

**For safety reasons, children will not be released during any lockdown. Parents will receive notifications from City staff through phone, email and/or text.**

### CAMPER DISCIPLINE POLICY

Camp Clarita staff utilizes positive reinforcement techniques when communicating with campers as well as recognizes and rewards appropriate behavior. To help ensure that each camper has a fun and safe summer, we have established the following rules:

1. **Be safe**
2. **Listen to counselors**
3. **Use appropriate language**
4. **Be respectful**

*Prohibited behaviors at camp include but are not limited to:*

- Endangering the health and safety of themselves, other campers, and/or staff or volunteers
- Continual disruption of the program
- Refusal to participate in activities or cooperate with staff
- Stealing, damaging, or failing to care for camp or personal property
- Refusal to follow instructions
- Inappropriate physical contact (hitting, biting, etc.)
- Use of profanity or inappropriate language/gestures
- Bullying or acts of aggression or violence

*In the event that there is a need for discipline, the following Disciplinary Action Plan will be followed:*

1. The camper will be given a verbal warning and staff will direct the camper to a more appropriate behavior.
2. The camper will be given a time-out away from the group and activity. Staff will explain what rule(s) have been broken, why they are receiving a time-out, as well as the consequences for future negative behavior. The incident may be documented in the Behavior Log.
3. The camper will need to speak with the Director and the incident will be documented in the Behavior Log for the parent/guardian to review and sign. A phone call to the parent/guardian may also be required at this time.
4. If the behavior persists, the camper will be removed from all activities and parents will be called to pick up the child. **If the camper's behavior at any time threatens his/her immediate safety, or the safety of other campers or staff, the parent/guardian will be notified and expected to pick up the child immediately.**
5. If the negative behavior continues and the child is sent home a second time, the parent/guardian will be contacted by the Recreation Supervisor or Coordinator at which time a Behavioral Contract will be completed where expectations and consequences will be discussed.
6. In the event the camper continues to not meet the behavior expectations, he/she may be suspended or removed entirely from the Camp Clarita program. **No refunds will be issued.**

7. The Recreation Supervisor reserves the right to forgo the Disciplinary Action Plan and commence immediate dismissal of a camper based on the severity of the behavior.

*Please be sure to review the Camp Clarita rules with your camper.*

### CODE OF CONDUCT

For continual enjoyment, program participants must abide by all posted rules at the facility as well as those outlined in this handbook specific to the program. By submitting the registration form for your child to participate in this program, you on behalf of your minor child, agree to abide by the policies and conditions of the City of Santa Clarita Parks, Recreation, and Community Services Department "Code of Conduct". (For complete Code of Conduct policy, see our website at [santa-clarita.com](http://santa-clarita.com) and click on Registration or locate it in the registration packet.)

### REPORTING SUSPECTED CHILD ABUSE

In order to ensure the well being of the children in our care, staff has a duty under state law to report incidents of possible neglect or abuse to the Department of Children and Family Services (D.C.F.S.) and to cooperate in any investigation of such possible neglect or abuse. D.C.F.S. may send social workers and personnel to speak with the child in regards to any incidences of alleged child abuse and may legally do so without parent permission or consent.

City of Santa Clarita staff are mandated reporters and must follow California statute for mandatory reporting (Penal Code Section 11166). Staff may be subjected to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff, or any other person on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. All child abuse investigations are a matter for D.C.F.S. or the local law enforcement.

### LOST AND FOUND

Our staff will do their best to ensure that campers do not lose any belongings; however, we cannot be responsible for any lost or stolen items. As previously mentioned, we recommend that campers keep all necessary items in a bag or backpack and refrain from bringing unnecessary items to camp. Any items placed in the lost and found will be kept on site for one week after each camp session. After this time, all items in the lost and found will be donated to a non-profit organization.

### DEPENDENT CARE REIMBURSEMENT FORMS

All Dependent Care Reimbursement Forms must be verified and signed by the Camp Recreation Supervisor or Coordinator. In order to obtain signature, please submit form directly to the Camp Clarita office via email or give to the site Director. Please allow one business day for processing if emailed directly to the Camp Clarita office and up to three business days for processing if given to the site Director. For tax purposes, the City of Santa Clarita's Tax ID number is 95-4133918.