



RECREATION AND COMMUNITY SERVICES DEPARTMENT

2025 CAMP CLARITA LITTLE ADVENTURES

PARENT HANDBOOK

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 Registration Office Phone: (661) 250-3700
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 Website: www.campclarita.com

The City of Santa Clarita Recreation and Community Services Department welcomes you to Camp Clarita! Little Adventures Camp offers 3 to 5-year-olds the opportunity to play and make new friends while participating in fun, themed activities. Each program includes age appropriate experiences for campers to create and explore including crafts, games, outside play, sensory activities, dramatic play, and special events based upon the weekly theme at the park sites. Please take the time to read through this handbook as it contains valuable information including camp policies and procedures.

PROGRAM INFORMATION

Camp Program	Age	Dates	Times	Weekly Options	Locations/Options
Little Adventures	3-5 years <i>(by the start of the session)</i>	June 16 – August 8	8:30 a.m. – 12:30 p.m.	M-F only	<p>Canyon Country Park 17615 Soledad Canyon Rd (661) 284-1456</p> <p>Valencia Glen Park 23750 Via Gavola (661) 284-1452</p> <p>Newhall Park 24923 Newhall Ave (661) 284-1451</p>

DAILY 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 8:30 a.m. and they may not sign themselves in. All parent/guardians must sign their child in and out each day. **We cannot be responsible for your child unless they are signed in.** Please be prepared to show a **picture ID** each day in order to pick up your child. Tables will be arranged outside the community room for sign-in and out.

Little Adventures utilizes Procure Solutions for daily electronic sign-in/out and Families will receive an email from Procure with a unique 10-digit code and instructions on how to download and log into the app. The email will be sent to the email address on file in the City's online registration system.

AUTHORIZATION TO PICK UP

For the protection of your child, only people whom you have authorized on the Health History Form may pick-up your child from the program. Please make sure this individual brings a photo ID. Staff will check identification and confirm authorization of individuals seeking to pick up children from the program 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 with the Camp Director. No faxes, emails, or authorization by telephone will be accepted as we cannot confirm your identity.**

CAMP GROUPS AND ACTIVITIES

The enrollment in Little Adventures will not exceed the 1:8 ratio. Campers will take part in several camp activities throughout the day. Camp activities include arts, crafts, indoor/outdoor activities and games, sports, music, science, nature, and more!

SAMPLE OF A TYPICAL DAY AT LITTLE ADVENTURES CAMP*

8:30 – 8:40 a.m.	Arrival Time
8:40 – 9:20 a.m.	Exploration Time/Discovery, First Craft Time
9:20 – 9:50 a.m.	Clean up time and Good Morning Circle
9:50 – 10:30 a.m.	Teacher Directed Group Activity
10:30 – 11:00 a.m.	Outside Playtime (Weather Permitting)
11:00 – 11:30 a.m.	Bathroom, Washing Hands, and Snack/Lunch
11:30 a.m. – 12:00 p.m.	Center & Second Craft Time
12:00 – 12:30 p.m.	Closing Circle (Music and Movement, Story Time)
12:30 p.m.	Departure Time

** Schedule may vary from day to day*

MOVIES

At certain times during the program, specifically in extreme heat, age appropriate G movies may be shown.

BATHROOM PROCEDURES

Staff will escort children to the restroom as a group throughout the day. Children will wash hands immediately after using the restroom. All campers must be toilet trained, (no pull-ups), and able to use the restroom independently. Camp staff can assist with buttons and zippers.

LUNCHES/SNACK TIME

Campers must bring a nutritious lunch/snack to camp every day to eat at approximately approximately 11:00 a.m. Please note that the City of Santa Clarita does not provide refrigeration for lunches/snack. Campers will be very active at camp, so please pack a healthy lunch/snack. Please do not pack candy or other foods with little nutritional value. Be sure to include a drink. It is strongly encouraged that each camper's lunch/snack be inside an insulated container with ice packs. In addition, be sure to label all lunches/snacks with your child's name.

Please remember to clearly mark all of your child's belongings with their name.

ADDITIONAL THINGS TO BRING TO CAMP

- Wear Camp shirt daily
- Refillable water bottle with your child's name – Drinking fountains will be utilized to fill water bottles
- Closed-toe shoes. For safety purposes, we do not allow campers to wear sandals or open-toe shoes
- Campers are asked not to bring any additional items such as toys to camp

ILLNESS PROTOCOLS

The City of Santa Clarita has always adhered to illness procedures for its day camp programs and must be closely followed while participating in Camp Clarita for the health and safety of children and staff alike. In order to keep staff and other children 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. Please ensure that you understand the following illness procedure prior to your child's attendance in the program.

IF A CHILD BECOMES SICK WHILE AT CAMP CLARITA

1. Staff will notify the Camp Clarita office of the situation and isolate the child in the park office while staff monitors.
2. Parent/guardian will be called (any names listed on the Health History form) to pick up the child promptly.
3. The Camp Clarita office to determine the next steps based on the symptoms the child has exhibited.

In the event that a staff member or participant tests positive for COVID and has symptoms, the following isolation procedures will be followed:

1. Isolation may end when fever free for 24 hours without using fever reducing medication and other COVID-19 symptoms are mild and improving
2. Must wear a mask indoors when around other people indoors for 10 days after becoming sick or testing positive

No isolation is required for those who are positive but do not have symptoms. Instead, they only need to wear a mask when around other people indoors for 10 days after testing positive.

Please note, the City will require that participants and staff adhere to all Public Health Orders. As Orders change, information will be updated. If Orders are revised throughout the course of the program, participants and staff will be informed and required to follow any updated Order.

Additional illnesses and conditions where we ask that you keep your child at home include, but not limited to: any unexplained rash, skin infections, pink eye and other eye infections, 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.

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 are highly transmittable. Before your child may return, 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 site (e.g. rugs, mats).

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 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 nonrefundable 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 week. By enrolling in our payment plan you are required to have a credit card on file and opt into automatic payments to pay the balance for each week/session. 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 st Week Due: 6/2	2 nd Week Due: 6/9	3 rd Week Due: 6/16	4 th Week Due: 6/23
5 th Week Due: 6/30	6 th Week Due: 7/7	7 th Week Due: 7/14	8 th Week Due: 7/21

WEEKLY REGISTRATION

Registration for each session 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 sessions online, pending availability. If you are **currently** enrolled in Camp Clarita and would like to add sessions, 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.

CAMP CLARITA FORMS

All children will need a Health History Form and Enrollment Agreement on file at the site. Both forms are available online at campclarita.com. If your child does not have a completed Health History Form or Camper Agreement on file before 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.

CAMP CLARITA 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.

- A refund will be issued when the request is received by the Camp Clarita office at least 10 business days prior to the start of the week enrolled
- For each session refunded, a \$30* charge per child, per week is withheld
- All requests for transfers or to add additional sessions must be submitted to the Camp Clarita office no later than the **Wednesday** prior to the start of the session at 5:00 p.m. and are subject to availability
- Refunds will not be issued after the 10 business day deadline
- A refund will not be issued for days missed in a session and there are no make-up days
- Campers may not attend camp on days they are not enrolled. If your child is enrolled in the M/W/F or T/Th option, they may not attend camp on any other day
- Any refund of camp fees may take up to one week after notification is received to be processed
- After a refund has been issued, credit card refunds may take up to seven business days depending on the credit card company and checks may take up to three weeks to receive
- If Camp Clarita has to cancel the program, a full refund will be issued for cancelled days/weeks

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.santaclarita.gov/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. Each camp location will have one Director in addition to two 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 receive extensive training. The maximum staff to camper ratio is 1:8.

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.

LATE PICK-UP CHARGES

There is a \$5 charge per child for the first 15 minutes plus \$1 for each minute thereafter, or portion thereof, that you are late in picking up your child. The late charge is due and payable through your CivicRec registration account on the day in which you are late. No cash will be accepted at the site. 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.

CAMP CLARITA T-SHIRTS

Campers enrolled in Little Adventures are required to wear a camp T-shirt everyday**. **No exceptions!** Camp T-shirts cost \$8 and are currently available for purchase online by logging onto campclarita.com. Each child will receive one T-shirt per paid enrollment regardless of how many sessions they are enrolled. They will receive the T-shirt on their first day of camp.

T-shirts purchased online can be picked up on the camper's first day of camp. You must show a copy of your original receipt when picking up T-shirts. Camp T-shirts will be available for purchase at your camp site once camp and payable through your CivicRec registration account. **No cash will be accepted at the park sites.**

****If your child arrives at camp without a Camp Clarita T-shirt, one will be provided for him/her for a fee of \$8.00, payable through your CivicRec registration account. We do not provide "loaner shirts," therefore; your child may not wear it for the day and then return it.**

SUNSCREEN

We recommend that you apply sunscreen to your child before bringing him/her to the program as many of the activities take place outdoors. We ask that you please send your child with his or her own bottle of **spray-on** sunscreen if you wish for them to re-apply throughout the day. Staff may assist with administering spray-on sunscreen.

INCLEMENT WEATHER

In the event of inclement weather, children will participate in activities indoors or in a shaded area of the park.

WATER PLAY

On water play day, there is no need to send your camper in his or her swimsuit, as they will not get soaking wet.

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 Director at the park location.

Little Adventures staff will use Procure Solutions as a tool to communicate with parents. Procure offers an easy-to-use app to provide updates on upcoming events, time-sensitive information, and a look inside the classroom with photos of daily activities. The program information and photos shared are intended for registered families, and should not be shared on public platforms.

MEDICATION

Our staff is not permitted to administer prescription or non-prescription medication to children (except for Epi-Pens and Asthma Inhalers, which staff is trained to use in 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 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 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 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 its 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 children 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 children 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 children 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. Please make sure contact information is current in CivicRec and on your child(ren)'s Health History Form.

CAMPER DISCIPLINE PROCEDURES

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 time away from the group and activity. Staff will explain what rule(s) have been broken, why they are receiving time away, 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 Recreation and Community Services Department "Code of Conduct". (For complete Code of Conduct policy, see our website at santaclarita.gov and click on Registration or locate it in the registration packet.)

INCLUSION SUPPORT

Camp Clarita is an inclusive program and we welcome all children to participate in the camp experience and have a meaningful and enjoyable summer. The City provides reasonable staff support to allow campers to have a positive experience. Campers must be enrolled in the program prior to submitting an Inclusion Request form and two weeks' notice is **required** for all services.

For further information on Inclusion Support or to discuss your child's participation in Camp Clarita, please contact the Inclusion Support Coordinator, Angela Reynolds, at (661) 250-3722. Campers must meet the enrollment requirements. We strive to meet the needs of every camper, but in some instances, this program may not be appropriate for all.

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 taken 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 and tax identification number, please submit form directly to the Camp Clarita office via email or give to the 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.