



RECREATION AND COMMUNITY SERVICES DEPARTMENT

2025 CAMP CLARITA RANGER/EXPLORER

PARENT HANDBOOK

Main Office Phone: (661) 250-3769
 Registration Office Phone: (661) 250-3700
 Email: campclarita@santaclarita.gov
 Website: 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.

Ranger and Explorer Camps are traditional day camp programs in which campers participate in a variety of fun, creative, and engaging themed activities while at the park sites as well as attend a weekly field trip. The age appropriate activities include a daily rotation of crafts, sports, games, songs, skits, math, science, literacy, and much more!

PROGRAM INFORMATION

Age	Dates	Times	Weekly Options	Locations
Ranger: 5-8 yrs Explorer: 9-12 yrs <i>(by the start of week)</i>	June 16 – August 8	Open from 7:00 a.m. – 6:00 p.m.	M-F <u>or</u> M/W/F <u>or</u> T/Th	North Oaks Park 27824 N. Camp Plenty Rd. (661) 284-1454 Santa Clarita Park 27285 Seco Canyon Rd. (661) 284-1455 Valencia Meadows Park 25671 Fedala Rd. (661) 284-1453 Valencia Community Center 26147 McBean Parkway (661) 250-3700

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 7:00 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.** A full signature is required. 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.

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 Site Director. No faxes, emails, or authorization by telephone will be accepted as we cannot confirm your identity.**

GROUPS AND ACTIVITIES

Children will be placed in age appropriate activity groups. Group movement accommodations will only be made if space is available in another group. Each group will consist of approximately 20 children and two staff to maintain a 1:10 ratio. Campers will take part in several camp activities throughout the day. Camp activities include arts, crafts, indoor/outdoor activities and games, sports, music, drama, science, nature, cooking, and more! Groups will rotate between indoor and outdoor activities.

*SAMPLE OF A TYPICAL DAY**

7:00 – 9:00 a.m.	Check-in for Extended Care – Structured Free Play/Games
9:00 a.m.	Regular Hour Check-in
9:00 – 9:30 a.m.	Opening Circle/Snack
9:30 a.m. – 12:00 p.m.	Four Activity Periods for Games, Crafts, Sports, Music, Skits, Enrichment Activities, etc.
12:00 – 12:30 p.m.	Lunch
12:30 – 3:00 p.m.	Changing/ Swim Time
3:00 – 3:30 p.m.	Snack/Closing Circle/Camper of the Day Awards
3:30 – 5:00 p.m.	Organized Low Energy Activities – Extended Care begins
5:00 – 6:00 p.m.	Structured Free Play

**Schedule may vary by park location*

MOVIES

At certain times during the program, specifically in extreme heat or after we return from field trips, age appropriate G or PG movies may be shown.

BATHROOM PROCEDURES

Camp Clarita utilizes the buddy system for trips to the restroom while at the park. Campers must ask staff to use the restroom and are assigned a "buddy" to accompany them. Staff will monitor the children as they walk to and from the restroom. On field trips, campers will visit the restroom multiple times throughout the day with their group. If a camper needs to make a special trip to the restroom, the entire group will accompany the child to the nearest restroom. Campers must be toilet trained and able to use the restroom independently. Children will wash hands immediately after using the restroom.

LUNCHES/SNACKS

All children must bring a lunch to the program every day. Lunches need to be in a paper bag or soft-shell lunch bag, and must be clearly labeled with your child's name. Lunches **should not** contain perishable foods, such as tuna fish or sandwiches with mayonnaise as we are not able to refrigerate them. Children will be very active 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 child's lunch be inside an insulated container with ice packs. **Please do not send lunches in igloos or coolers.** Children will wash their hands before eating lunch.

ADDITIONAL THINGS TO BRING

Children's belongings will be kept in cubbies

- Wear Camp shirt daily
- Swimsuit, sunscreen, and towel
- Disposable bag for belongings
- Snacks
- Bottles of water or Refillable water bottle – Drinking fountains will be utilized to fill water bottles
- Closed-toe shoes. For safety purposes, we do not allow children to wear sandals or open-toe shoes
- For campers in need of life jackets during swim time, we recommend that parents provide a Coast Guard approved device as the pools at each park site have a limited quantity
- No other items (toys, electronics, cell phones) will be allowed

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

SWIM TIME

Pools are located at each of the Ranger/Explorer camp sites; therefore, campers have the option of swimming throughout the week. For those who do not wish to swim, low energy activities will be offered inside the community room. 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 swim time 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. Only you and your child know their swim abilities. If you have any concerns about your child's swimming abilities, please communicate with the site Director or Assistant Director on the first day your child attends 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 week of the program closes the **Wednesday** prior to the start of the week 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, 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 at the time of registration.

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 Enrollment 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 week refunded, a \$30* charge per child, per week is withheld
- All requests for transfers or to add additional weeks must be submitted to the Camp Clarita office no later than the **Wednesday** prior to the start of the week 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 week 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
- \$30 deposit for the payment plan is non-refundable as a spot has been held for your child
- 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

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.

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 program fees. Payment history can be retrieved on your 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/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 receive extensive training. The maximum staff to child ratio is 1:10.

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.

WEEKLY NEWSLETTER

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. You can pick one up at your park location or by logging onto 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 CLARITA T-SHIRTS

Campers enrolled in Ranger and Explorer Camp are required to wear a camp T-shirt every day**. **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 begins 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.

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 or Assistant Director at the park location. The Director will inform you of any behavior concerns regarding your child when necessary.

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 attending the program, 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 or Assistant Director at your 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.
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 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: 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 child injures their head while in the program, as a precaution, parents will be notified by 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 children as well as recognizes and rewards appropriate behavior. To help ensure that each child has a fun and safe summer, we have established the following rules:

1. **Be safe**
2. **Listen to staff**
3. **Use appropriate language**
4. **Be respectful**
5. **Follow all safety guidelines**

Prohibited behaviors include but are not limited to:

- Endangering the health and safety of themselves, other children, and/or staff
- Continual disruption of the program
- Refusal to participate in activities or cooperate with staff
- Stealing, damaging, or failing to care for program 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 child will be given a verbal warning and staff will direct the child to a more appropriate behavior.
2. The child 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 child 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 child will be removed from all activities and parents will be called to pick up the child. **If the child's behavior at any time threatens his/her immediate safety, or the safety of other children 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 child continues to not meet the behavior expectations, he/she may be suspended or removed entirely from the 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 child based on the severity of the behavior.

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

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 enrolling your child 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, see our website at santaclarita.gov)

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.

FIELD TRIPS

Every Wednesday campers go on a field trip. Although specific information regarding each field trip can be found in the *Camp Clarita Weekly*, or posted at each site, the following information 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 stay behind at the park on field trip days; therefore, all campers must attend
- The price is not pro-rated for campers who do not attend the field trip, nor do we provide refunds or distribute tickets for missed field trips, even due to illness
- Campers are not allowed to purchase souvenirs on field trips
- Some field trips are very long, so we recommend sending your child with snacks
- Campers are transported on school buses driven by a vendor the City has contracted with
- Campers will be placed in groups according to their age for all field trips and staff will ensure that each group participates in age appropriate activities. You are welcome to check with staff to make sure your child is in a group you feel is appropriate in order to ensure they have an enjoyable experience on each field trip
- Food is provided on some field trips; therefore, if your child has any dietary restrictions, please speak with your site Director the **Monday** prior to the trip
- 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

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 children do not lose any belongings; however, we cannot be responsible for any lost or stolen items. As previously mentioned, we recommend that children refrain from bringing unnecessary items. Any items placed in the lost and found will be kept on site for one week. 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.