



The City of
Commerce
Department of Parks and Recreation

Day Camp

and

Kids Club Program

Welcome to the City of Commerce Day Camp and Kids Club After School Program.

The purpose of our Day Camp and Kids Club Program is to encourage our youth to form a healthy lifestyle through recreation activities that motivate individuals physically and mentally, while developing a sense of community and creating friendships.

In our programs we have acquired a certain way of doing things. We do not have customer, we have families. We are not a program, we are a community. We are not just staff, we are Leaders. We trust that our Leaders support, guide, and direct our families during their time here with us.

Our goal is to constantly create a social environment that is fun, imaginative, friendly, healthy and safe for children and their parents through out the school year.

We thank you for your participation.

Best Regards,

Melissa Romero
Kids Club and Day Camp Specialist



**Parks
Make
Life
Better!** SM

Parent and Participant Agreement

I have read, discussed and understand the City of Commerce Parent/Guardian and Participant Handbook. By signing this Participant Agreement, we agree to adhere to all rules, policies and procedures detailed in the Handbook. As a parent/guardian, I agree to:

- Read the newsletter, memos, and any other important information that is distributed or posted.
- Keep staff informed about a change to my phone number or e-mail for myself and the people listed on the Participant Emergency Form.
- Allow time for staff to talk to me about my child when I pick them up at the end of the day.
- Give suggestions of effective means of working through my child's behavior.
- Inform staff of any additional needs regarding my child.
- Agree not to display any abrasive or threatening behavior towards any staff member, another parent/guardian or a child. Abrasive behavior may result in suspension or expulsion from the program. Parents/Guardians may not discipline children who are not their own.
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- Agree to drop off/pick up my child on time to avoid late fees. ▪ Follow the instructions provided by the program and supervising staff. ▪ Sign my child in and out each day. All sign in and out sheets for the participants will be kept in a file that is easily accessible to parents and guardians.
- When required, all parents/guardians must have a face covering on while interacting with fellow participants, parents/guardians, and city staff.
- Parents will conduct a health screening and temperature check prior to their child entering the program each day. Child will not be allowed in if displaying signs of illness upon entry.

Parents/guardians are required to review and sign this handbook and all waivers before your children will be allowed in the program.

Child's Printed Name Date

Parent/Guardian Signature



Our Parent Handbook has been established to provide families with important information regarding our Kids Club and Day Camp Programs. This handbook outlines our expectations for our participants and their parents/guardians. If you have any questions about the handbook, please contact our Day Camp or Kids Club Staff.

Important Phone Numbers

Rosewood Day Camp and Kids Club Specialist

Melissa Romero

(323) 887-4427 ext 2827

Bandini Day Camp

Gina Fierro

(323) 887-4425



Registration and Billing Information

Department of Parks and Recreation

(323) 887-4434

Emergency Contact Information

Please keep all emergency contact info up to date. This includes adults authorized to pick up and sign out your child. Sports and Afterschool Clubs that your child is a participant of or any other schedule or pick up changes that we should know of.

Please update this information with Kids Club Staff



Program locality and Student to Staff Ratio

Our Day Camp program is conducted at 2 locations for varying age groups. The sites are set at locations that best fit each age group.

Student to Staff Ratio

Day Camp Site	Address	Age	Ratio
Bandini Park	4725 Astor Ave	5-7 yr. olds	1:7
Rosewood Park	5600 Harbor St	8-10yr. olds	1:10

Kids Club Site	Address	Grades	Ratio
Bandini Park	4725 Astor Ave	K-5th Grade	1:10
Rosewood Park	5600 Harbor St	TK-8th Grade	1:10

Staff Training

All our recreation leaders have been trained in First Aid and CPR. As well as Child Abuse and Neglect Mandated Reporting.

Programming Core Values and Curriculum

Our Kids Club and Day Camp programs core value for our participants, families and staff are that we have and show respect, accountability, honesty, and compassion, towards each other while creating a diverse, healthy, and positive community through recreation.

Disciplinary Procedure

- Campers who disregard the behavior expectations will be subject to discipline. Staff will issue the appropriate disciplinary steps as indicated
- 1. Verbal Warning– staff will remind the camper about the behavior expectations and verbally redirect them to engage in appropriate behavior.
- 2. Intervention– removal from the group and given time to de-escalate and calm down before returning back. Staff will discuss the inappropriate behavior and alternative choices.
- A behavior notification will be sent home informing the parent/guardian of the campers behavior.
- 3. Early Pick-up– Early pick up may be required if a camper is unable to manage behavior despite verbal warnings and intervention attempts, the misconduct is serious and/or the participant requires attention beyond what Day Camp staff can provide.
- 4. Suspension for one or more days– Suspension may be required in situations where misconduct continues after verbal warnings, intervention attempts, and early pickups have been enforced or when campers engage in serious behavior.
- Long Term suspension– When all other progressive discipline steps are not successful, a long term suspension may be imposed. This level of intervention is reserved for the most severe situations.



Health and Wellness

To ensure the well-being of our team and participants, please use caution when your child is feeling ill.

Personal Protective Equipment (PPE) is recommended but not required. Each site does have PPE available, if needed. It is our personal responsibility to keep ourselves, participants and leaders healthy.

We ask that our supervisory team be updated with any/all communicable health concerns. All information is confidential.

If a child becomes ill during program. Parents will be notified and their child will need to leave program within an hour of being notified.

Our program staff has the right to refuse admission to any child who appears to be ill.

Participant Behavior Expectations

- Be responsible with their actions and words
- Listen and follow all directions given by leaders
- Practice personal space with other campers and leaders
- Be polite to one another
- Wear closed toed shoes at all times
- Keep your hands, feet, and all other objects to yourself
- Play in a safe manner
- Ask for permission to use the restroom
- Always remain in sight of your designated leader
- Practice good hygiene by following proper sneezing and coughing protocols, washing your hands often.
- Keep belongings in designated area.

Our curriculum is intended to assist in every child's growth and development through recreation. We offer a variety of activities such as sports, creative thinking, art, and cooking, which assist in every child's social, physical, language and speech, and emotional/self care skills/development.

Communication with Parents

- To ensure that our families are well informed Kids Club sends out monthly calendars with important information regarding celebrations, in-service days, and other program or city information.
- Day Camp sends out weekly itineraries with daily activity information and trip information.
- Parent boards are also near the sign out area at all locations with specific information for the day and week.
- Another form of communication that is used are ouch reports for minor injuries or illnesses.
- Notifications/Write ups are also used to communicate positive and negative behaviors that staff have been a witness to or made aware of that should be shared with parents/guardians.
- Remind App– Parents are asked to download the Remind App and add our classroom.

Class Name	Class Code
Kids Club	@ebbacf
City of Commerce 8-10 Day Camp	@cityofcom

Program Calendar

Our Kids Club Afterschool Program services the Bandini and Rosewood Park School, which follow the Montebello Unified School District Calendar (MUSD).

Day Camp is conducted during the MUSD vacation breaks.

Listed below are all scheduled holidays, student free days, and seasonal breaks

Childcare is not provided on holidays, student free days, or special event set ups for Parks And Recreation

Date	Holiday/Free Day/Seasonal Break
September 2, 2024	Labor Day
October 25, 2024	Special Event Set Up
November 11, 2024	Veteran's Day
November 25-29, 2024	Fall Recess– Day Camp Available
Dec 23, 2024-Jan 10, 2025	Winter Recess– Day Camp Available
January 13, 2025	Pupil Free Day
January 20, 2025	Martin Luther King Jr. Day
February 10, 2025	Lincoln's Birthday
February 17, 2025	Washington's Birthday
March 31, 2025	Pupil Free Day
April 18, 2025	Pupil Free Day
April 21-25, 2025	Spring Break– Day Camp Available
May 26, 2025	Memorial Day

Lunch Program and dietary needs

- A healthy lunch is provided to our students by LEAP lunch program.
- Student may bring their own lunch/snacks from home.
- If there are any dietary concerns or allergies, please inform our staff
- All our sites are “green”. Please send your child with a reusable water bottle.

Personal Belongings

- Participants are discouraged from bringing toys and other similar items from home.
- Cell phones are allowed but discouraged from use during program.
- All backpacks, lunch bags, jackets etc should be labeled with your child's name or initials.
- The City of Commerce is not responsible for the loss/damage of any personal belongings brought to camp.

Communication with Parents

Weekly itineraries (Day Camp) and Monthly Newsletters (Kids Club) will be handed out to parents during sign in/out time. These purpose of these handouts is to keep parents/guardians informed about activities, holidays, trips, and other important information.

Our programs may also use the Remind App to keep in contact with parents, as well.

Parents will receive a text invite to join the group at least a week after enrollment into our Day Camp or Kids Club Program.

Sign in/out Procedure

During Day Camp

- Parent/Guardian must escort their camper to the designated sign in area.
- Participants may not sign themselves in or out of Day Camp.
- Sign in times begin at 7:30 a.m.
- Sign out time ends at 5:30 p.m.

During Kids Club

- **Leader WILL** pick up **TK-K** students from their classroom
- Children will walk to the designated sign in area at their school.
Bandini School near the playground
Rosewood Park School near the playground

During Day Camp and Kids Club

- Children can only be signed out/released to an adult 18yrs and older that are listed as a designated person. We have the right to ask for ID
- Failure to pick up your child on time will result in a late fee (\$1 a minute, per participant)
- Parents/guardians are responsible for notifying the Day Camp Specialist when your child will not be attending program.
- Sports Coaches are required to sign out participants for practice. Staff will walk participants to practice if a coach does not sign out the participant IF time/ratio allows.

Registration

- All participants must be registered PRIOR to attending Day Camp or Kids Club.
- Registration may be done online, in-person at the Department of Parks and Recreation or by phone (323) 887-4434.
- Payment options can be set at the time of registration
- ALL registration forms MUST be completed prior to attending program.

Registration Fees

Program	Resident	Non Resident
Day Camp	\$75 per child, per week	\$105 per child, per week
Kids Club	\$30 per child, per week	

Hours of Operation

Day Camp	Kids Club
<u>Monday –Friday</u> 7:30am-5:30pm No Camp on Thanksgiving Christmas Day New Year’s Day 4th of July	<u>Rosewood Park School</u> Monday-Wednesday and Friday 1:50-6pm <u>Bandini Park School</u> Mon-Fri 1:35-6pm Minimum days vary At both schools

Adaptive/Inclusive Recreation Services

The City of Commerce Department of Parks and Recreation will not discriminate against qualified individuals with disabilities in services, programs, and activities, according to the Americans with Disabilities Act (ADA) title II.

[ADA.gov homepage](http://ADA.gov)

Inclusion Services for individuals with disabilities

The Department of Parks and Recreation is dedicated to developing safe, enjoyable, and inclusive programming, adaptable for all participants.

Our inclusive services are at no cost to individuals and are established to support participants with disabilities and special needs in activities offered by the Department.

Individuals that qualify for Inclusion Services

- Have a physical, intellectual, developmental, or mental health disability;
- Receive special education services while attending school;
- Are easily over stimulated in group settings;
- Have sensory sensitivities;
- Frequently need assistance following directions;
- Benefit from reminders about transitions or change in routines;
- Need modifications to some or all program activities; or
- Have other specific needs that may impact participation in recreation activities or staff should be aware of

Modifications to Policies and Procedures

The Department of Parks and Recreation will make all reasonable modifications to policies and programs to ensure that participants with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Department of Parks and Recreation, should contact the Department at (323) 887-4434 as soon as possible but no later than 48 hours before the scheduled event/program.

