

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.
- 5. 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.



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 healthy lifestyles through recreation activities that motivate campers 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 being a part of the program.

Best Regards,

Melissa Romero
Kids Club and Day Camp Specialist

Communication with Parents

Weekly itineraries (Day Camp) and Monthly Newsletters (Kids Club) will be handed out to parents during sign in/out time. The 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.

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.

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 must be signed in by an adult 18yrs and older.
- Children can only be 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 camper)
- Parents/guardians are responsible for notifying the Day Camp Specialist when your child will not be attending program.

Lunch Program and dietary needs

- A healthy lunch is provided to our students by better4you 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.

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	8-12 yr. 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

Important Phone Number

Day Camp (8-12 yr. old) and Kids Club Specialist (323) 887-4427

Melissa Romero

Day Camp (5-7 yr. old) (323) 887-4425

Gina Fierro

Department of Parks and Recreation (323) 887-4434
(registration and billing information)

Adaptive Recreation and Inclusion for all

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

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 or student free days

Date	Holiday/Free Day/Seasonal Break
September 5, 2022	Labor Day
November 11, 2022	Veteran's Day
November 21-25, 2022	Fall Recess– Day Camp Available
Dec 19, 2022-Jan 6, 2023	Winter Recess– Day Camp Available
January 9, 2023	Pupil Free Day
January 16, 2023	Martin Luther King Jr. Day
February 13, 2023	Lincoln's Birthday
February 20, 2023	Washington's Birthday
March 31, 2023	Pupil Free Day
April 7, 2023	Pupil Free Day
April 10-14, 2023	Spring Break– Day Camp Available
May, 31, 2023	Memorial Day

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
Monday –Friday 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 1:45-6pm Thursday 12:45-6pm <u>Bandini Park School</u> Mon-Fri 2:20-6pm Minimum days vary 1:10-6pm