

City of
SOUTH PASADENA

CAMP MED SUMMER PROGRAM



PARENT HANDBOOK



**June 10, 2024 –
August 9, 2024**



Orange Grove Park
815 Mission St., South Pasadena

THE ACTIVITIES

Arts & Crafts
Charter Bus Field Trips
Outdoor Games
Sports & Swimming
Weekly Themes

AGES 5–11

CONTACT US



(626) 403-7380



@southpasadenarec



southpasadenaca.gov/recreation

IMPORTANT INFORMATION

WEEK	DATES	FIELD TRIP
1	June 10, 2024 – June 14, 2024	In-House Activity: Laser Tag
2	June 17, 2024 – June 21, 2024 <i>Camp will be closed on Wednesday, June 19th</i>	Underwood Family Farms (Tuesday)
3	June 24, 2024 – June 28, 2024	Los Angeles Zoo
4	July 1, 2024 – July 3, 2024 <i>Camp will be closed on July 4th & July 5th</i>	In-House Activity: Foam Party (Tuesday)
5	July 8, 2024 – July 12, 2024	Medieval Times
6	July 15, 2024 – July 19, 2024	Los Angeles Sparks Games (Tuesday)
7	July 22, 2024 – July 26, 2024	John's Incredible Pizza
8	July 29, 2024 – August 2, 2024	Adventure City
9	August 5, 2024 – August 9, 2024	Beach Trip

TELEPHONE NUMBERS

Camp Med
(626) 403-7386

Camp Med Mid-Level
(626) 403-7391

Program Specialist
(626) 403-7382

Recreation Office
(626) 403-7380

Community Services Supervisor
(626) 403-7321

HOURS OF OPERATION

Monday through Friday; 7:30 a.m. to 6 p.m.

Running late to pick up your child? After the first 5 minute grace period, you will be charged \$3.50*/minute per child. If your child is not picked up by 6:30 p.m., a staff member will escort the child to the South Pasadena Police Station, located at 1422 Mission Street, for pick up.

South Pasadena Police Station: (626) 403-7270

SIGN IN & OUT POLICY

Only authorized persons listed on application may sign participants in and out each day. No persons under the age of 18 will be allowed to pick up participants.

Staff are directed to request a valid photo I.D. from the person(s) picking up the participant.

In the event that a participant is involved in shared custody or guardianship, we must adhere to legal court documents and family case law if custodial issues arise.

- We must have on file a written court document regarding billing, custodial days, and restraining orders.

Such orders must be updated if changed.

- Unless otherwise written, we provide equal access to the participant and to information regarding a participant to both parents.
- In case of a site closure or emergency, we will notify the custodial parent for pick up. If we cannot reach the custodial parent, we will notify the non-custodial parent and authorized adults for pick up.

MEDICATION & ILLNESSES

If your participant arrives at the program sick or becomes ill during the day, you will be notified, Arrangements will then have to be made to have your child picked up within one (1) hour. Participants may not return to the program for 24 hours.

If we will be administering any medication to your participant, a prescription from the doctor is required with complete instructions and exact dosage. The medication must be in the original prescription bottle and given to the Camp Director.

Participants are not allowed to possess or administer their own medication.

Our program has a no nit (lice) policy: if your participant comes to the program with lice or nits, they will need to be picked up IMMEDIATELY. They will not be able to attend until all nits are gone. Head checks will be conducted as needed.

BEHAVIOR MANAGEMENT POLICY

It is our goal to provide a fun, healthy, and safe camp environment for all participants. It is important that staff are aware of any issues that may affect participant behavior so that we can support their successful participation in camp.

Serious concerns and/or repeated concerns may result in the immediate suspension or dismissal from Camp Med.

Staff will follow the following behavior management plan:

- 1st Incident - Correction: verbal warning, camper is reminded of rules.
- 2nd Incident - Safe Place: participant is asked to briefly sit out of activity, but within the area of staff supervision.
- 3rd Incident - Communication with Program Specialist/Parent: Removal from activity and conference with Program Specialist and parent.
- 4th Incident - Suspension/Dismissal: Removal from activity and conference with Program Specialist, Supervisor, and parent. Serious or continuing problems may result in immediate suspension or dismissal from Camp Med.

NOTE: Refund(s) will not be issued for suspension or dismissal.

WHAT TO BRING

- Participants are responsible for providing their own lunch.
 - Two snacks are provided daily (morning and afternoon).
- Small backpack to hold all items
- Re-fillable and labeled water bottle
- Bottle of 30spf or higher sunscreen (please apply before drop off, participants are responsible for re-applying)
- Comfortable clothing and closed-toed shoes must be worn daily

Please do not bring:

- Toys or electronics (phones may be kept in backpack for emergencies)
- Other items of value that may be lost (Camp Med is not responsible for lost or stolen items)

PLEASE LABEL ALL BELONGINGS & ITEMS BROUGHT TO CAMP.

REGISTRATION & PAYMENT POLICY

Resident Fees:

\$178 for 1st participant; \$165 for each additional participant

Non-Resident Fees:

\$199 for 1st participant; \$187 for each additional participant

***Credit card transactions incur a 3% or minimum of \$2.00 processing fee.**

- A completed application is required for each participant with full payment for the first week on the day of registration.
- To receive the resident rate, all new participants must show a copy of a South Pasadena utility bill at the time of registration.
- A Birth Certificate must be presented for all new participants at the time of registration.
- Full payment for each participant's first week of camp is due upon registration and is non-refundable. NO EXCEPTIONS. Deposits of \$20, per child, are required to reserve each additional week and will be deducted from the weekly fee. The \$20 deposit are non-refundable. The remaining balance will be auto-paid via credit card on the payment schedule listed below. If a cancellation is requested for a week of camp, it must be given in writing by the specific cancellation deadline listed below. Deposits and weekly payments are non-transferrable.

WEEK	CAMP DATES	CANCELLATION DEADLINE	PAYMENT DUE DATE
1 & 2	June 10, 2024 – June 14, 2024 June 17, 2024 – June 21, 2024	Week 1: Non-Refundable Week 2: May 28, 2024	Week 1: Day of Registration Week 2: May 29, 2024
3 & 4	June 24, 2024 – June 28, 2024 July 1, 2024 – July 3, 2024	Tuesday, June 4, 2024	Wednesday, June 5, 2024
5 & 6	July 8, 2024 – July 12, 2024 July 15, 2024 – July 19, 2024	Tuesday, July 18, 2024	Wednesday, July 19, 2024
7 & 8	July 22, 2024 – July 26, 2024 July 29, 2024 – August 2, 2024	Tuesday, July 2, 2024	Wednesday, July 3, 2024
9	August 5, 2024 – August 9, 2024	Tuesday, July 16, 2024	Wednesday, July 17, 2024

- If there is an outstanding balance, the participant will not be allowed to return to Camp Med. Balance will need to be paid or the account will be turned into the Finance Department for collections.
- There are no make-up days, refunds or credits if the participant misses camp day(s).
- Any cancellations must be made through the Recreation Office (626) 403-7380, not at the Camp Med site.
- Cancellations made after the deadline will not be refunded, no exceptions.
- City of South Pasadena fee rates increase as of July 1, 2024. Camp fees will increase in accordance with the Master Fee Schedule.
- Camp Med closes at 6:00 p.m. Late pick-up will result in a \$3.50 per minute, per participant charge after the first 5 minutes. If your child remains at the facility after 6:30 p.m., a staff member will escort the participant to the South Pasadena Police Station, located at 1422 Mission Street, for pick-up.



Contact us
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Email: recreation@southpasadenaca.gov

