

South Pasadena Community Services Department



CAMP MED AFTER SCHOOL PROGRAM

PARENT HANDBOOK 2024-2025



Parks
Make
Life
Better!

Contact us
(626) 403-7380

www.southpasadenaca.gov/campmed
Email: recreation@southpasadenaca.gov



DAILY SCHEDULE

Camp Med's daily schedule includes rotations consisting of homework time, arts and crafts, sports, science, food crafts, organized group activities, free play, and more. Movies are shown on Fridays.

For more information regarding weekly schedules, please reach out to the Camp Med Director or Community Services Program Specialist.

TELEPHONE NUMBERS

Camp Med
(626) 403-7386

Camp Med Mid-Level
(626) 403-7391

Recreation Office
(626) 403-7380

Camp Med Program Specialist
Office: (626) 403-7382
Cell Phone: (323) 395-1334

Community Services Supervisor
(626) 403-7321

Email
recreation@southpasadenaca.gov

Changes in schedule, billing or registration must be made in writing or confirmed through the Recreation Office.

The Recreation Office is located at 815 Mission Street.

The office entrance is up the stairs on Mission Street through the brown door on the left side of the building.

HOURS OF OPERATION

Monday through Thursday; 2:30 p.m. to 6:00 p.m.
Friday; 1:00 p.m. to 6:00 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

PICK-UP PROCEDURES

We provide pick-up from Arroyo Vista, Monterey Hills, and Marengo Elementary Schools. A Community Services Department Transit bus will pick-up participants from Monterey Hills and Marengo. Participants from Arroyo Vista will walk back to Camp Med with a Community Services staff. Staff will meet participants at dismissal time.

MEETING AREAS

Arroyo Vista Elementary School: Lunch Tables

Monterey Hills Elementary School: Lunch Tables

Marengo Elementary School: Lunch Tables

Staff will have rosters and will be wearing Camp Med staff shirts. Participants must meet staff at the meeting area, if they are not at the location by the last dismissal time, staff will leave to return to Camp Med.

Parents must notify the Recreation Office at (626) 403-7380 of any schedule changes by 12:00 p.m.

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.

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 occurrence will result in a verbal warning
- 2nd occurrence will result in participant being asked to briefly sit out of activity and a written documentation.
- 3rd occurrence will result in a conference with Program Specialist and parent.
- 4th occurrence will result in a conference with Program Specialist, Supervisor, and parent. At this point, participant will be removed from program.

Serious or continuing problems may result in immediate suspension or dismissal from Camp Med. In situations where the participant's actions jeopardize the health and safety of anyone involved in the program, the City may immediately remove the participant from the program. Participants removed from the program will not be granted any refunds or credits.

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

MEDICATION

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.

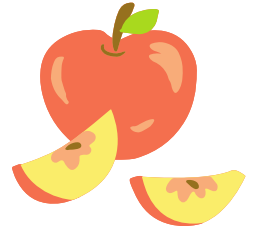
Our program has a no nit (lice) policy: if your participant comes to the program with lice or nits, they will need to be picked up IMMEDIATELY. They will not be able to attend until all nits are gone. Head checks will be conducted as needed.

HOMEWORK TIME

Homework time is offered throughout the day. Staff will be available to answer any homework related questions your participant may have. It is the responsibility of a parent or guardian to ensure all homework is completed.

SNACKS

We provide a snack every day at 3:30 p.m. We will have the snack list posted on the information board at Camp Med. If you would like to provide your participant with additional snacks, you may do so. If your child has any allergies, please make sure to include that information on the application.



SPECIAL DATES & CLOSURES

SPRING BREAK CAMP

MONDAY 3/31	TUESDAY 4/1	WEDNESDAY 4/2	THURSDAY 4/3	FRIDAY 4/4
7:30 a.m. – 6:00 p.m.	7:30 a.m. – 6:00 p.m.	7:30 a.m. – 6:00 p.m.	7:30 a.m. – 6:00 p.m.	7:30 a.m. – 6:00 p.m.

CITY HOLIDAY CLOSURES

Labor Day: 9/2/2024

Veteran's Day: 11/11/2024

Thanksgiving Break: 11/25-11/29/2024

Winter Break: 12/23/2024-1/3/2025

MLK Day: 1/20/2025

Presidents' Day: 2/17/2025

Memorial Day: 5/26/2025

SCHOOL DISTRICT CLOSURES

Pupil Free Day: 10/7/2024

Pupil Free Day: 11/1/2024

Local Holiday: 12/20/2024

Pupil Free Day: 1/6/2025

Local Holiday: 2/14/2025

Pupil Free Day: 3/3/2025

Camp Med Closed: 3/28/2025

Camp Med will NOT be open on the days that the schools are closed, excluding Spring Break. Please note: Camp Med will be closed on all City holidays and pupil free days. It is the responsibility of the parent(s) to check the District/School website for updates as well as early dismissal days.

REGISTRATION & PAYMENT POLICY

CAMP MED FEES

1st Participant	\$424 for 4 weeks \$318 for 3 weeks
Each Additional Participant	\$404 for 4 weeks \$303 for 3 weeks

BREAK PROGRAMS

Spring Break Camp 3/31 - 4/4	\$178 for 1st participant \$165 for each additional participant
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PAYMENT POLICY

Camp Med After School Program has a monthly payment policy.

- A completed application is required for each participant with full payment for the first month on the day of registration. **First full payment is non-refundable.**
- A credit/debit card number is required to remain on file for auto pay system. Credit/debit card transactions incur a 3% processing fee.
- Credit/debit cards will be charged based on the payment schedule listed below and are subject to a credit card processing fee.
- The payment period does not include Spring Break programs.
- Participants enrolled who are not in attendance every day, due to illness or any reason, must still pay for the entire month they are enrolled.
- 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 day(s) or week(s).

Payment must be brought up to date no later than the Friday after the payment due date. Failure to do so will result in your child being dropped from the pick-up roster. If there are more than two (2) delayed payments, your child may be suspended from the program. A 5% delinquent fee will be added to any outstanding balance you incur.

PAYMENT DUE	MONTHLY CYCLE	MONTHLY COST PER CHILD
DUE AT REGISTRATION	August 14 th – September 6 th	\$424.00
September 4 th	September 9 th – October 4 th	\$424.00
October 2 nd	October 8 th – October 31 st	\$424.00
October 30 th	November 4 th – November 22 nd	\$318.00 (CLOSED FOR THANKSGIVING BREAK)
November 20 th	December 2 nd – December 20 th	\$318.00 (CLOSED FOR WINTER BREAK)
December 18 th	January 7 th – January 31 st	\$424.00
January 29 th	February 3 rd – February 28 th	\$424.00
February 26 th	March 4 th – March 27 th	\$424.00
DUE AT REGISTRATION	SPRING BREAK CAMP March 31 st – April 4 th	\$178.00
March 26 th	April 7 th – May 2 nd	\$424.00
April 30 th	May 5 th – May 30 th	\$424.00
-	June 2 nd – June 4 th	NOTE: Camp Med ends on May 30 th . There is no camp the last week of school.



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