

City of Manhattan Beach 2024 Summer REC Camp Parent Guide



MANHATTAN HEIGHTS PARK (MHP)

1600 Manhattan Beach Blvd. Manhattan Beach, CA 90266 (MHP) Park Phone: (310) 877-0511



LIVE OAK PARK (LOP)

1901 North Valley Drive Manhattan Beach, CA 90266 (LOP) Park Phone: (310) 877-0509



REC Weekly Cost

June 17 – August 16, 2024 (Monday - Friday) Closed July 4th

7:30AM to 5:30PM

Ages 5 ½ - 12 years old.

Weekly Fee:

Res: \$329

Non-Res: \$363

10% Sibling Discount on any child thereafter.

- (MHP) Weekly Camp: 42622
- (MHP) 4th of July Week: 42624
- (LOP) Weekly Camp: 42620
- (LOP) 4th of July Week: 42621

REC Summer Special, (Limited Spaces)

June 17 – August 16, 2024 (Monday - Friday)

Closed July 4th

7:30AM to 5:30PM

Ages 5 ½ - 12 years old.

REC Summer Special:

- 9 weeks for the price of 8 weeks.
- Res: \$2566
- Non-Res: \$2855

10% Sibling discount on 2nd child +.

- (MHP) REC Summer special: 42617
- (LOP) REC Summer special: 42616

REC Program Thursday Trips (Optional)

Dates	Trip	Activity #
June 27 th	Knott's Berry Farm	42045
July 11th	Knott's Soak City	42046
July 18 th	Universal Studios Hollywood	42050
July 25 th	Science Center/Imax/History	42049
	Museum	
August 1st	Scooter Jungle	42048
August 8 th	Disneyland	42044

REC Begg Pool Swim Lessons (Optional)

June 21 - August 1, 2024 (Fridays)

(Optional add on cost)

Program Code: 42623

Weekly Fee: (No sibling discount)

- Res \$15
- Non-Res \$16
- (20 REC camper maximum)
- Swim lesson (9:00 am—9:45 am)

David Ibarra

Recreation Program Supervisor

(310) 802-5419

dibarra@manhattanbeach.gov

Parks & Recreation Registration Help Desk (310) 802-5448

mbparksandrec@manhattanbeach.gov

You can't spell RECREATION without REC! Here at REC Camp your camper will enjoy many benefits.

- 1. <u>Develops Lifelong Skills</u>: Children participate in a variety of group activities at summer camp, such as sports or team-based games. This helps them learn how to work on a team, communicate with others, and solve problems on their own.
- 2. <u>Socializing Helps with Growth & Development</u>: Socializing at camps offers your child an opportunity to explore new relationships within a safe space, all while engaging and learning from a new set of children.
- 3. <u>Helps Kids Build a Unique Interest</u>: Summer camps often offer activities that aren't typically available in school. This gives children the chance to explore and develop unique interests.
- 4. <u>Promotes Continued Education</u>: Many summer camps are designed to be educational, helping children continue to learn and grow even when school is out.
- 5. <u>Develops Self-Confidence and Independence</u>: Summer camp is a unique venue for growth, allowing kids to become independent and self-confident.
- 6. <u>Healthy Living</u>: Many camps promote physical activity and healthy living, keeping children active during the summer months
- 7. <u>Environmental Awareness</u>: Some camps, especially those located outdoors, help children develop a greater appreciation for the environment.
- 8. <u>Leadership Skills</u>: Through various activities and responsibilities, children can develop leadership skills.

Campers are encouraged to wear sunscreen, appropriate clothing and comfortable footwear as the majority of activities will be outdoor. Each week campers will play games as a whole group and some activities the campers will be broken up into smaller groups (siblings will be placed together if desired).

Campers also have the option of enrolling in Friday swim lessons at Begg pool. This is a separate, weekly, fee not included in the REC summer camp cost. Campers enrolled in Heights will walk to and from Begg pool, with assistance from camp staff, for the lesson. Campers enrolled in Live Oak Park (LOP) may also enroll in Friday swim lessons at Begg Pool, however, parents/guardians will be responsible for arranging separate transportation to and from Begg Pool to LOP.

Attire:

Campers are required to wear closed toed shoes every day and are welcome to bring sandals. Campers should come to camp with sunscreen already applied and additional sunscreen packed to reapply throughout the day. Sunglasses and hats are optional, but recommended to help serve as extra protection from the sun. Please label all items brought from home with your child's first name and last initial.



Camper Code of Conduct:

Campers will be responsible for adhering to the following Code of Conduct at all times. Campers who cannot follow the below rules and regulations will be subject to disciplinary procedures up to and including expulsion from the program without refund.

- 1. Listen and follow directions from staff and volunteers.
- 2. Keep your hands and negative words to yourself. Physical fighting or emotional harm to anyone is prohibited, including profanity, inappropriate language, behavior or gestures.
- 3. Stealing program equipment or personal belongings is not allowed. Please label all items brought to camp with your child's first name and last initial.
- 4. Campers must stay in assigned areas.
- 5. Damaging property (including city, facility, park, and others personal property) is prohibited and will be addressed accordingly by replacement of damaged property, and or financial compensation to the City of Manhattan Beach and/or other party involved.

don't forget

When a camper is frustrated, staff will encourage the following steps:

- <u>Stay Calm:</u> It's important for children to learn how to remain calm when they're feeling frustrated. This can prevent the situation from escalating and help them think more clearly about how to address the problem or situation.
- <u>Understand Triggers</u>: Understanding what triggers their frustration can help them anticipate and prepare for potentially frustrating situations.
- <u>Use Physical Activities:</u> Physical activities like jumping up and down, shaking it out, squeezing and un-squeezing fists, or shooting some basketball hoops can help children channel their energy and manage their frustration.
- <u>Take a Break:</u> If possible, step back from the situation that's causing their frustration. This can give them time to calm down and think about how to handle the situation.
- <u>Model Constructive Responses</u>: Children should try to model constructive responses to frustration. This could mean using problem-solving strategies, asking for help from a leader, or using coping mechanisms like deep breathing or counting to ten.

Remember, it's normal for children to feel frustrated sometimes. With guidance and patience, as a team we can help your child develop effective strategies for managing frustration. If the child refuses to calm or is causing significant distress to other campers, staff will call parent/guardian for support as needed.

Bullying (physical and emotional):

The definition of a bully is a blustering, quarrelsome, overbearing person who habitually badgers and intimidates. To bully someone is a serious offense and will not be tolerated. Campers caught bullying warrants the following consequences:

- 1st offense, staff will counsel the camper and parents/guardians will be notified.
- 2nd offense, camper will be sent home.
- 3rd offense, suspension for a day or week*.

Depending on the severity of the offense, The City of Manhattan Beach has the right to suspend a camper from the program, even if it is the camper's first offense. (Refunds are not given for suspensions).



Disciplinary Procedures:

Following the REC camper Code of Conduct ensures each camper's experience is positive within a safe, clean, green, and wholesome environment.

Incident Report:

- When a camper breaks a rule, a verbal warning will be given. When the behavior continues an Incident Report will be given and a copy provided to the parent/guardian detailing the offense and disciplinary action.
- If an Incident Report is issued it must be signed and returned before the camper returns to camp the following day.
- Any Incident Report issued will be added to the child's personal camp file. Staff will not discuss any matters with other parents about another camper.
- Should a camper receive four (4) Incident Reports, it will result in possible day suspension from camp. Depending on the severity of the offense, the City of Manhattan Beach has the right to suspend or expel a camper from the program, even if it is the campers' first offense.

Behavior Promise form:

This is a written agreement made between the camper and the staff. This document is a tool for staff to give campers an opportunity to improve and learn from the negative behavior. This is done in hopes the camper will learn from their mistake and make better choices. If the behavior does not improve, it can lead to more serious consequences such parent conference, loss of camp day and or suspension for the week.

The forms listed above are tools that the staff will use to ensure safety and security for your camper and others. If your camper receives one of these forms, please discuss it with them so they can share why they received it. All forms require a parent/guardian signature so that staff understand that you are aware of the situation. We encourage open communication

Visitation and Phone Calls

We request that parents/guardians only call to speak to their campers in the event of an emergency or pick up change. The REC Camp phone is only used for official business and emergencies.

We encourage parents/guardians to update their Active Net profile of authorized pickups and/or change of contact numbers. Staff does not have access to change personal information on your account. If you need assistance, please call the Parks and Rec Department at (310) 802-5448. This information is vital to ensure staff can reach you in the event of a question or emergency.

Cell Phone/Electronics Policy:

In an age where everyone has an electronic device, it makes it very difficult for recreation leaders to have the campers full attention and engagement. We encourage devices be left at home so they do not get lost, damaged, or misused at camp. There will be days where electronics will be allowed in a controlled environment. Should your camper need to call home, staff will be happy to assist.



Co-parenting:

- Parents/guardians who are co-parenting will need to provide copies of a signed court order if there are any restrictions regarding their camper. Without a signed court order, staff will be required to release the camper to either parent/guardian or whomever is authorized to pick up the camper.
- Staff <u>will not</u> get involved in personal matters. Please avoid putting staff in difficult situations; please do not share personal information unrelated to the program with staff.
- Staff is not allowed to give out copies of documents (i.e. accident reports or attendance sheets), or information about who picked up a camper on a given day.
- Any issues related to the camper will be discussed with whomever picks up the camper that day.
- Any written material that is mailed from the City of Manhattan Beach will be mailed to the individual who paid for the camper's registration.
- Parents have the authority to designate who picks up their camper. A list for Parent 1 is separate from a list for Parent 2; staff will not share or discuss these lists between the two parties.
- Any violations of custody agreements on record will result in staff calling the Manhattan Beach Police Department immediately.
- Staff will document all incidents, as well as file an incident report for City records.

Staff/Participant Interaction

We value open communication and understand that you may have questions or concerns outside of our regular hours. Staff do not have access to the camp phone after hours and are not expected to respond outside of their normal camp hours. Questions that arise outside of these hours can be directed to the supervisor, David Ibarra, via email or voicemail and will be addressed the following business day. Contact information can be found on the first page of the handbook.

California Mandated Reporter

- Mandated reporters are professionals who are legally required to report any suspected child abuse or neglect. This includes teachers, social workers, physicians, nurses, counselors, therapists, childcare providers, law enforcement officers, and others.
- When are they required to report? Mandated reporters are required to report when they have reasonable cause to suspect child abuse or maltreatment in situations where a child, parent, or other person legally responsible for the child is involved.
- What happens after reporting? After a report is made, the Child Protective Services (CPS) system will investigate the report. This may involve interviews with the child, parents, and others who may have information about the situation.

Thank you for entrusting us with your children at our summer camp; we are committed to providing them with a safe, enriching, and memorable experience.



Late Pick Up Policy

The REC Summer Camp closes promptly at 5:30 PM. Late fees will be charged beginning at 5:31 PM. The late fee is \$10.00 per camper for every ten-minute interval or portion thereof that the camper remains with REC staff after 5:30 PM. The clock at the REC site will be used to determine the time. On field trip days where the bus returns after normal camp hours, a late fee will not be assessed.

Example below:

Time	Fee Per Child		
5:31 PM - 5:40 PM	\$10.00		
5:41 PM - 5:50 PM	\$20.00		
5:51 PM - 6:00 PM	\$30.00		

- For example: If a camper is picked up at 5:46 PM a \$20.00 late fee will be assessed. If two campers are picked up at 5:39 PM a \$10.00 late fee per camper, for a total of \$20.00 will be assessed.
- If a camper is picked up late on three (3) occasions, it will be grounds for the camper to have a modified pick up time for the remainder of summer camp.

Payment of late fees may be in the form of cash or a check payable to the **City of Manhattan Beach**. A receipt will be issued for all late fee payments. If payment is not submitted at the time of the late pick up, it must be submitted the next morning at camper arrival. The camper may not return to the program until the payment is made in full.

If a camper has not been picked up by 6:00 PM and there is no answer on any of the phone numbers listed for that camper, the Manhattan Beach Police Department will be contacted, as required and instructed by the Department of Social Services. The Police Department will transport the camper to the station until guardian pick up has been arranged.

- The number for the Manhattan Beach Police Department front desk is (310) 802-5140
- Located at 420 15th St, Manhattan Beach, CA 90266.
- Manhattan Beach Dispatch is (310) 545-4566.

Emergencies called in advance by telephone will be taken into consideration on a case-by-case basis.



Snacks and Lunch

A morning and afternoon snack will be offered and traces of peanut or peanut oils may be used in food given out to campers by camp staff. Please notify recreation staff of special dietary restrictions and food allergies (this can also be done on your online Active Net account).



Please bring a healthy bag lunch, snacks, refillable water bottle, and sunscreen. Energy drinks, sodas, or caffeinated drinks are not recommended. Sports drinks (such as Gatorade etc.), juice, and/or water are highly preferred.

Special Friday summer lunch meals will be offered at no extra cost. Lunch count on these days will be completed at 11:00 AM

Bathroom Policy: (All children must be toilet trained)

The Bathroom Policy is designed to protect campers proactively from unsafe situations OR peer-on-peer abuse.

- 1. Regular bathroom trips will be made in order to reduce the need for "emergency" trips. A staff member will accompany groups to the bathroom to ensure appropriate and safe use. At no time may a child or a group of children go into the bathroom without staff supervision.
- 2. When using the bathrooms that are available in the public park, staff will confirm the bathroom is empty before allowing a child to enter. (If a staff is of the opposite sex, they will step one foot in the door and in a loud voice ask, "Hello Parks and Recreation, is there any one in here?" If no response is given, staff may proceed and campers may enter. If the response is "Yes" then staff and children will wait outside until the patron(s) is out of the restroom. Once the patron(s) is out of the restroom, staff and children may enter. No staff member or member of the public may be in the bathroom alone with a single child. The staff member is to be outside the door to prevent anyone else from entering the bathroom.
- 3. If your camper is known to have accidents, please pack extra sanitary wipes and extra clothes so they can clean up after themselves. If the accident is severe enough, staff will call home to arrange a pick up.

Lost and Found:

The City of Manhattan Beach is not responsible for lost, stolen, or damaged items. Lost items will be held for one week, then taken to a donation center. Please label all items brought to camp sites with your camper's information.

Movies:

During the course of summer, movies may be shown. Most movies are rated "G," however, some prescreened rated "PG" movies may be shown. If a "PG "movie is scheduled, the name of the movie will be posted in advance. If you wish your camper not to watch the movie, please let staff know, and other arrangements will be made.





First Aid and Illness:

Staff will NOT administer any medication. The camper, parent/guardian, or a designated caregiver will be responsible for administering any medications at appropriate times. In an absolute emergency, staff will call 911. Police and fire personnel are minutes away from Manhattan Heights and Live Oak Park. Staff are certified in First-Aid and CPR and trained to treat minor injuries. If your camper receives a serious injury, staff will take steps necessary to obtain emergency medical care, if warranted. If we cannot contact you, or your child needs immediate attention, we will call 911.

If your child is exhibiting any signs or symptoms of illness, please be considerate of others by keeping your child home. If a child becomes ill (especially with, but not limited to, fever of 100.4 or higher or vomiting), parents will be contacted immediately to pick up the child. If the parent(s) cannot be reached, REC Camp staff will contact someone on the campers authorized list.



Time	Activities		
7:30 AM to 8:30 AM	Sign in procedures and quiet inside time.		
8:30 AM to 9:15 AM	Outside time: Morning stretches and small group activities.		
9:15 AM to 9:45 AM	Supervised outside free time.		
9:45 AM 10:00 AM	Morning Snack provided by REC.		
10:00 AM to 10:30 AM	Water and bathroom break.		
10:30 AM to 11:30 AM	Outside time: Big group activities.		
11:30 AM to 12:00 PM	Arts and Crafts.		
12:00 PM to 12:30 PM	Lunch Time		
12:30 PM to 1:00 PM	Supervised outside free time.		
1:00 PM to 1:15 PM	Water and bathroom break.		
1:15 PM to 2:00 PM	Big group activities.		
2:00 PM to 3:00 PM	Arts and Crafts.		
3:00 PM to 3:15 PM	Water and bathroom break, afternoon snack provided by REC.		
3:15 PM to 4:15 PM	Supervised outside free time.		
4:15 PM to 5:00 PM	Outside time: Big group activities.		
5:00 PM to 5:30 PM	Clean up, sign out and supervised outside free time.		

Tuesday Beach Days for Heights and Live Oak Park

- 10:00 AM:
 - Heights campers will board the bus and be taken to Manhattan Beach Library on 15th Street and Highland Avenue and then walk down to the beach. We are next to the lifeguard tower at 14th street.
 - LOP Campers will leave LOP to walk to the beach.
 Campers will walk down Valley Drive to the
 Manhattan Beach Library on 15th Street and Highland
 Avenue and then walk down to the beach.



- 10:30 AM: Both camps will set up their park campsite for the day.
- 11:00 AM Noon: Sand games and activities
- Noon 12:45 PM: Lunch.
- 1:00 PM- 3:30 PM: Beach games and ocean time.
- 3:30 PM 4:00 PM: Campers will begin to clean up. Parks will leave the beach at 4:15 PM and walk back to the Manhattan Beach Library on 15th Street and Highland Avenue. LOP Campers walk back to Live Oak Park and Heights Campers board the bus to return to Heights Park.

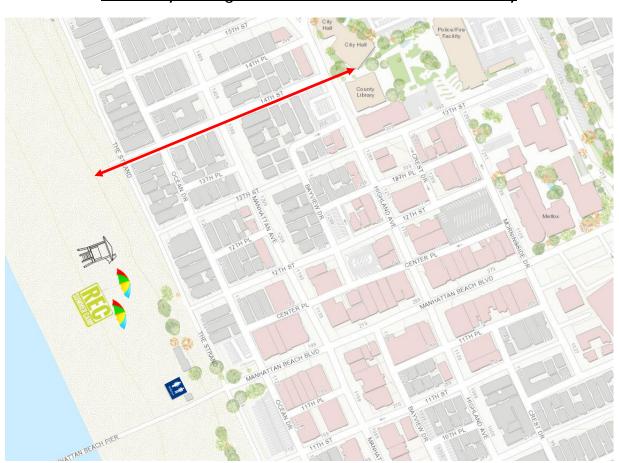
In the morning, before the beach:

- Clothing: Campers should come to camp in regular clothes and bring swimwear with them or worn under play clothes. Each camper should also bring sunscreen, beach towel(s), sunglasses, hat, rash guard, and socks (or sand socks) for activities on the hot sand.
- Toys: Campers may bring boogie boards or beach umbrellas; however, campers are responsible for carrying all personal belongings and bringing them back. Surfboards and pool floaters are strictly prohibited by LA County.
- Lunch: Campers should have a larger lunch with them, water and/or sports drinks. Campers are responsible for securing their lunches from the seagulls and sand. We recommend a good sturdy reusable lunch box, in place of a plastic or paper bag, to deter seagulls and reduce waste. Always pack extra snacks and water!

At the beach:

- Sun protection on beach days is vital. All campers must bring sunscreen. Every 30-45 minutes, staff will stop all activities, including swimming, to remind, encourage and assist children in reapplying sunscreen. The staff are not responsible for children who choose not to do so. Additionally, we recommend the use of hats and rash guards for further protection from the sun. Please talk to your camper about sun safety.
- We are next to the lifeguard tower at 14th Street. The lifeguard on duty will discuss water conditions first with the staff, then staff will update the campers. Campers will be allowed to go into the water to knee, waist or chest height, depending on water conditions, the recommendations of the lifeguard, the child's swimming abilities, and the judgment of the staff.
- If weather or water conditions are unsuitable: The staff may decide to keep all campers out of the water or cancel the trip completely. In the event that the trip is cancelled, staff will make an effort to notify parents of the change in plans.

- **Before leaving the beach**, staff will conduct a beach clean-up. Campers are expected to pick up trash from our campsite. We want to protect our environment and teach our campers to be responsible for themselves. We do not want to lose the privilege of beach day due to complaints about any trash we may leave behind.
- All early pickups will be located at the bathrooms on the north side of the pier. Please check in with the REC Program Staff. We will accommodate any early pickups until 3:30 PM. After 3:30 PM, campers will go to their home park. Please make prior arrangements with REC Staff for early pick up if needed.



Beach Day walking route from the Manhattan Beach Library

Red Route:

- In the event you missed the bus or the campers have left the park to walk.
- Call Heights Park (310) 877-0516 or Live Oak (310) 877-0503.
- Beach Spot, 14th street Lifeguard Tower





Thursday Field Trips

ALL registration takes place at City Hall or online at Home I MBPR Registration (activecommunities.com)

Live Oak Park is closed on Thursday Trip Days. Manhattan Heights Park will be open for all registered campers.

- Campers registered in Manhattan Heights summer program should go to Manhattan Heights Park.
- Campers registered for Live Oak go to Manhattan Heights Park.
- Campers will choose their group for the day when you arrive in the morning.

There are 2 types of groups as show below.

Explorer Group:	More mellow activities, rides, shows etc.			
Adventurer Group:	Go on all types of rides, fast and slow etcbut sometimes, miss out on shows.			
Groups are not restricted by age, but may be restricted be campers height.				

• Groups are limited to a maximum of 10 children per leader.

Please keep in mind what trips your camper is going on, some trips may be too much for them. We will be doing a lot of walking on these days so please make sure you camper is prepared.

• 1 bus, and 45 campers will attend each trip. Campers are given emergency bracelets. Staff will explain what to do in the case of a camper getting separated from the group while at the theme park.

What campers should bring:

- Money for lunch (if not included), snacks and souvenirs is at the parents' discretion. Parents should put money in a zippered sandwich bag with their camper's name. When the children pick their group leader, they will hold campers money and assist when needed to make a purchase. (We recommend \$30-\$40 dollars per camper.)
- Less is more; campers do not like to carry things and often lose bags or backpacks. Some theme parks have rules about outside food, cash, backpack sizes and what is allowed and not allowed. Please refer to the venue website for additional policies and procedures.

Parents/Guardians may **NOT** accompany campers on field trips or meet up at the theme parks and hang out with their campers group. If you want to be with your camper, you can sign them out and take them out of the group and they will no longer be on the REC Program trip.

Expect campers to return to Manhattan Heights between 5:00 PM - 5:30 PM. You are welcome to call/text the trip staff (310) 877-0516 or (310) 877-0503 for a return time update.

Refund Policy:

 Refund requests must be received at least five (5) business days prior to the trip, please plan accordingly.



Date	Destination	Lunch	Activity #	Departure &
				Return Time
June 27 th	Knott's Berry Farm	NOT Included	42045	Departure: 8:00 AM
				Return: 5:30 PM
July 11th	Knott's Soak City	NOT Included	42046	Departure: 9:00 AM
				Return: 5:30 PM
July 18 th	Universal Studios Hollywood	NOT Included	42050	Departure: 8:00 AM
				Return: 5:30 PM
July 25 th	Science Center/	Included	42049	Departure: 9:30 AM
	lmax/History Museum			Return: 5:30 PM
August 1st	Scooter Jungle	Included	42048	Departure: 9:30 AM
				Return: 3:30 PM
August 8 th	Disneyland	NOT in almala al	42044	Departure: 8:00 AM
		NOT Included		Return: 5:30 PM

REC Summer Camp trip notes

- Expect campers to return to Manhattan Heights between 5:00 PM 5:30 PM
- Live Oak Park is closed on trip days.
- You are welcome to call/text the trip staff at (310) 877-0516 or (310) 877-0503 for a return time update.



Any camper who doesn't go on the Thursday trip, needs to be dropped off at Heights Park. Live Oak Park is closed on trip days. Campers will have a fun filled day at the park and walk to Begg pool for some water fun.

Friday REC Begg Pool beginner swim lessons

REC Begg Pool beginner swim lessons are an optional add on to the REC summer Camp program.

Campers not enrolled will be at their park like a regular day.

(Begg Pool: 1402 N Peck Ave, Manhattan Beach, CA 90266)

(Fridays) June 21 - August 1, 2024

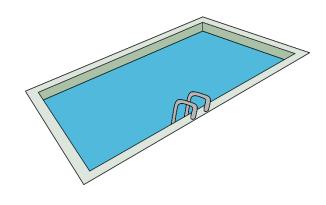
Fridays: June 21, 28; July 5, 12, 19, 26; August 2 & 9 2024

Program Code: 42623

Weekly Fee:

No sibling discount.

- Resident \$15.00
- Non Resident \$16.00
- (20 REC camper maximum)
- Swim lesson (9:00 AM—9:45 AM)





REC staff will walk from Heights to the pool at 8:40 am or parents can drop off to Begg pool by 8:55 am.

Campers not registered for the lesson will stay at the park.

10:00 am REC staff will walk campers back to Heights Park, campers attending LOP REC will need to be picked up after the lesson from the pool.

Timeline:

- 8:40 AM: Heights campers walks to Begg Pool.
- 9:00 AM 9:55 AM: Lesson time.
- 9:55 AM 10:15 AM: Clean up and walk back to Heights Park/LOP children are picked up by guardian.
- In the event of an emergency, call the Heights REC staff: (310) 877-0516.



