



Day Camps Parent Manual

City of Malibu
Parks and Recreation Department
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Dear Parents,

The City of Malibu would like to thank you for your participation in this year's Day Camp Program for enrichment, surf and sports camps.

This manual includes policies and procedures, as well as information for you and your child(ren) about camp, instructors and staff. Whether this is your first time participating, or you have participated in our programs before, we hope you find this manual informative and helpful.

Please read through this manual and keep it for possible future questions or reference. If you have any questions, please use the contact information below.

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City of Malibu Parks and Recreation Mission Statement

Creating Community through People, Parks, and Programs.

Day Camps Philosophy, Goals & Inclusion Policy

Philosophy

We strive to provide individual attention to teach fundamental sports, surf or enrichment skills through quality instruction, practice, and play. We focus on improving each child's skill sets, self-discipline, and sense of teamwork. We believe in letting children play and have fun while learning these skills.

Goals

- To have fun
- To encourage our children's positive self-image and belief in their abilities to succeed by recognizing their talents, accomplishments and worth.
- To provide a safe and positive environment for the children to learn and develop fundamental sports, surf or enrichment skills.
- To instill values of personal worth, teamwork and cooperation

Inclusion Policy

We believe in providing quality programs for every participant. Recreation staff will make every effort to provide reasonable accommodations as needed. These accommodations include, but are not limited to, staff training, additional staff supervision, use of individualized behavior support techniques, consulting with families and taking other steps to ensure a safe and enjoyable leisure experience for all participants. Individuals who require inclusion assistance must call at least two weeks in advance.

Code of Conduct

Appropriate social behavior is requested for all programs and facility use. Individuals are encouraged to act in a way that will not hurt another person physically, mentally, or emotionally. A participant may be asked to withdraw from a class or program, or to leave a facility if behavior does not comply with program and facility standards.

Discipline Policy and Procedures

Recreation Staff and Instructors use positive methods of guidance. They communicate with the children when solving problems. This communication is brief and clear. It can include giving alternate choices or assisting the child with problem solving. Physical punishment is never used. Punishment is never associated with food, rest, or toileting. It is the parent's responsibility to inform Recreation Staff and the Instructor if their child has any behavioral, mental, or physical challenges which may affect their activities at camp. When a child does not follow the participant expectations, any or all of the following steps may be taken:

1. Separate the child from the group for an age appropriate amount of time. Discuss with the child the inappropriate behavior before returning to the group.
2. Parents will be notified of any problems during camp.
3. If a child's behavior continues to be a problem and/ or the safety of others or themselves becomes a concern, the Recreation Coordinator, parents/guardian, and the child will sign a behavior contract.
4. For further incidents, the consequence will be a parent conference and a suspension for a minimum of one day from the camp.
5. Another incident following the suspension will result in an automatic expulsion from the camp. The registration fee may be prorated and/or refunded.

NOTE: Staff will document all behavior problems and incidents.

Refund Policy, Fees, Minimums & Photo Notice

Refund Policy

Refunds must be requested no later than the Thursday prior to the start date of a camp. Refunds are subjected to a \$5 administrative fee. There will be no refunds once a camp has started.

Walk-Ups

On or after camp start date, a \$10 site registration fee will be added to participant fees; please pre-register! Daily rates for each camp are advertised in the camp description; no pro-rates.

Photo Notice

The City retains the right to use photos taken during activities for publicity purposes.

Minimums

Minimums vary for each camp. Camps will be cancelled if minimum pre-registrations are not met the Thursday before the camp is scheduled to begin.

Drop-off/Pick-up Procedure

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may not log themselves in or out unless a parent gives written permission for their child to leave camp by themselves. Check in/Check out will provide a clear record of attendance. To authorize an alternate person to pick up your child, please provide written consent that includes the person's name and your signature on the Participant Information Form included at the end of this packet.

Late Pick-Up Policy

Anything 10 minutes or later from the end of the camp is considered a late pick-up and is subject to the following disciplinary procedure:

1st Time — A staff member will wait with the camper until they are picked up by a designated parent/guardian. This staff member will remind the parent that this is a late pick-up and they need to arrange prompt pick-up for this camper in the future.

2nd Time — A staff member will wait with the child until the parent/guardian

arrives. They will inform the parent that their supervisor will be contacting them in regards to their continued delinquent behavior.

3rd Time — The Program Director will notify the parent/guardian that their child may no longer attend the program. The registration fee for the current camp session will be forfeited. NOTE: If the parent cannot be located, the Recreation Coordinator will call the emergency contact and the child(ren) will be turned over to them.

What to Bring to Camp

- Appropriate Clothes
- Durable closed-toe shoes
- Sunscreen
- Water bottle (labeled)
- Hat
- Healthy snack (**peanut free**)
- Sport specific apparel and equipment - **no sandals or jewelry**

Campers Belongings

Ultimately, the individual camper is responsible for any personal belongings they may bring to camp. Please label all of their belongings (equipment, sunscreen, water bottle, hat, bag, etc.) as a preventative measure for tracking personal belongings. We ask that they keep everything in a labeled backpack. Campers are NOT to bring music players, hand held game devices, cell phones, etc. The City of Malibu and the Recreation staff will not be responsible if these items are lost, taken by another camper, or broken. We keep a “Lost and Found” box at the camp sites, where we will put all recovered items. Campers must NOT bring money to camp, EVER. There is no need to bring money to camp.

Sunscreen

Please apply sunscreen to your child daily before attending camp. In the event that your child is not wearing sunscreen, camp staff will be regularly announcing for campers to apply. This will only be done with the buddy system. The camp staff will not be applying sunscreen to the children at any time.

Inclement Weather Policy

If we incur rain during the camps, we will try every effort to conduct the camp. The City of Malibu will not issue you a credit or refund if the camp is cancelled due to inclement weather. Campers may need to be picked up if the weather prevents the camp to continue.

Physical Contact

Physical contact is a necessary part of effective coaching. However, coaches and instructors should use every effort to avoid contact when possible. Explanation and demonstration are effective means for teaching skills or positioning players and help eliminate unnecessary contact situations.

Acceptable forms of touching include:

- High-fives
- Pats on the back (upper back/shoulders)
- Hand shakes
- Assistance with injury

Medical Policies

Illness

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return to camp. If a child should become ill or get injured during camp, the parent/guardian will be notified.

Injury

If a child is injured at camp, first aid will be administered and if necessary, 911 will be called. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. The parent/guardian will be responsible for the emergency medical charges for all services rendered. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child.

Medication

We do not dispense medication during camps. Any special needs should be discussed with the Recreation Coordinator.

NOTE: In any event in which the parent/guardian cannot be reached, the emergency contact will be notified.

NOTE: All injuries and illnesses will be documented by staff.

Camp Locations

Malibu Bluffs Park

24250 Pacific Coast Highway Malibu, CA 90265
Intersection of Pacific Coast Highway & Malibu Canyon Road
310.317.1364

Malibu High School

30215 Morning View Drive Malibu, CA 90265
Major Cross-Streets: Pacific Coast Highway & Morning View Drive
Pool Office: 310.589.1933



City of Malibu Day Camp Participant Form

*PLEASE WRITE CLEARLY

Child's Name

Sibling's Name

Parent/Guardian

Mother:

Father:

Phone Number

Alternate Phone Number

Email

I authorize my child to walk home/off-site after camp?

Yes No

Individuals authorized to pick up my child from Enrichment Programs other than Parent/Guardian:

Name

Relationship:

Phone Number

Cell:

Name

Relationship:

Phone Number

Cell:

Name

Relationship:

Phone Number

Cell:

Medical Information:

Family Physician

Phone Number

Insurance Policy Number

Allergies

Medications

Medical Conditions

Other Helpful Information

Parent/Guardian Signature

Date

Return form to: City of Malibu Parks & Recreation Department 23825 Stuart Ranch Road Malibu, CA 90265
Email kgallo@malibucity.org or fax to (310) 494-4205. One form is good for an entire year.



Softball Field

Upper Field

Auxiliary Field

Baseball Field

Tennis Courts

Parking Lot

The Club

Pool

Pool Office

Outdoor Basketball Courts
Additional Parking

Restrooms and Showers

Small Gym

Room 723

Large Gym

Football Field

Malibu High School
30215 Morning View Drive
Malibu, CA 90265
Pool Office: 310.589.1933

Juan Cabrillo

Main Office

Morning View Dr

To PCH →

Morning View Dr

Malibu Bluffs Park– 24250 Pacific Coast Highway Malibu, CA 90265 310.317.1364



Multi-Purpose
Field

Pony Field

Major Field

Public Art
"Whale Watch"

