



Day Camps Parent Manual

City of Malibu
Community Services Department
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malibucity.org/daycamps





City of Malibu

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Dear Parents,

The City of Malibu Community Services Department would like to thank you for your interest in the Day Camp program for enrichment, surf and sports camps.

This manual includes policies and procedures, as well as information for parents and participants. Whether this is your first time participating, or you have experience with City programs before, we hope you find this manual informative and helpful.

Please read through the information and keep it for future questions or reference. If you have any questions please contact the staff member listed below.

Rachel Cummings
Recreation Coordinator
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City of Malibu Community Services Department Mission Statement

Creating Community through People, Parks, and Programs.

Day Camps Philosophy, Goals, & Inclusion Policy

Philosophy

The City strives to provide individual attention to teach fundamental sports, surf and enrichment skills through quality instruction, practice and play. The City focuses 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 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 children to learn and develop fundamental sports, surf or enrichment skills.
- To instill values of teamwork and cooperation.

Inclusion Policy

The City believes in providing quality programs for every participant. Staff will make every effort to provide reasonable accommodations as needed. 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

Staff and Instructors use positive methods of guidance. They communicate with children when solving problems. It may include providing alternate choices or assisting the child with problem solving. It is the parent's responsibility to inform Staff and the Instructor if their child has any behavioral or physical challenges which may affect their participation in activities. Staff will document all behavior problems and incidents. When a child does not follow the participant expectations, staff may separate the child from the group for an age appropriate amount of time. They may discuss the inappropriate behavior with the child before returning to the program. Parents will be notified of any problems during camp. For further incidents, the consequence may be a suspension. Another incident following the suspension may result in an expulsion from the camp. The registration fee may be prorated and/or refunded.

Refund Policy, Fees, Photo Release & Minimums

Refund Policy

A program may be cancelled due to low enrollment. A full refund will be issued only in the event that a program is cancelled by the Community Services Department prior to the program's first meeting date. Fees paid shall be refunded at a pro-rated rate for programs cancelled by the City after the first meeting date. In the event of illness or unforeseeable event, a credit or transfer may be issued with the approval of the Recreation Manager. There will be a \$10.00 service charge per participant, per program, for all refunds. Refund request must be submitted one week prior to the program start date. For the full description of the refund policy please visit malibucity.org/refundrequest

Walk-Ups

On or after the camp start date, a \$10 per participant/per camp site registration fee will be added to registration fee. Please pre-register. Daily rates for each camp are included in the camp description; no pro-rates are available.

Photo Notice

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

Minimums

Minimums vary for each camp. Camps will be canceled 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 from the program by an authorized person. Children may not sign themselves in or out, unless a parent gives written permission for their child to leave camp. 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

Any time 5 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 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 session will be forfeited.

What to Bring to Camp

- Appropriate clothes for the activity
- Durable closed-toe shoes (**no sandals**)
- Sunscreen (if applicable)
- Water bottle labeled with the participant's name
- Snack or lunch (**peanut free**)
- No jewelry please

Participant's Belongings

The individual camper is responsible for personal belongings they bring to camp. Please label all of belongings (equipment, sunscreen, water bottle, hat, bag, etc.) as a preventative measure so staff can assist in locating the items. Please keep all items in a labeled backpack or bag. A "Lost and Found" box is located at each camp site and donated monthly.

Sunscreen

Please apply sunscreen to your child daily before attending camp (if your child wears sunscreen). Staff will regularly announce for campers to re-apply. Application is only done by self or with the buddy system. Staff is not able to apply sunscreen.

Inclement Weather Policy

In the event of rain or extreme wind during the camp, every effort to conduct the camp will be made including alternate locations and activities. The City of Malibu will only issue a credit or refund if a full day of camp is cancelled. Campers may need to be picked up if weather prevents the program from occurring.

Medical Policies

Illness

If your child is exhibiting any sign or symptoms of illness, please be considerate 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 the 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.

In any event in which the parent/guardian cannot be reached, the emergency contact will be notified. All injuries and illnesses will be documented by staff.

Medication

The City does not dispense medication during camps. Any special needs should be discussed with the Recreation Coordinator or Supervisor.

Program 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

Los Angeles County Beaches and Harbors- Surfrider Beach, Tower 3

Intersection of Pacific Coast Highway & Cross Creek Road
Accessible through the Malibu Lagoon Parking Lot