



City of Los Alamitos Day Camp Program

Guidelines & Discipline Policy

The City of Los Alamitos Day Camp Program would like your child to have the best experience possible in our program(s). Therefore, we expect that all participants and staff follow the guidelines and rules. These guidelines and expectations are in place to ensure the safety of both the children and the staff.

Note: These rules serve as a guide for Los Alamitos Day Camp Counselors to ensure the safety of all participants. Participants must maintain these rules while attending all Los Alamitos Day Camp programs.

Guidelines

1. Following current CDC guidelines. Please check with the Recreation Supervisor for any updates.
2. **Medications:** Recreation staff will not administer medication or treatments to participants at any time. Required medication or treatments must be self-administered or coordinated by the parent/guardian for completion. If the participant requires emergency care, 911 will be called. No medications are allowed to be stored by the Recreation staff. Participants are responsible for storing medications (in a backpack, lunch bag, etc.)
3. If a participant attempts to run away from Los Alamitos Day Camp staff or facilities, parents/guardians will be contacted and required to pick up the child immediately. Further disciplinary steps may be taken for repeat occurrences.
4. No running or using outside play equipment inside the Day Camp room.
5. Restroom Rules:
 - a. Ask a staff member before going inside to use the restroom.
 - b. Only one person is allowed in the bathroom at a time.
 - c. When using the restrooms, remember to clean up after yourselves, do not leave trash on the floor, and keep the water in the sinks when washing hands.
 - d. No playing within the restrooms.
 - e. When going to the restroom from the gym, campers must be accompanied by a counselor.
6. Participants must be potty trained; the first accident will result in a warning; the second accident may result in the camper's removal from the program.
7. Tell the Counselors if there is any conflict with fellow campers.
8. Keep hands, feet, other body parts, and all objects to yourself, and out of your mouth, unless part of a staff-led activity. There will be no hitting, biting, fighting, theft, or destruction of program property or property belonging to another camper.
9. Appropriate clothing must be worn. Closed-toe shoes are recommended for every day and are required on excursion days.
10. No running in the Day Camp room.
11. Vomiting of any kind results in immediate pick-up.
12. Excessive crying for over 20 minutes may result in early pick-up.
13. Playground Rules:
 - a. Only those tall enough to reach the monkey bars from the bottom step may use them.

- b. No equipment on the playground structure.
 - c. No climbing up the slides.
 - d. One at a time going down the slides.
 - e. No throwing woodchips.
 - f. No eating on the playground structure.
 - g. Must wash hands or use sanitizer before going out to snack.
 - h. Must stay within the boundary set by Day Camp Counselors.
14. Do not touch the staff table. Do not take craft supplies unless given permission to do so.
15. The City is not responsible for any personal property that participants bring to Camp.
16. Excursion Rules:
- a. Parent/guardian supervision or chaperoning on excursions is not allowed. If a parent/guardian arrives at an excursion site, they are not to interact with program participants at any time. To interact with your child on an excursion, they must be formally checked out by a Recreation staff and released to the care of a parent/guardian.
 - b. Follow all excursion rules as outlined by staff, bus drivers, and/or venue management.
 - c. Stay within the group you are assigned.
 - d. Do not leave any area without a Counselor.
17. Have a positive attitude and have fun!

Expectations

- 1. Follow all instructions from staff promptly to ensure safety.
- 2. Play well with others.
- 3. Share toys.
- 4. Sit quietly on the rug while a Counselor is talking.
- 5. Raise your hand to talk.
- 6. Talk in a pleasant manner. Foul language, put-downs, and/or bullying will not be tolerated.
- 7. Be able to participate in a 1:10 ratio.
 - a. If one-on-one support is needed, see the Recreation Coordinator or Recreation Supervisor.
 - b. The Recreation Coordinator or Recreation Supervisor reserves the right to recommend one-on-one support. If one-on-one support is required, parents must sign the Designated Aide or Guardian Assistance form agreeing to parent guidelines while providing support and supervision of their child.
- 8. Show respect for all participants, staff, equipment, and property.
- 9. Make a reasonable effort to participate in the program to the best of your ability. Do not disrupt activities other campers may be enjoying.
- 10. Fighting, bullying, and/or aggressive behavior will not be tolerated.
- 11. Clean up after yourself throughout the day to keep the program space clean and safe.

Discipline Procedures

The goal is for all participants to act appropriately for their safety and the safety of others. Steps will always be taken to re-direct problematic behavior before problems arise. Special efforts will be taken to help our young and special needs participants develop the social, self-regulation, and cooperation skills they need to be successful. When participants cannot follow the behavior guidelines and expectations, the following steps will be taken as the behavior progresses. Staff will work with participants on a case-

by-case basis but reserve the discretion to enact the most appropriate step below depending on the situation, repetition of the action, and severity:

1. **Verbal Warning.** Staff will warn the participants and attempt to redirect their behavior.
2. **Time Out/Alternate Activity.** Staff will contact the Recreation Coordinator or Recreation Supervisor, and the participant will be removed from the activity and given time to self-calm or do an alternate activity until ready to return to scheduled activities with the group.
3. **1st Parent Contact.** The parent or guardian will be notified at pick up or by phone call that the participant has violated the rules. The parent will sign a notification confirmation and be informed that further disciplinary action may be taken if the misbehavior continues.
4. **2nd Parent Contact.** The parent or guardian will be contacted to pick up the participant immediately. The child will be suspended for the remainder of the day. The parents will receive an incident report and will sign a confirmation of notification.
5. **3rd Parent Contact.** The parent or guardian will be contacted to pick up the participant immediately. The participant will be suspended for the remainder of the day and for the next scheduled day. The parents will receive an incident report and will sign a confirmation of notification.
6. **Dismissal.** The parent or guardian will be contacted to pick up the participant immediately. The participant will be removed from the program and will not be eligible to return for the rest of the session, and potentially the season. The parents will receive an incident report. Participants will not be eligible for a refund of program fees.

Additional Information/Accelerated Steps

The participant does not have to exhibit the same misbehavior to progress to the next step in the discipline procedure. For example, if a participant is caught stealing or destroying another participant's property, or hits someone later in the session, that participant will be sent home from the program.

Staff reserves the right to accelerate the discipline process in the event of serious misconduct. Examples include, but are not limited to:

- A participant who strikes or threatens another participant or staff member will result in parental contact and/or immediate pick-up.
- Any participant who repeatedly commits violations of guidelines and expectations, with frequent parent communication, can be immediately suspended or dismissed from the program, after the Recreation Supervisor has reviewed the incident.

The Recreation Supervisor will make this decision in consultation with the Director of Recreation & Community Services.

Incident Report

For any serious incident that occurs at a program, an incident report will be immediately completed by staff and reviewed by the Recreation Supervisor and the Director of Recreation & Community Services. A parent notice of injury report will be provided at pick-up.

Any serious injury/incident that occurs will result in a parent/guardian courtesy phone call to inform them of the incident. All head-related injuries will result in an immediate parent/guardian phone call.

Confidentiality

All conversations with parents and guardians regarding incidents will be kept confidential. Please note that if multiple participants are involved in an incident, the staff will not discuss consequences issued, or names of other participants involved, to the participant who is not your child. Two participants involved in the same incident may be at different stages of the discipline procedure.

Parent Conduct and Process of Dispute

The program staff seeks to treat participants and families with respect, and parents and guardians are also expected to display professionalism in all inquiries and disputes about discipline decisions and incident response.

All program and/or staff issues should be directed to the Recreation Coordinator, not to the counselors on site. If the parent is not satisfied with the response by the Recreation Coordinator, the parent may request to meet with the Recreation Supervisor.

***Please retain pages 1-3 for your reference. Agreement and signature on next page must be submitted on first day of program.**

Agreement

Please review these rules with your child prior to the first day of the program and return to the staff at check-in. The staff will review these rules with your child throughout the session(s) as well. Thank you in advance for your cooperation. We hope to have a great session!

I have read and discussed the City of Los Alamitos Day Camp Program Guidelines and Discipline Policy with my participant.

Child's Name _____ Parent's Name _____

Parent's Signature _____ Date _____