

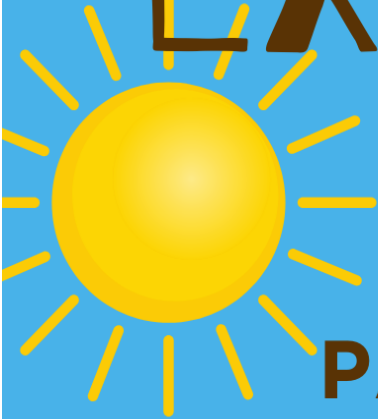
2300 WALNUT AVENUE
818.238.5440 | NATURECENTER@BURBANKCA.GOV

STOUGH CANYON

NATURE EXPERIENCES

Summer 2021

PARENT HANDBOOK



Welcome

The City of Burbank Parks and Recreation Department would like to welcome you to our Stough Canyon Nature Experiences camp. We have prepared a very fun and exciting summer with nature hikes, crafts, science experiments, and nature related activities. Campers will learn a variety of topics with nature and the environment as our main theme. Please take the time to read through this handbook as it contains valuable information including camp policies and procedures. We look forward to a great summer!

**Hiking and other activities are subject to change or cancellation based on LA County Guidelines, weather conditions and/or safety concerns.*

ABOUT CAMP

818-238-5440

2300 E Walnut Ave, Burbank CA 91501

CAMP HOURS

Monday — Friday

9:00am — 12:00pm

LATE PICK UP FEES

Late pick up fees will be charged starting at 12:01 pm. The charge is \$5.00 per child for the first 15 minutes, or portion thereof, and an additional \$1.00 per minute thereafter. Please make sure your child is arriving on time and being picked up on time.

PLEASE ARRIVE ON-TIME- GROUP WILL LEAVE FOR A HIKE NO LATER THAN 9:10am

SIGN-IN/OUT POLICY

A parent or responsible adult must sign their child(ren) into camp with staff upon arrival. A parent or responsible adult (listed on your registration form will be authorized to sign-out your child. A photo I.D. will be required to verify the parent's or responsible adult's identification. If an unauthorized adult attempts to pick up your child(ren), or if the adult's identification cannot be verified with a picture I.D., the staff will not release your child(ren) to him/her. Changes to your authorization list (adding/deleting names) may be done with your camp director.

SIGN-IN/OUT LOCATIONS

Stough Canyon Nature Center

SNACKS

Please send your child with a healthy hearty snack and a refillable full size water bottle. **Please make sure staff is aware of any allergies your child may have.**

WHAT TO BRING TO CAMP

- Close-toed athletic or hiking shoes
- Sunscreen
- Water
- Hat
- Refillable water bottle (16oz)
- Snack

WHAT NOT TO BRING TO CAMP

- Electronic devices such as cell phones, video games, MP3 players or other valuables
- Expensive clothing or jewelry
- Games, toys or trading cards

WHAT TO WEAR TO CAMP

Campers should wear comfortable clothing and hiking/athletic shoes (NO SANDALS, CROCS OR OPEN TOE SHOES) to camp. Please apply sunscreen to your child before arriving at camp.

LOST ITEMS

Nature Experiences is not responsible for any items lost or stolen. Please mark all articles of clothing and personal belongings with your child's full name. At the end of each day, any personal belongings left at camp are placed in the Camp Lost and Found. Unclaimed Lost and Found Items will be donated after 30 days.

MEDICATION

Prescription Medication: If your child requires any medication (including an EpiPen) during program hours, you and your doctor must complete a Burbank Parks & Recreation Department Prescription Medication Release Form. Summer Daze staff will administer the medication only with this form on file. Camp staff must hold all medication. Please bring in medications in their original containers. Please do not put your child's medication in their lunches, cubbies/baskets or send medication with your child to administer themselves.

Over-the-Counter Medication: If your child will be taking over the counter medication (such as Tylenol, Benadryl, etc.) during program hours, we must obtain the Burbank Parks & Recreation Department OTC Medication Release Form signed by the parent. Staff will administer the medication, as needed, according to the product label only. Please bring in medications in their original containers. Camp staff must hold all medication. Please do not put your child's medication in their lunches, cubbies/baskets or send medication with your child to administer themselves.

Please note any information that will help staff effectively supervise your children (for example: health considerations, special needs, etc.) during the registration process.

DISCIPLINE

Safety of the camp participants is our top priority. The discipline policy is set to ensure everyone in camp is safe and having a good experience. If there is a need for discipline, appropriate action will be taken. The procedures used by staff are designed to be fair, consistent, and effective. The staff and child will discuss the inappropriate behavior and expectations of campers. Parents will also be informed of the situation. If a child's actions are unsafe or continuously disruptive to the camp's operations, disciplinary action will be taken. Depending on the misbehavior, the child could receive a warning, a time-out, participation privileges taken away, and/or suspension or expulsion of the program.

Examples of misbehavior that could result in discipline:

1. Causing or attempting to cause physical injury to a fellow camper, staff, or member of the public
2. Causing damage to City property or private property
3. Committing an obscene act
4. Engaging in habitual profanity, inappropriate words, teasing or vulgarity
5. Willfully defying and/or disrespecting the Parks and Recreation staff
6. Engaging in bullying through verbal, physical interaction and/or electronic device
7. Running away from staff
8. Breaking the camp rules
9. Additional behavior that may be disruptive, unsafe, and/or inappropriate

If a child's behavior is unsafe or harmful to themselves or others, or is disruptive to the program, parents will be called to pick up their child from camp immediately. The program supervisor reserves the right to determine which consequence is appropriate for the child's actions. Please note that there is zero tolerance for physical violence and unsafe behavior, such as running away and/or hiding from staff.

PARENT INVOLVEMENT

The City of Burbank Parks and Recreation Department is committed to providing safe and quality programs for your children. For the safety of the children in the Stough Canyon Nature Experiences program, the City of Burbank does not allow parents/adults to volunteer or make extended visits during program hours. Engaging in activities or interacting with other children during program hours is prohibited.

PHOTOGRAPHY

Please be advised that Stough Canyon Nature Experiences participants are subject to being photographed and such photographs may be used to publicize City of Burbank programs and events.

Toilet Trained

All campers must be toilet trained before starting camp.

Daily Activities

After roll is taken in the morning campers will go on a short informative hike (hikes will always be in the morning before it gets too hot and the length will depend on the weather). Then, campers will work on a nature related craft and/or activity until pick-up. Please arrive on-time and expect a full parking lot. Doors will open at 8:45am each morning.

CAMP FEE INFORMATION

TAX I.D. NUMBER

For tax purposes, our Tax I.D. number is 95-6000-683. Please keep your receipts for your tax records and/or personal purpose. We do not distribute a cumulative total of day camp fees or reprint receipts. Please make sure we have your correct email on file so you receive an email receipt when we process your payments.

WITHDRAWALS AND REFUNDS

All requests for refunds must be done by filling out a Refund Request Form. Forms may be submitted via email to naturecenter@burbankca.gov or to the site lead.

- A refund will be issued when request is received at least **10 business days** prior to the start of the week enrolled. No refunds will be issued after this time regardless of the reason of non-attendance.
- For each week refunded, **a \$10 refund fee per child, per week** is withheld regardless of reason for refund.
- A refund will not be issued for days missed in a week and there are no make-up days.
- Session camp fees are non-transferable and may not be applied toward another camp, session balance, or program.
- Any refund of camp fees may take up to one week after notification to be processed. After a refund has been issued, credit card refunds may take up to seven business days depending on your credit card company/bank and check refunds may take 3-6 weeks to receive.

COVID – 19 POLICIES AND PROCEDURES

- **Group Size** - Campers will be divided into stable groups of 14, each with a dedicated room and team of counselors. Group size may be increased to 20, if and/or when permitted by the County of Los Angeles.
- **Social distancing** – Camp activities will be structured to allow for as much social distancing as possible.
- **Cleaning/disinfecting** - Classrooms, bathrooms, toys, equipment and other high-touch surfaces will be cleaned and sanitized on a regular basis. Campers will

also have their own set of supplies in order to reduce sharing and cross contamination.

- **Handwashing** - Regular handwashing will be enforced for staff and campers.
- **Face coverings** - Children are required to wear masks that cover the nose and mouth at all times except during meal periods. Parents must send their child to camp with a clean mask that fits properly on a daily basis, along with an extra mask should the first one get wet and/or dirty.
- **Drop off and pick up** - Families are highly encouraged to designate one person to drop off and pick up camper on a daily basis. Parents are not allowed in the camp room and check-in will take place outdoors. Please be mindful of social distancing while waiting to check children into camp. Masks are required for anyone dropping off or picking up children.

HEALTH POLICIES

- Parent is responsible for screening themselves and their child at home for symptoms of COVID-19, including fever higher than 100.4 degrees or feeling feverish (chills, sweating), new cough (different from baseline), shortness of breath, muscle or body aches, diarrhea or vomiting, new loss of taste or smell. Anyone with symptoms consistent with COVID-19, including the child, should remain at home in isolation for a minimum of 10 days, including at least 24 hours without a fever (without fever-reducing medication), and improvement in other symptoms.
- Additional health screening will take place upon arrival at camp, including a temperature reading and general questions regarding COVID-19 symptoms and/or exposure. Parent must be present for this screening.
- Children will not be allowed to attend camp if they or any household members have a fever higher than 100.4 degrees or display other symptoms of COVID-19 as listed above. Camper cannot return to camp for at least 10 days, including being fever free for at least 24 hours without the use of fever reducing medication. Campers may be allowed to return sooner with a doctor's note unless the camper is required to self-quarantine under the County's Public Health Order.
- Children who become sick during the camp day will be separated from the group and sent home immediately.
- Parents must notify camp staff if their child or any household member tests positive for COVID-19. In such a situation, the camper may not return to camp until they are allowed to exit self-isolation or self-quarantine under the County's Public Health Order.
- Camp staff will adhere to the same health guidelines as described for campers, including daily health screenings and a return-to-work policy that includes 10 days of isolation and being fever free for at least 24 hours. Camp staff are also required to wear masks at all times while at work.
- Children who exhibit symptoms of illness that are not listed above may be required to be symptom-free for 24-hours before returning to camp. See Parent Handbook for additional information regarding the Health & Wellness Policy.

- The City of Burbank camps are currently operating under the County of Los Angeles Department of Health.
- Protocols for Day Camp and Decisions Pathways.
- Detailed information can be found at:
http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_DayCamps.pdf