2019 SUMMER NATURE CAMP

PARENT HANDBOOK
Welcome
The City of Burbank Parks and Recreation Department would like to welcome you to our Stough Canyon Nature 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!

ABOUT CAMP
818-238-5440
2300 E Walnut Ave, Burbank CA 91501

CAMP HOURS
Little Rangers Club (Ages 4-5)
Monday—Friday (Excluding holidays)
9:00am — 12:00pm

Verdugo Mountain Explorers (Ages 6-10)
Monday — Friday (Excluding Holidays)
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 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
Children will receive a small snack daily. Please send your child with a refillable water bottle. You may also send your child with a light snack.
Please make sure staff is aware of any allergies your child may have.

WHAT TO BRING TO CAMP (RECOMMENDED)
- Close-toed shoes (mandatory)
- Sunscreen
- Water
- Hat
- Refillable water bottle

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 Camp 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 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.) on the Summer Nature Camp 2019 Registration Form.

**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 day 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 Nature Summer Camp 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 Nature Camp 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 Nature Summer 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.

WITHDRAWLS AND REFUNDS
All requests for refunds must be submitted in writing by completing the Camp Refund Request Form. Refund Forms may be submitted directly to the Camp Director in person or via email at Emanoukian@burbankca.gov. Forms can be obtained at each camp location or online at www.burbankca.gov/camps.

- 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.
- 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.
- Session deposits and session camp fees (including extended care fees) are non-transferable and may not be applied toward another camp, session balance, or program.