



City of Los Alamitos Day Camp Program

Guidelines & Discipline Policy

The City of Los Alamitos Day Camp Program would like for 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 in order to ensure the safety of all participants. Participants are expected to maintain these rules while attending all Los Alamitos Day Camp programs.

Guidelines and Expectations

1. Following current CDC guidelines, face coverings are currently not required. *This rule may be subject to change. Please check with Recreation Supervisor, Joanna Contreras 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 Recreation staff. Participants are responsible for storage of 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. Follow instructions from staff promptly to ensure safety.
5. Show respect for all participants, staff, equipment, and property.
6. Make a reasonable effort to participate in the program to the best of your ability. Do not disrupt activities other campers may be enjoying.
7. Let a staff member know if you are experiencing conflict with fellow campers.
8. Always stay within the eyesight of a staff member. Do not leave the group unless accompanied by a staff member. This includes using the restroom, be sure to let staff know if you need to use the restroom.
9. 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.
10. Follow all playground rules including, but not limited to, no climbing up the slide, only those tall enough to reach the monkey bars from the bottom step may use them, and no equipment on the playground.
11. Keep hands, feet, other body parts, and all objects to yourself unless part of a staff-led activity. There will be no hitting, biting, fighting, theft, or destruction of program property.
12. Talk in a pleasant manner. Foul language, putdowns and bullying will not be tolerated.
13. Fighting and or aggressive behavior will not be tolerated.

14. Appropriate clothing must be worn.
15. Participants must be potty trained; the first accident will result in a warning, the second accident may result in removal of the program.
16. Running and excessive shouting while indoors is not allowed.
17. Follow all rules on field trips as outlined by staff, bus drivers, and/or venue management.
18. Parent / guardian supervision or chaperoning on excursions is not allowed. If a parent / guardian arrives to 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 with a Recreation staff and released to the care of a parent / guardian.
19. Clean up after yourself throughout the day to keep program space clean and safe.
20. The City is not responsible for any personal property that participants bring to camp.
21. Have a positive attitude and have fun!

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 are unable to follow the behavior guidelines, the following steps will be taken as behavior progresses.

1. **Verbal Warning.** Staff will warn the participants and attempt to redirect behavior.
2. **Time Out/Alternate Activity.** Staff will contact the Supervisor, and the participant will be removed from the activity and given time to self-calm or 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 confirmation of notification and be made aware 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 parent 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 parent 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 parent 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.

The discipline process can be accelerated by the Recreation Supervisor in the event of serious misconduct. An example of a reason to accelerate this process would be:

- A participant who strikes or threatens another participant or staff member, will jump past the first two steps directly to parental contact.
- Any participant who commits a serious offense such as seriously harming, attempting/threatening to seriously harm another person or who sexually harasses another participant or a staff member can be immediately suspended or dismissed from the program, after the incident has been reviewed by the Recreation Supervisor.

This decision will be made by the Recreation Supervisor in consultation with the Recreation Director.

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 Recreation Director. They will then be furnished to parents for their review within one business day.

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 to the participant who is not your child with you. 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 Supervisor, not to the counselors. If the parent is not satisfied with the response by the Recreation Supervisor, the parent may request to meet with the Recreation Director.

City of Los Alamitos Day Camp 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 at the beginning of each week as well. Thank you in advance for your cooperation. We hope to have a great session!

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

Child's Name _____ Parent's Name _____

Parent's Signature _____ Date _____

**Parents / guardians are to keep pages 1-3 for their records. Please return page 4 to Recreation Staff.*

*Last Updated Fall 2022