

SUMMER TEEN CAMP PROGRAM

PARENT PACKET 2024



We are looking forward to having your teen participate in the 2024 Teen Camp Program this summer. Below is information about how the Teen Camp Program operates:

- Teen Camp is a non-licensed, recreational program where teens will experience excursions (local and out of county), games, on site entertainment, arts & crafts, sports, and enrichment activities.
- **TEEN CAMP**
 - June 10 – August 9 | 9 weeks | M-F | 7:30 a.m. – 5:30 p.m.
 - No Camp on Tuesday, June 19 and July 4
 - Program Location: Downtown Recreation Center – Teen Center (1860 Anaheim Ave.)
- **AGES:** Teens entering grades 7 – 10 for the upcoming fall 2024/2025 school year.
- **REGISTRATION & FEES**
 - Registration is required online or in person for each week your teen will attend.
 - The program is open to Costa Mesa residents and non-residents.
 - The weekly fee is \$160. Weeks 2 & 4, the weekly fee is \$135 due to the holidays.
 - An additional \$5 non-resident fee will also be applied.
 - Once weeks are filled, a waitlist will be created.
- **SIGN-IN/OUT PROCEDURES**
 - Teens are not allowed to sign themselves in/out of the program unless a parent/guardian provides written permission to staff.
 - Please notify staff if additional adults will be picking up your teen.
 - **Early drop-offs before 7:30 a.m. will not be accepted. Supervision will ONLY be provided until 5:30 p.m. and a \$20 fee will be charged for every 15 minutes, or part thereof, for late pick-ups after 5:30 p.m.**
- **EXCURSIONS**
 - Teens are not allowed to be dropped off or picked up from any excursion site.
 - Teens will be transported to and from excursions in 15-passenger City vans operated by City staff with a Commercial Driver's License.
 - Teens will be free to independently explore various locations in groups of at least two (2) or more teens. Teens can remain with staff if preferred.
 - Teens must provide a cell phone number to staff for immediate communication purposes only and must meet staff at a designated location and time throughout the day.
 - Teens can bring optional spending money to most excursions to buy lunch, drinks, souvenirs, etc. Teens are responsible for their own money.
 - Once vans have departed for an excursion, late arrivals will not be accepted.
 - Please check the Teen Camp whiteboard for updated excursion information and arrival times.

- **ATTIRE**

- Clothing that shows bare midriffs, undergarments, or contains content that is suggestive, or promotes the use of drugs, alcohol, or other illegal activities is prohibited.
- Sunscreen is encouraged for all teens, and they are responsible for reapplying throughout the day. Parks and Community Services Department staff may assist in applying sunscreen IF the UV protection is in spray form, NOT lotion.

- **LUNCH AND SNACK**

- Teens can bring a packed lunch with drinks or money to buy lunch daily.
- Teens are responsible for their own money.
- Staff will provide afternoon snacks intermittently throughout the week.
- Please check the calendar for excursions where lunch will be provided.

- **ADDITIONAL INFORMATION**

- Teens are responsible for all personal belongings (clothing, lunch, cell phone, sunscreen, etc.) brought to Teen Camp.
- For your teen's safety, information or paperwork involving special accommodations, medical conditions, or special arrangements for sign-out procedures involving legal matters should be given to Recreation Coordinator, Jose Guzman.
- Failure to comply with Teen Camp Program procedures may result in disciplinary action and/or removal from the program.

- **REFUNDS/TRANSFERS**

- A refund request must be submitted to cmrecinfo@costamesaca.gov at least three (3) business days before the week is requested, and a \$20 fee will be applied.
- Refunds will NOT be granted if the request is made under three (3) business days due to the special nature of purchasing excursion tickets.
- Transfer request must be submitted to cmrecinfo@costamesaca.gov at least three (3) business days before the first day being requested, and a \$10 fee will apply.

- **CONTACT INFORMATION**

- Teen Camp Hotline: (714) 327-7562
- Teen Center Cell: (714) 925-7246 or (714) 925-7551 (please do not text, calls only)
- Teen Center Excursion Cell: (714) 227-9885
- Downtown Recreation Center: (714) 327-7560

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PROGRAM RULES



The Summer Teen Camp Program has basic rules and regulations that are provided in the interest of the safety and well-being of all participants.

- 1. Follow Directions:** Teens are required to follow directions and listen to staff.
- 2. Respect:** Teens are expected to respect each other, staff, equipment, and the public when on excursions.
- 3. Inappropriate Actions:** Inappropriate actions including, but not limited to, rude behavior, foul language, spitting, profanity, teasing, bullying, sexual behavior, or fighting are not tolerated. These actions may result in an automatic suspension or expulsion, depending on the severity.
- 4. Excursions:** Teens must remain in their groups while on excursions. A group is considered a MINIMUM of two (2) teens. Each group must have at least one (1) cell phone for necessary communication with Camp staff. Failure to remain in their respective groups will result in a Disciplinary Action Form and the teen remaining with staff for the remainder of that day or the week.
- 5. Designated Meeting Points:** When on excursions, teens must check in with staff throughout the day. Upon arrival, staff will designate teen check-in times and locations. Failure to check in or late check-in will result in a loss of privileges.
- 6. Van Transportation:** Teens must properly wear their seat belts at all times, stay seated, and refrain from loud noises that may distract the driver. Gum, food, candy, and drinks other than water are not permitted. Teens must pick up their trash upon exit and ensure the van is clean.
- 7. Personal Belongings:** Teens will be responsible for all their belongings. Teen Camp is not responsible for anything that is missing or damaged.
- 8. Sign In/Out:** Teens are required to be signed in and out by an adult daily unless they have written permission, signed by their parent or guardian, to sign themselves in and out.
- 9. Dress Code:** Clothing that shows bare midribs, undergarments or contains content that is suggestive, or promotes the use of drugs, alcohol or other illegal activities is prohibited. Teen Camp Staff reserve the right to determine what is inappropriate.
- 10. Shoplifting/Stealing:** Stealing from Teen Camp, other teens, and/or from stores/excursion locations is prohibited and will result in an immediate suspension or expulsion from Teen Camp.
- 11. Illegal or Inappropriate Material:** Possession of or involvement with any illegal material or actions will result in a suspension or expulsion, depending on the severity of the situation (e.g., drugs, weapons, theft, destruction of property, etc.).
- 12. Recording/Photography:** Teens are prohibited from taking photos or recording others without consent.
- 13. Social Media:** Uploading photos of other teens or staff to social media apps that have been distorted or added to with any inappropriate content will result in immediate disciplinary action.

If teens are experiencing problems with other teens in the program, they are expected to tell on-site Teen Camp Staff, and staff will handle the situation. Parents are not permitted to discipline or speak with any teen other than their own.

SUMMER TEEN CAMP PROGRAM DISCIPLINARY PROCESS



Failure to comply with the Summer Teen Camp Program rules will result in disciplinary action. The level of disciplinary action is based on the discretion of the supervisory staff. Please note, disciplinary action may result in automatic suspension or expulsion, regardless if the teen has had a prior warning and/or a written Disciplinary Action Form (DAF). All DAFs will result in the participant being sent home for the remainder of the day and will be kept on file for the remainder of Teen Camp.

The following is the Summer Teen Camp Program's disciplinary process:

1. **Warning**—Warnings are given when inappropriate action/behavior is not severe enough to warrant a written Disciplinary Action Form.
2. **First Written Disciplinary Action Form**—The teen will receive a written Disciplinary Action Form after one warning or if the original infraction is severe enough. Parents/Guardians will be contacted and informed of the Disciplinary Action Form, and the teen will be sent home for the remainder of the day.
3. **Second Disciplinary Action Form/ Suspension**—A second written Disciplinary Action Form will result in a suspension for a specified time (1 day to 1 week). Parents/Guardians will be notified of the suspension, and the teen will be sent home for the day.
4. **Third Disciplinary Action Form/ Expulsion**—A third written Disciplinary Action Form will result in expulsion from the program for the remainder of Teen Camp. Parents/Guardians will be contacted, informed of the expulsion, and informed that their teen will be sent home.
5. **Automatic Expulsion** - Teens will be automatically expelled for any activity including, but not limited to, shoplifting and/or petty theft, or involvement in any activity that endangers other teens, staff, and/or others in contact with Teen Camp. Other activities warranting automatic expulsion are left to the discretion of supervisory staff. The Costa Mesa Police Department will be immediately notified of any illegal activity, and there are NO EXCEPTIONS.

****If a teen is suspended or expelled from Teen Camp, Camp fees will not be refunded.****

If you have any questions or concerns, please call staff at (714) 327-7562.

SUMMER TEEN CAMP PROGRAM SUNSCREEN POLICY



Parent/Guardian Release of Liability

The City of Costa Mesa recognizes that overexposure to ultraviolet (UV) radiation from the sun and artificial sources such as sunlamps and tanning beds is linked to the development of skin cancer, eye damage, premature aging, and a weakened immune system and that children are particularly vulnerable to the effects of overexposure. The City desires to support the prevention of excessive UV radiation for children participating in the City's Recreational Programs.

- I acknowledge that I am required to provide UV protection, of 30 or greater, spray or lotion for my teen(s), while considering my teen(s)'s allergy history. My teen(s) will be required to apply sunscreen at intervals designated by staff.
- Per the request of my teen(s), I understand that City employees may assist in applying sunscreen IF the UV protection is in spray form, not lotion.
- I acknowledge that City employees will only spray the UV protection, provided by the parent/guardian, on my teen(s) and will not engage in any physical contact to ensure that it is evenly applied on participant's skin. Other program participants may be permitted to apply or assist in applying sunscreen on my teen or ward's skin.
- I understand and acknowledge that City employees are not medically trained as to the negative effects of ultraviolet radiation.
- I hereby for myself, my teen, my heirs or anyone who might claim on my behalf or my teen's behalf, AGREE NOT TO BRING ANY CLAIM and waive, release and discharge the City of Costa Mesa, its officers, agents and employees from any and all liability for personal injury or death arising out of or occurring in the course of administering specialized physical health care services to my teen(s) during participation in City Recreation Programs.

This release and waiver extends to all claims of every kind of nature whatsoever, foreseen or unforeseen, known or unknown, whether or not due to negligence.

I HAVE READ THE RELEASE OF LIABILITY OF THE ADMINISTRATION OF SUNSCREEN AND CERTIFY MY AGREEMENT BY MY SIGNATURE ON THE PROGRAM'S REGISTRATION FORM.

****If you do not want this policy applied to your teen(s), submit a signed letter to supervisory staff stating so and that you agree not to bring any claim, and further waive, release, and discharge the City of Costa Mesa, its officers, agents, employees, and volunteers from all liability for personal injury or death arising out of or related to his/her non-participation.****