

# GENERAL INFO

## 1-DAY CAMP COSTA MESA

Welcome to 1-Day Camp! We are excited for your camper to join us for the day. Camp will operate for one day during NMUSD non-holiday related closure days.

### LOCATIONS

- **October 18:** Norma Hertzog Community Center (1845 Park Avenue, Costa Mesa, 92627)
- **November 1:** Donald Dungan Library – Adams Room (1855 Park Avenue, Costa Mesa, 92627)

### SIGN IN/OUT PROCEDURES

Campers **MUST** be signed in and out by an adult daily unless the camper has written permission from their parent/guardian to sign himself or herself in and out. For the adult signing out their camper, the correct **CODEWORD** will be required.

### CAMP FEES

Fees include all on-site guest entertainment and activities.

**Note:** A \$20 fee will be charged for every 15 minutes, or part thereof, for late pick-ups. Early drop-offs will not be permitted.

### ACTIVITIES

Campers will experience games, sports, arts & crafts, and fun activities. Campers will remain on-site for the duration of the program.



### CONTACTS

Camp Hotline: (714) 754-5161  
BCC Office: (714) 754-5158  
City Hall: (714) 754-5300

### CAMP HOURS

7:30 a.m. – 5:30 p.m.

### PARENT REMINDERS

In the event of an **EMERGENCY**, contact the Balearic Community Center at (714) 754-5158. Balearic staff can relay the messages to Camp Costa Mesa staff.

Items left at camp will be placed in the Lost & Found area at Camp Costa Mesa; however, **CAMPERS ARE FULLY RESPONSIBLE FOR ALL PERSONAL ITEMS (LUNCH, CLOTHING, CELL PHONES, ETC.) BROUGHT TO CAMP.**

### TRANSPORTATION

Each camper must have their own transportation to and from Camp each day.

### LUNCH & SNACKS

Campers are required to bring a labeled sack lunch. Sharing food between campers is not permitted. An afternoon snack will be provided each day by staff.



City of Costa Mesa ♦ Parks & Community Services Department

# Camp Costa Mesa Program

## Parent Packet

### General Rules & Disciplinary Procedures

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

#### GENERAL RULES

- 1. Follow Directions:** Campers are required to listen and follow directions from staff.
- 2. HFO Rule:** Campers must keep their Hands, Feet, and Objects to themselves at all times.
- 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. Perimeters:** Campers must remain in designated and/or identified Camp areas at all times. Eloping from the group or program may result in disciplinary action.
- 5. Respect:** Respect fellow peers, staff, equipment, and all facilities, which includes all offsite locations.
- 6. Personal Items:** All toys, electronics, and additional items from home are **NOT** allowed. Staff reserves the right to confiscate these items, and return them only to the parent/guardian. However, **WITH STAFF APPROVAL**, personal cell phones may be used to communicate with parent/guardian. Camp is not responsible for missing or damaged personal belongings (i.e. sweatshirts, hats, sunscreen, lunch boxes, excursion money, toys, cell phones, etc.).
- 7. Sign In/Out:** Campers are required to be signed in and out by an adult daily, unless the camper has written permission, signed by the parent/guardian, to sign themselves in and out. For the adult signing out their camper, the correct CODEWORD will be required.
- 8. Proper Attire:** Campers are required to wear closed-toe shoes and comfortable attire.
- 9. 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 (i.e. drugs, weapons, theft, destruction of property, etc.).

\*If campers are experiencing problems with other campers in the program, they are expected to tell on-site staff. Staff will handle disciplining of campers involved. Parents are not permitted to discipline or speak with any camper other than their own. \*

#### CAMPER DISCIPLINARY PROCEDURES

Failure to comply with the Camp Costa Mesa Program rules will result in disciplinary action. The level of disciplinary action is based on the discretion of the Assistant Recreation Supervisor. Please note, disciplinary action may result in automatic suspension or expulsion, regardless if the camper has had a warning and/or a written Disciplinary Action Form. The following is the Camp Costa Mesa Program's disciplinary process:

- **Warning** - Warnings are given when inappropriate action/behavior is not serious enough to warrant a written Disciplinary Action Form. Consequences for their actions may include, but are not limited to, sitting out, reviewing the rules with the staff, writing an apology letter (explaining which rules they broke, why their actions were wrong, and how they can fix them in the future), etc.
- **First Written Disciplinary Action Form** - After one warning, or if the original infraction is severe enough, the camper will receive a written Disciplinary Action Form. Parents/Guardians will be contacted, informed of the Disciplinary Action Form, and the camper will be sent home for the remainder of the day.
- **Second Disciplinary Action Form/ Suspension** - A second written Disciplinary Action Form will result in a suspension for a specified amount of time (1 day to 1 week). Parents/Guardians will be contacted, informed of the suspension, and the camper will be sent home for the remainder of the day.
- **Third Disciplinary Action Form/ Expulsion** - A third written Disciplinary Action Form will result in an expulsion from the program for the remainder of Camp. Parents/Guardians will be contacted, informed of the expulsion, and that their camper will be sent home. If the camper is expelled during Summer Camp, they may

return back to the program for “Small Camps” (Winter, Presidents’, and Spring Camp) and 1-Day Camp. If the camper is expelled during a “Small Camp” (Winter, Presidents’, and Spring Camp), they may return back to the program for Summer Camp and 1-Day Camp.

- **Automatic Expulsion** - Campers will be automatically expelled for any activity including, but not limited to, shoplifting &/or petty theft, or involvement in any activity that endangers other campers, staff, and/or others in contact with Camp Costa Mesa. Other activities warranting automatic expulsion are left to the discretion of the Assistant Recreation Supervisor.

## **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 understand and agree that participants in the City of Costa Mesa’s Parks and Community Services Department’s (“City”) classes, programs, events, and camps are responsible for supplying their own ultraviolet (UV) protection (“sunscreen”) spray or lotion while participating in City classes, programs, events, and camps. Program participants are required to bring their own sunscreen, with their name indicated on the bottle, for reapplication during the day. Program participants will not be permitted to utilize sunscreen of other participants.

City staff will direct program participants to apply sunscreen in regular intervals throughout the day. If a program participant is unable to apply spray sunscreen to himself or herself, City staff will assist the participant in the application of spray sunscreen. Under no circumstances will City staff engage in physical contact to directly apply, or assist in the application of, any form of sunscreen to program participants. If necessary, program participants may apply, or assist in the application of, lotion or spray sunscreen to other program participants.

If a program participant does not bring their own sunscreen, I understand that City may provide sunscreen to the program participant and the sunscreen brand may vary.

**This release and waiver extends to all claims of every kind of nature whatsoever, foreseen or unforeseen, know 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 child, submit a signed letter to the Program Director 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 any and all liability for personal injury or death arising out of or related to his/her non-participation.\*\***