

Parent Packet

Welcome to Camp Costa Mesa! We are thrilled to have your child join us for what promises to be an unforgettable year of Camp Costa Mesa. Our camp is about creating memorable experiences and helping kids grow through a variety of exciting activities.

This year, we have packed our schedule with a diverse range of activities designed to inspire, challenge, and entertain. From outdoor adventures like sports, excursions, and group games to creative activities such as arts and crafts, there is something for every camper to enjoy. We also offer team-building games providing plenty of opportunities for your child to learn new skills and make lasting friendships.

Our dedicated staff is committed to ensuring that each camper has a safe and enriching experience. We are looking forward to watching your child discover new passions, build confidence, and create wonderful memories. Thank you for trusting us with this special time in your child's life. Let's make this year at Camp Costa Mesa the best one yet!

Sincerely,

Camp Costa Mesa Staff



Camp Information

Hours: 7:30 a.m. to 5:30 p.m.



School Year (September - April)

Location: Balearic Community Center

1975 Balearic Drive

Grades: Kindergarten - 6th



Summer (June - August)

Location: Estancia Park 1900 Adams Avenue

Grades: entering 1st - 6th (upcoming school year)



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 themselves in and out. For the adult signing out their camper, the correct CODE WORD will be required. Early drop offs will not be accepted.



Early and Late Arrivals

Supervision will only be provided from 7:30 a.m. to 5:30 p.m. Early arrivals prior to Camp opening at 7:30 a.m. will not be accepted. A \$20 fee will be charged for every 15 minutes, or part thereof, for late pick-ups after 5:30 p.m.



Camp Attire

Campers will receive one or two t-shirts depending on Camp season, not including 1-Day Camp. Camp t-shirts and closed-toe shoes must be worn each day. Due to the recreation play and activities, play clothes are recommended.

bit.ly/CampCostaMesa

Camp Information (cont.)

Hours: 7:30 a.m. to 5:30 p.m.



Lunch and Snack

A packed lunch and drink are required daily unless notated lunch will be provided. Participants may not share food or drinks with fellow participants. An afternoon snack will be provided. Optional spending money may be allowed at designated excursions to buy lunch, drinks, and snacks.



Excursions (excluding 1-Day Camp)

Campers will visit local excursions throughout the week and will be divided into age-based groups. Transportation will be provided by contracted buses or City vehicles. Campers may not be dropped off or picked up at an excursion. Once buses have departed, late arrivals will not be accepted.



Water Days and Excursions

For on-site water days and excursions to a pool, beach, or waterparks, Campers are required to arrive to Camp in their Camp t-shirt, play clothes, and closed-toe shoes. Campers are encouraged to wear water attire underneath their clothes and may change during designated times.



Camp Fees

- 5-day Camp Week = \$220 per child, per week
- 4-day Camp Week = \$180 per child, per week
- 1-Day Camp = \$51 per child, per day
- Non-Resident = \$5 additional fee



Refund and Transfer Requests

Refund or transfer requests must be submitted at least three (3) business days prior to the week being requested to cmrecinfo@costamesaca.gov. A \$20 fee will apply for refunds and a \$10 fee will apply for transfers. Requests will not be granted if request is made under three (3) business days.

Camp Timeline

September - August

NOVEMBER

1-DAY CAMP

Offered for one day during
NMUSD's Staff Development
Day

FEBRUARY

PRESIDENTS' CAMP

Offered for one week during
NMUSD's Presidents Recess

APRIL

SPRING CAMP

Offered for one week during
NMUSD's Spring Recess

OCTOBER

1-DAY CAMP

Offered for one day during
NMUSD's Staff Development
Day

DECEMBER- JANUARY

WINTER CAMP

Offered for two weeks during
NMUSD's Winter Recess

MARCH

1-DAY CAMP

Offered for one day during
NMUSD's Conference Day

JUNE-AUGUST

SUMMER CAMP

Offered for nine weeks during
NMUSD's Summer Recess

General Program Rules

- Follow Directions:** Campers are required to listen to and follow staff directions.
- HFO Rule:** Campers must always keep their Hands, Feet, and Objects to themselves.
- 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.
- Perimeters:** Campers must always remain in designated and/or identified Camp areas. Eloping from the group or program will result in disciplinary action.
- Respect Others:** Respect fellow peers, staff, equipment, and all facilities, which includes all offsite locations.
- 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.).
- 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 CODE WORD will be required.
- Proper Attire:** Campers are required to wear closed-toe shoes and comfortable attire.
- Transportation:** When being transported on a contracted bus or City van, campers must wear their seat belt (when provided), stay seated, and refrain from loud noises until the contracted bus or City van arrives at its destination.
- Excursion Groups:** Campers MUST stay in their assigned group with their designated Community Services Leader during excursions. Groups are assigned by grade/age. If you would like your child to be grouped with specific campers in the same grade/age range, please provide your request directly to the Camp Senior Community Services Leader prior to the beginning of the camp week. Please note, group requests are not guaranteed. All requests made after the start of the week will be approved at the discretion of the Senior Community Services Leader.
- 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.).

Disciplinary Procedures

If your camper is experiencing problems with other campers, they are expected to notify on-site Community Services Leaders. Community Services Leaders will handle the situation and discipline those involved. Parents are not permitted to discipline or speak with any camper other than their own.

Failure to comply with the Camp Costa Mesa Program rules will result in disciplinary action based on the discretion of the 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 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 Recreation Supervisor 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.

Contact Information




Camp Costa Mesa

 (714) 754-5161

 bit.ly/CampCostaMesa

Balearic Community Center

 (714) 754-5158

 1975 Balearic Drive
Costa Mesa, CA 92626

Parks & Community Services Department

 (714) 754-5300

 cmrecinfo@costamesaca.gov

 costamesaca.gov/recreation

 77 Fair Drive - 3rd Floor
Costa Mesa, CA 92626

