

IMPORTANT PHONE/FAX NUMBERS

- ◆ Camp Cypress Office (714) 229-6792
Cell (714) 686-1433
- ◆ Community Center Office (714) 229-6780
Fax (714) 229-6798
- ◆ Adrianna Hyta (714) 229-6787
Recreation Coordinator
- ◆ Jeff Draper (714) 229-6782
Recreation Supervisor

Thank you for choosing Camp Cypress!
Our enthusiastic and dedicated staff are here for you and your camper. We look forward to a summer filled with fun, friends and memories that will last a lifetime!



5700 Orange Avenue Cypress, CA 90630
714-229-6780 cypressrec.org



Summer Camp

2018

Day Camp

Parent Handbook

Policies & Procedures
Camp Information
Important Phone Numbers

EXCURSIONS (cont.):

Excursion days are on Wednesdays except for Week's #8 it will be on Thursday. We ask that your child be **dropped off between 8:30am - 9:00am** so we may maximize time spent off-site. **Campers are required to wear their camp t-shirts** on excursion days. In addition, a camp wristband will be issued to each camper on the day of the excursion, which must be worn at all times.

Extra spending money is not recommended and staff is not responsible for money given to campers. All campers must leave and return on the day camp bus. Campers cannot be picked up or dropped off at the excursion site. **If you choose not to send your child on the excursion, alternate childcare arrangements must be made, as all camp staff will be attending the excursion.**

WHAT CAMPERS SHOULD BRING:

- A daily lunch (brown bag on excursion days)
- Snack and extra drinking water
- Sunscreen



WHAT CAMPERS SHOULD WEAR:

- Comfortable clothes to actively participate in physical activities
- Closed toed shoes (except when sandals are appropriate for beach/swimming excursions)



CAMP RULES:

- Treat everyone with respect.
 - Listen respectfully to Counselors and Volunteers.
 - Always stay with your Counselor within camp boundaries.
 - Help to keep the camp clean - pick up any trash or litter.
 - Treat the facility, supplies and equipment respectfully.
- Most importantlyHAVE FUN!

CAMP DISCIPLINE POLICY:

Discipline is dispensed fairly and consistently. All campers, volunteers and staff are asked to follow the camp rules. Staff will report and discuss with you any disciplinary concerns and will attempt to solve these concerns cooperatively. Serious and/or repeated concerns may result in a child's removal from the Day Camp program.



Staff will follow these four steps when disciplining campers:

- 1st incident: verbal warning
- 2nd incident: "time-out", not to exceed 10 minutes
- 3rd incident: removal from the activity; child meets with parent and Camp Director
- 4th incident: may result in suspension or removal from camp

PERSONAL ITEMS:

Camp staff is not responsible for lost money or lost personal items. Clothing and lunch bags should be labeled with permanent marking pen to help with identification if items become lost. All lost items will be placed in a lost and found. Items that are left unclaimed will be donated to a charitable organization on the last day of camp. Campers should not bring money, toys, games, cell phones, iPods, or any other electronic devices to camp.

EXCURSIONS:

Excursion fees vary and are not included in the weekly camp fee. Fee must be paid before Tuesday at 5:00pm in the Administration Office. Weekly walking mini-excursions may also have a small fee which can be paid by cash the day of the mini-excursion. A Camp Cypress calendar will be provided for you, which includes the weekly excursions. In addition, the weekly newsletter will give you specifics (departure and arrival time, excursion fees, clothing requirements, etc.).

**CAMP PROGRAMS-AGES:**

Day Camps are for youth ages 5-12 years (entering 1st grade thru 7th grade).

CAMP LOCATION: Camp Cypress is located at the Cypress Community Center, 5700 Orange Avenue, between Valley View and Walker Streets. Entrance to camp is located outside of the Community Center on the patio next to the sand volleyball court to the left of the building.

CAMP STAFF: Camp counselors are committed to providing a safe and fun summer day camp experience for your children. Staff to child ratios are 1:10. All staff are certified in First Aid and CPR, as well as trained in areas of child development, games and arts & crafts.

DAY CAMP HOURS:

Programmed activities are scheduled from 9:00am to 4:00pm Monday through Friday. **Camp runs for 9 weeks from June 4 to August 3.** Camp will be closed July 4. Staff recommends that all campers be signed in no later than 9:00am each day. We also recommend that campers are not picked up before 4:00pm, as some of our activities take place off site. Please make special arrangements with the camp director in the event you will need to pick up your child earlier than 4:00pm.

**DAY CAMP ENROLLMENT AND REGISTRATION:**

Camp enrollment will be taken on a first come, first served basis. Pre-registration is strongly encouraged. To secure a place for your child in camp, full payment of the first week your camper plans to attend is required at the time of registration. **A non-refundable/non-transferable deposit of \$20 per week is required to reserve additional weeks and is due at the time of your registration and will be applied toward the weekly fee.**

DAY CAMP FEES AND PAYMENTS:

The weekly fee for camp for Cypress Residents is \$105 and the non-resident weekly fee is \$107 per week per child, which includes activities, games, crafts & a camp t-shirt. The cost for the week of July 2 is \$85 for Cypress Residents and \$87 for Non-Residents, as camp is closed on Wednesday, July 4.



Weekly excursion fees vary and are not included in the weekly camp fee and must be paid by 5:00pm Tuesday in the Administration Office.

EXTENDED HOURS:

Extended care is available from 7:00 - 9:00am and 4:00 - 6:00pm for an additional fee per week. Cypress Resident/Non-Resident extended care fee is \$25 per week per child. For the week of July 2: Cypress Resident/Non-Resident extended care fee is \$20. This payment includes both morning and/or afternoon sessions. Fees are the same whether you use the service in the mornings or evenings or both.

DAY CAMP PAYMENT SCHEDULE:

The weekly day camp fee is due by 5:00pm on the Monday before the week the child is signed up to attend. Failure to make payment in advance may result in your child losing their space in camp. You are required to pay for the week's extended care hours at the same time.

LATE FEE:

Parent should contact Camp Cypress at (714) 686-1433 in the event of an emergency that will delay them from picking up their child by 4:00pm (6:00pm for extended day campers). If the child is not picked up and the emergency contact cannot be reached, the Cypress Police Department may be called to pick up the child. Parents who do not pick up their child(ren) will be charged an additional fee of \$5 for every 15 minutes (rounded up). Note: Continuous late pickup (three times) may result in the camper being excluded from future camp enrollment.

REFUND & TRANSFER REQUEST POLICY:

Refunds and transfers MUST be requested using the Refund & Transfer Request Form and MUST be signed by a parent or legal guardian. Form can be obtained at the Community Center office or online at www.cypressrec.org. Requests may be faxed to (714) 229-6798. \$20 deposit is non-transferable and non-refundable. \$20 deposit cannot be transferred to another week.

REFUND: The last day to request a refund is 5:00pm, Monday the week before your camper is to attend. Any requests received after 5:00pm will be denied. There will be a \$5 processing fee for any refunds and the processing time is 3 to 4 weeks. Once you have submitted the request, you have given up your camper's space.

TRANSFER: Transfer requests will only be taken if the following apply: (1) IF you are transferring to a different week of summer day camp, (2) IF there is space available, (3) IF no one is on the waiting list and (4) IF the transfer request was made by 5:00 p.m., Monday the week before your camper is to attend. Once you have submitted the request, you have given up your camper's space.

SIGN IN & OUT POLICY:

You, or a person authorized by you, must sign your child(ren) in and out every day. Only those persons authorized by you on the emergency card can sign your child(ren) in and out. **Photo I.D. is required of the person signing the child in/out.** Staff will not bring the sign-in / sign-out sheet to the car for signature; an adult must come to the sign-in / sign-out table themselves.

EMERGENCY CARDS:

Emergency Cards must be filled out completely (front & back) for each child. They are due the morning of the first day your child(ren) attends camp, or they will not be admitted. Children may leave with authorized persons, listed on the emergency card only, NO ONE ELSE.

SPECIAL CONDITIONS & PRESCRIPTION MEDICATION:

It is important that staff be aware of any special physical conditions or allergies that may affect your child, and/or any prescription medication that your child is taking. Please contact and notify the Day Camp Director to fill out appropriate paperwork to help us better serve your child(ren).