

# SUMMER PARKS



# 2026



# PARENT HANDBOOK



**5700 ORANGE AVENUE, CYPRESS, CA 90630**

**714-229-6780**

**[CYPRESSCA.ORG/SUMMERPARKS](http://CYPRESSCA.ORG/SUMMERPARKS)**

**PROGRAM AGES:**

Summer Parks is for youth ages 5–12 years old.

**LOCATIONS:**

Park locations vary each week and include:

**Evergreen Park:** 9300 Moody Street

**Arnold Cypress Park:** 8611 Watson Street

**Oak Knoll Park:** 9600 Graham Street

**STAFF:**

Summer Parks staff are committed to providing a safe and fun experience for your children. Staff to child ratios are 1:10. All staff are certified in First Aid, CPR and AED, as well as trained in areas of child development, healthy hygiene practices, cleaning and sanitizing protocols, games, arts & crafts, and more.

**HOURS:**

Programmed activities are scheduled from 1:00 p.m. to 4:00 p.m. Tuesday through Thursday. **Summer Parks will run for 8 weeks from June 9 to July 30. Dates and/or weeks are subject to change.**

**ENROLLMENT AND REGISTRATION:**

Enrollment is taken on a first come, first served basis with 6 days of Cypress resident priority. Pre-registration is strongly encouraged. To secure a place for your child in the program, full payment of the week(s) your child(ren) plans to attend is required at the time of registration.

**EMERGENCY CARDS:**

Emergency Cards must be filled out completely for each child. They are due the on the first day your child(ren) attends the program or they will not be admitted. Children may leave with authorized persons listed on the emergency card only. **Under no circumstance will a child be released to anyone not listed on the emergency card.**

**PRESCRIPTION MEDICATION & REASONABLE ACCOMMODATIONS:**

It is important that staff be aware of any conditions, abilities, disabilities or allergies that may affect your child, and/or any prescription medication that your child is taking. Staff can make reasonable accommodations as needed. Please notify the Summer Parks Director to fill out the appropriate paperwork to help us better serve your child(ren).

## **FEES AND PAYMENTS:**

The weekly fee for Cypress residents is \$43 and the non-resident weekly fee is \$55 per week, per child.

## **LATE FEE:**

Parents must contact the Summer Parks program at (714) 686-1434 in the event of an emergency that will delay them from picking up their child by 4:00 p.m. 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). Continuous late pickup (three times) may result in the child(ren) being excluded from future Summer Parks enrollment.

## **REFUND & TRANSFER REQUEST POLICY:**

The last day to request a refund or transfer is 5:00 p.m., Monday the week before your child is registered to attend the program. Any requests received after 5:00 p.m. will be denied. The Request for Refund/Transfer form may be submitted in-person at the Cypress Community Center or online at [www.cypressrec.org](http://www.cypressrec.org). There is a \$19 processing fee for any refunds and the processing time is 3 to 4 weeks. Once you have submitted a request, you have given up your child's space in the Summer Parks program.

## **SIGN IN & OUT POLICY:**

Check-in/check-out will take place at each park depending on park location designated for the week. 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.

**WHAT PARTICIPANTS SHOULD BRING:**

- Snack
- A minimum of 1 water bottle

**WHAT PARTICIPANTS SHOULD WEAR:**

- Comfortable clothes to actively participate in physical activities
- Closed toed shoes and socks
- Hat
- Sunscreen
- Bug spray

**PERSONAL ITEMS:**

Staff are not responsible for lost money or lost personal items. Clothing and lunch bags should be labeled with permanent marking pen and need to be taken home daily to be sanitized. All lost items will be stored for ten days then disposed of by staff.

Participants should not bring money, toys, games, cell phones, iPods, electronic devices, or any other equipment from home to the park unless asked to do so by staff.

**EXCURSIONS:**

Off-site walking excursions and weekly events may be scheduled some weeks. Parents will be notified about walking excursions/weekly events at the start of the week. Parents are encouraged to provide their child(ren) with \$3-\$7 for each event/excursion.

**DISCIPLINE POLICY:**

Discipline is dispensed fairly and consistently. All participants, volunteers and staff are asked to follow the program 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 Summer Parks program.

**STAFF WILL FOLLOW THESE FOUR STEPS WHEN DISCIPLINING PARTICIPANTS:**

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



**RULES:**

- Treat everyone with kindness.
- Listen respectfully to counselors and volunteers.
- Always stay with your counselor within camp boundaries.
- Help keep camp clean – pick up any trash or litter.
- Treat the facility, supplies, and equipment respectfully.
- Most importantly...HAVE FUN!

# IMPORTANT PHONE NUMBERS

Summer Parks Cell	(714) 686-1434
Community Center Office	(714) 229-6780

For any questions or concerns please contact Recreation Coordinator, Vanessa Banuelos, at (714) 229-6787 or [VBanuelos@cypressca.org](mailto:VBanuelos@cypressca.org).

