

# CAMP CYPRESS 2026 PARENT HANDBOOK



**5700 Orange Avenue, Cypress, CA 90630**  
**714-229-6780**  
**[cypressca.org/campcypress](http://cypressca.org/campcypress)**

**PROGRAM AGES:**

Camp Cypress is for youth entering 1st through 7th grade.

**LOCATION:**

Camp Cypress is located at the Cypress Community Center, 5700 Orange Avenue, between Valley View and Walker Streets. Please check in to camp outside of the Community Center in the gated patio area near the sand volleyball court.

**STAFF:**

Camp counselors 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 9:00 a.m. to 4:00 p.m. Monday through Friday. **Camp will run for 8 weeks from June 8 to July 31. Dates and/or weeks are subject to change.**

**EXTENDED HOURS:**

Extended care is available from 7:00 – 9:00 a.m. and 4:00 – 6:00 p.m. for an additional fee per week. Cypress resident/non-resident extended care fee is \$41 per week per child. 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. For the week of June 29–July 2, the extended care fee is \$33 due to the 3rd of July program closure.

**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 camp, full payment of the week(s) your camper plans to attend is required at the time of registration.

**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 Day Camp 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 \$173 and the non-resident weekly fee is \$185 per week, per child. Week 4 has a reduced fee of \$141 for Cypress residents and a fee of \$153 for non-residents due to the 3rd of July holiday closure.

**LATE FEE:**

Parents must contact Camp Cypress at (714) 686-1433 in the event of an emergency that will delay them from picking up their child by 4:00 p.m. (6:00 p.m. for extended care). 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 camper being excluded from future camp 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. 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 camp.

**EMERGENCY CARDS:**

Emergency Cards must be filled out completely 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. **Under no circumstance will a child be released to anyone not listed on the emergency card.**

**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.

### **WHAT CAMPERS SHOULD BRING:**

- A daily lunch
- Snacks
- A refillable water bottle

### **WHAT CAMPERS SHOULD WEAR:**

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

### **PERSONAL ITEMS:**

Staff is 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.

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

### **EXCURSIONS:**

Offsite large-scale excursions will be in place this summer. The weekly fee is \$33 per week, per child. Your child will not be automatically enrolled in the optional Wednesday excursion. Participation in the optional Wednesday excursions requires enrollment in Camp Cypress during the week the excursion is held. **If your child is not registered for the optional Wednesday excursion there will be no camp provided that day and you will need to find alternative care.** Participants must be enrolled in the excursion no later than 5:00 p.m. Monday the week prior. 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 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 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

|                         |                |
|-------------------------|----------------|
| Camp Cypress Office     | (714) 229-6792 |
| Camp Cypress Cell       | (714) 686-1433 |
| 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).



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“ CREATING COMMUNITY ”