



SUMMER CAMPS 2021

Teen Leadership **PARENT GUIDE**



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Dear Camp Families,

We are pleased to welcome your family to UCLA Recreation's Summer Youth Programs!

UCLA Recreation Youth and Family Programs commits itself to building programs which help to promote and develop the True Bruin Values of Accountability, Service, Integrity, Excellence and Respect in all members of our camp community.

Each year, we renew our commitment to provide you and your family with outstanding recreational programming. We continue to listen to your suggestions and incorporate them into our programs. We strive to make this the best camp for you and your family and ask for your partnership and feedback as it helps us plan for this and future summers.

We look forward to spending another great summer with you and your family.

Camp is quickly approaching and we can hardly wait! See you soon. GO BRUINS!!!

Sincerely,
Youth Programs Staff

FREQUENTLY CALLED PHONE NUMBERS

UCLA RECREATION ENROLLMENT OFFICE.....	310.825.3671
General information, camp enrollment needs	
SUNSET CANYON RECREATION CENTER CAMPS.....	310.206.4000
Program information, early pick-ups, absences, questions, concerns	Number active June 7 – August 13
MARINA AQUATIC CENTER CAMPS.....	310.822.2276
Waterfront Sampler and Rowing	

CAMP BEHAVIOR EXPECTATIONS

UCLA Recreation Summer Camps have a philosophy of inclusivity and respect in all of our programs. This applies to campers, their families, staff and other UCLA community members regardless of physical or cognitive ability, sexual orientation, gender identification, race, or religion. It is essential that all members of our community are aware that they are choosing to participate in an organization that holds these values and understand that our participant expectations of campers, their families and staff is reflective of this philosophy.

*Please review the following camper expectations with your camper prior to them coming to camp.

Camper Expectations:

- **Friends:** Show respect to everyone you meet at camp. Understand that some campers come to camp with many friends and others all by themselves. Campers may not be friends with everyone at camp but they must be respectful to everyone at camp. We encourage campers to make an effort to make new friends which can and will include the programmatic mixing of groups and camp partners in some activities.
- **Activities:** There are a wide variety of activities that happen at camp, some of which you may not have tried before. We understand that campers may like some activities more or less than others. However, we expect campers to try the scheduled activity before they elect to sit out.
- **Community:** Each person at camp will be assigned to a group. In addition, everyone at camp is part of a larger camp community. We expect campers to be helpful to fellow campers, participate in clean-up after activities and meal times and follow counselor instructions.
- **Getting Help:** If campers or their families are having a problem at camp, the staff is there to help you. Please pro-actively talk to counselors and staff about any issues, questions or concerns you have. Sometimes counselors need help in identifying relationships, activities or skills that need extra attention.
- **Inclusion:** Everyone at camp has different skills, behaviors, and abilities. Some campers may need extra help to accomplish things that may be easy for others. We value all members of our camp community. If campers feel confused, frightened, or angry it is okay to ask your staff for help or talk through feelings. It is not okay to make fun of, tease or express meanness to other campers.
- **Violence:** We have the expectation of non-aggressive, non-violent participation in all our programs. We expect campers to approach and resolve issues in a non-physical manner and to approach staff for help. For the safety of all staff and participants, programs are not designed for children who have significant non-compliant or aggressive behaviors. If your camper or family has a need that could require additional support, we expect that you will proactively work with our staff to create a camp plan that will facilitate success for your camper (see pg. 7 **INCLUSION** for more information about campers with additional needs).
- **Safe Community Spaces:** In order to maintain a safe community space for all participants it is our expectation that campers and their families understand that the use or possession of alcohol, recreational non-prescription drugs and/or tobacco, weapons or firearms is strictly prohibited on campus and in all programs.

In framing these expectations with campers, staff utilize the language of...

"We have 3 basic rules at camp"

- RESPECT YOURSELF
- RESPECT OTHERS
- RESPECT THE ENVIRONMENT

We find that these three "rules" provide sufficient space to engage campers on any desired or undesirable behaviors while being easy to remember and define at any age. Using age appropriate language and examples, staff engage campers in "3 rules brainstorming" at the start of a new session and before transitions to new activities or when entering a new camp environment. Campers may also be asked to reflect on how their behavior could better reflect the 3 camp rules while debriefing an activity or while engaged in conflict resolution. We also encourage you to go over the above expectations and the three rules with your camper before they arrive at camp.

Discipline Policy:

While the safety of our participants is paramount, we also place emphasis on recognizing and responding to each child's needs and personal development while participating in a group community environment. As often as possible we seek to engage campers in proactively defining safe and acceptable camp behaviors. When needed, we utilize guided conflict resolution, peer inquiry and discussion. Should a situation escalate, *in general, our disciplinary intervention plan follows the structure below:*

- Step 1: The camp staff will check in with the camper regarding their behavior. If needed they will pull the camper/s aside and provide the required mediation or safety modifications for immediate continued participation.
- Step 2: The campers will be pulled out of the activity, we will review our previous behavior agreement with the camper/s and we will keep them out of the activity or activities until it is determined that they are able to participate safely and respectfully. Camp staff may notify parents.
- Step 3: The camper's parent/s (and the camper depending on the age and situation) will have a discussion with appropriate camp staff to discuss the continued participation of the camper/s in the program.

We reserve the right to adjust our disciplinary policies as appropriate to the nature of the situation, and needs of the camper/s. There are times when Youth Programs must dismiss a camper due to psychological, emotional or physical circumstances that preclude the child from participating safely and/or effectively in a group setting. (Please see the **SUSPENSION OR DISMISSAL FROM CAMP** section for more information on page 7).

TRANSFERS AND SCHEDULE CHANGES

Due to administrative costs, a fee is charged for transferring between programs.

1. All transfers must be requested via our Recreation Cancellation form no later than 3 business days prior to the first day of camp and are subject to a \$25 transfer fee per session, per camper.
2. Recreation Cancellation Form
3. No transfer requests will be granted once a session has started, per UCLA Recreation COVID-19 Health and Safety Protocols, as camper cohorts will have already been created.
4. The transfer fee(s) must be paid online prior to transfer(s) being complete.
5. Transfers are based on space availability and are made at the discretion of UCLA Recreation.
6. Children may give their spots to siblings or step-siblings only. Programs are not transferable to anyone outside the family.

REFUNDS

The parent or guardian's purchase of the 2021 camp session indicates understanding of all registration and refund policies and agreement to abide by them. All refund requests must be submitted via our UCLA Recreation Cancellation form, and must be received by UCLA Recreation by the dates listed below. Prorating is not available for any program. See COVID-19 Cancellation Policies for additional details.

Recreation Cancellation form: <https://uclacampuslife.formstack.com/workflows/cancellation>

REFUND AMOUNT

- 31+ days before the first day of the camp session: 75% refund
- 11-30 days before the first day of the camp session: 50% refund
- 0-10 days before the first day of the camp session: Not eligible for a refund (transfers are acceptable with fee if space is available)

If UCLA Recreation cancels a program, a full refund will be issued.

CASH / CHECK / CREDIT CARD

Camp fees paid by credit card will be credited within 5-7 business days upon approval by UCLA Recreation. Refunds will be made only to the original payment card. In-person (cash or check) purchases and payroll deduction are not available for Summer 2021.

PAYROLL DEDUCTION

Additional discounts for those with Recreation memberships are NOT available for Summer 2021, as we have currently suspended all regular Recreation memberships.

Payroll deduction is not available as a payment method for UCLA staff and faculty members for Summer 2021.

ABSENCES

Refunds are not available for vacations, special events, short-term illnesses of four or fewer days or other personal commitments that prevent attendance.

EXTENDED ILLNESSES

A refund may be available for an extended illness of five or more consecutive program days. A doctor's note and written note from the parent or guardian explaining the situation must be received within eight working days from the first day of absence. Upon review, participants may receive a \$25 per day refund for the unused days. This policy is significantly different than in past years; for families needing to cancel their registration(s) for a medical or family emergency, please reach out to our team at campregistration@recreation.ucla.edu to discuss your specific situation. See the COVID-19 Cancellation & Refund Policy below for more information on cancellations and refunds due to COVID-19.

SUSPENSION OR DISMISSAL FROM CAMP

There are times when the camp must suspend or dismiss a child due to psychological, emotional, or physical challenges or actions that preclude the child from participating safely or effectively in a group. If appropriate, this will result in a complete refund for the unused days. If a camper is dismissed for disciplinary reasons, there will be NO REFUND for the unused days.

EMERGENCY INFORMATION

Youth Programs utilizes Camp Docs to collect "Camper Emergency Information" in order to meet the needs of our participants. Instructions were included in your registration packet. Please contact the registration office at 310.825.3671 to review or update your own copy.

INCLUSION

UCLA Recreation Summer Camps have a philosophy of inclusivity in all of our programs. This applies to campers and their families regardless of physical or cognitive ability, sexual orientation, gender identification, race, or religion. It is essential that all members of our community are aware that they are choosing to participate in an organization that holds this value and understand that our participant expectations of campers and their families is reflective of this philosophy.

UCLA Recreation provides inclusive opportunities for campers with special needs. Campers with special needs are included in activities with their typically developing peers and follow a schedule that may include activity modification, social skills and behavior coaching throughout the day. As campers are fully integrated into the typical camp experience, a camper assessment with our inclusion coordinator may be needed to ensure the best match between camper needs and program structure. If your camper or family has a need that may require additional support, we expect that you will proactively work with our staff to create a camp plan that will facilitate success for your camper. For the safety of all staff and participants, programs are not designed for children who have significant non-compliant, flight, or aggressive behaviors. All campers, regardless of ability, are expected to comply with behavior expectations.

MEDICATIONS

If your child requires medication during the course of the camp day it must be noted on their camper emergency form or Camp Docs, and you must also fill out a Camper Medical Distribution Form. Camper Medical Distribution Forms can be obtained at the camp office. UCLA Recreation is allowed to dispense prescribed medication in its original packaging only. We are prohibited from dispensing over-the-counter medications or supplements unless we receive a physician's note detailing the prescribed dosage.

LOST & FOUND

Lost and Found items are available for pick up between 9:30 am to 3:30 pm at SCRC turn around, please park and pay. After two weeks, unclaimed lost and found items are donated. UCLA Recreation is not responsible for any items lost during camp. Our staff will do their best to return any lost and found items that are **clearly labeled with campers' first and last names**.

MANDATED REPORTING

UCLA Recreation Youth Programs employees are mandated by California State Law to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation. While we have established internal procedures to facilitate reporting and apprising supervisors, we cannot by law require our employees to disclose his or her identity to anyone.

FOOD

We have a no sharing policy when it comes to lunches, snacks, or other food brought by campers. If you would like to bring food for a birthday or other special occasion, please contact the Camp Office.

ELECTRONIC DEVICES AND PERSONAL TOYS/CARDS

Electronic devices such as tablets, computers, cell phones or any handheld electronic device, etc. are not to be used during camp hours as they interfere with successful participation in activities and are subject to loss or damage. We also highly discourage campers from bringing personal items like collectable playing cards and toys (including toys included in pre-packaged lunches and snack packs). In the event that a camper is found with one of these devices, a verbal warning will be given. If staff sees it again, we reserve the right to confiscate it and parent will be notified to pick up the item at the end of the day. Youth Programs and staff is not responsible for any items that are lost or damaged while in our possession.

SUN SAFETY

Please send your child to camp with waterproof sunscreen (SPF 30 or higher), with your child's name clearly marked on it. We have designated sunscreen breaks throughout the day when we remind campers to re-apply. Please send your child to camp with sunscreen that has been proven successful. Helpful Suggestion: Try applying all-day waterproof sunscreen on your child before he/she leaves for camp. Sunscreen should be applied to exposed areas and areas under clothing that may be removed during the day, such as shirts or cover-ups. Our female counselors will help children that cannot apply sunscreen by themselves.

- For additional sun protection, we recommend wide brimmed hat, rash guards, sunglasses, etc.
- We do our best to see that your child is protected from sun exposure; however, during active play, water play, swimming and/or water sports on a warm sunny day, we cannot guarantee that sunscreen will remain effective or will not wash away.

GROUP /FRIEND REQUESTS

For siblings, family members, or friends within the same program and session, group requests may be submitted by completing the form on the following link:

https://docs.google.com/forms/d/e/1FAIpQLSfSxaRioQ-T-x4MGNnazF460SoDMUEjgKw3yMhhDa_VCpu85w/viewform?usp=sf_link

We will do our best to accommodate group requests, space permitting, prioritizing the following considerations:

- Grouping children from the same household or social pod is highly encouraged
- We recommend that campers are within a 3-year age span for successful participation in our program. If the age span is greater than 3 years, the older camper will be grouped with younger campers
- The number of campers that are grouped will be determined by each program
- All parents within the desired group must complete the form (one form per camper)

CAMP INFORMATION

CAMP COMMUNICATION

Youth Programs sends out an email at the beginning of each session that includes reminders and highlights for your camp session. If you are not receiving our emails while in camp, please email us at youthcamps@recreation.ucla.edu or contact the Camp Office at 310.206.4000. For current camp information visit recreation.ucla.edu/summercamps.

CAMP NICKNAMES

In the spirit of making camp a fun and unique environment, all of our counseling staff uses nicknames during programs. While “real” names are available to parents upon request, we have found that most campers enjoy the community created with nicknames. We respectfully request that parents keep counselors “real” names to themselves in support of this special camp culture.

CAMP DRESS CODE

Campers should wear comfortable clothing that is functional for hard and messy play. Campers are required to wear a face mask for the duration of camp day. Athletic or soft soled shoes (NON-MARKING with CLOSED TOED, LACED, BUCKLED, OR VELCRO CLOSED) are required for all camp activities. Sandals and flip-flops are highly discouraged due to safety concerns. Please do not send your child to camp in CROCS or wheeled tennis shoes.

PERSONAL CAMPER NEEDS

If your young camper is coming to camp with a personal item or need that requires special attention such as: prescription eyewear, dental appliances, etc. please contact the Camp Office in advance so that we may assist in creating a care plan for these items.

CAMP T-SHIRTS

Each camper will receive one (1) Camp T-shirt for the summer. Additional Camp T-shirts are available for purchase by contacting the Camp Office. Cost is \$10 per T-shirt.

HEALTH AND SAFETY

UCLA Recreation Summer Camps is adapting our camp programs to reflect guidance and best practices from The Centers for Disease Control & Prevention (CDC), California Department of Public Health (CDPH), Los Angeles County Public Health, and the University. Our 2021 summer camp programs incorporate health protocols and best practices, including:

- Small stable groups and two-week sessions to limit interaction within the greater camp community
- Emphasis on outdoor activities
- Face masks required for all staff and campers
- Increased hand washing and sanitizing
- Adapted programming to promote physical distancing
- Increased cleaning protocols
- Daily health screening and symptoms monitoring survey

TESTING AND SCREENING

There is currently a weekly testing requirement for all enrolled participants, please visit our website for up to date information.

RESPONSE TO INFECTION

- Consistent with LACDPH protocols, if a youth participant tests positive for COVID-19 or has been identified as being exposed to an individual that has tested positive for COVID-19, the Parent/Guardian of the participant agrees to immediately inform UCLA Recreation and acknowledges that UCLA Recreation must contact the Los Angeles County Department of Public Health (LACDPH) to provide information regarding the confirmed positive test, including participant's name, date of birth, and contact information.
- Whenever UCLA Recreation receives notice of a COVID-19 positive case in a camp program, an email notice will be distributed to other families as appropriate. In accordance with the protocols for infectious disease response, anyone identified as having had close contact will be notified of their quarantine requirement.
- All information, including the name(s) of ill persons, shared regarding any Public Health investigation will remain confidential in order to protect patient privacy.

COVID-19 CANCELLATION & REFUND POLICY

It is our goal to ensure our camp families will not be dramatically impacted by canceled programs as a result of the COVID-19 pandemic and will be supported if quarantine, illness, or any other unforeseen hardship affects your family.

- If UCLA Recreation cancels a session after it has started due to health concerns, we are unable to guarantee full refunds. By the time camp is in session, we have incurred a significant amount of expenses. We will do our best to provide partial refunds in the event that a session has to be canceled after it has started.
- If a camper tests positive for COVID-19 prior to the beginning of a camp session, however, UCLA Recreation will honor a full refund with proof of positive test. Families can also choose instead to transfer the camp fee to a later session of camp if there is space, or to registration for Summer 2022 offerings.
- If a camper has come in contact with someone who tests positive and is deemed a primary contact prior to camp beginning, a full refund with proof of being a primary contact will be provided. Proof would need to be some form of written documentation stating they have been considered a primary contact. Families can also roll over that camp fee to a later session of camp if there is space or can apply the camp fee to registration for Summer 2022 offerings.
- If UCLA Recreation cancels either an in-person camp for a specific cohort or entire camp session due to a positive test and/or exposure, or because of COVID-19 pandemic federal, state, and local health measures, we will make every effort to immediately transition to a virtual camp environment if possible and appropriate. We will be following LA County Health and CDC guidelines for most appropriate response for a COVID-19 exposure incident.

DROP-OFF & PICK-UP PROCEDURES (TEEN LEADERSHIP)

CURBSIDE DROP-OFF AND PICK-UP INFORMATION (NO WALK-IN DROP-OFF OR PICK-UP)

8:00 – 8:30AM

AM Curbside Drop-off

3:30 – 4:00PM

PM Curbside Pick-up

In order to have a smooth curbside drop-off/pick-up experience, please do the following:

DROP-OFF:

1. Cars will not be allowed to line-up before 8:00am.
2. Have your camper's backpack with them inside your vehicle. (Keep trunk CLOSED)
3. Have your camper exit on the passenger side of the vehicle ONLY.
4. Please stay in your vehicle throughout the curbside drop-off process.
5. Have your symptom monitoring survey ready.
6. If you have any questions for our staff, you will need to park and pay in the structure/ lot.
7. If we need to meet with you, you will be asked to park and pay in the structure/lot.
8. If you are turning into the parking structure/lot, please use your turn signal.

PICK-UP:

1. Cars will not be allowed to line-up before 3:30pm.
2. Have your camper(s) name(s) and camps written on the sheet provided or on a blank 8.5 x 11" sheet of paper on your dash to help expedite the sign-out process.
3. Have your photo ID ready.
4. Have your camper get into vehicle with their backpack. (Keep trunk CLOSED)
5. Have your child enter on the passenger side of the vehicle ONLY.
6. Please stay in your vehicle throughout the curbside pick-up process.
7. If you have any questions for our staff, you will need to park and pay in the structure/lot.
8. If we need to meet with you, you will be asked to park and pay in the structure/lot.
9. If you are turning into the parking structure/lot, please use your turn signal.

AUTHORIZED PICK-UP:

During registration, you placed certain individuals on the Authorized List to pick up your child from camp. Our staff must verify all people who come to pick up campers on the Authorized List. Please have your photo ID ready each day at pick-up. It is important that you ADD YOURSELF to your child's authorized pick-up list. As a reminder, please ensure that your authorized pick-up list is updated for any carpool/play dates throughout the summer. If at any time you need to make edits to your list, contact the Camp Office at 310.206.4000.

Late Arrivals (After 8:30am): If you are arriving after the designated drop-off time, you will be required to park and pay and walk your camper to the designated sign and call the Camp Office, a staff member will meet you at the designated location.

Early Departures (Between 8:30am and 3:30pm): Email youthcamps@recreation.ucla.edu 24-hours in advance, if you wish to pick up your camper prior to the established checkout time. State the day and time for early departure as well as who will be picking up your child. We may not be able to accommodate last minute early departures due to COVID-19 Health and Safety protocols. All confirmed early departures will occur at the SCRC Turn Around.

Late Pick-ups (After 4:00pm): Please contact the Camp Office at 310.206.4000 in advance for any unavoidable late pick-up or emergency. There is a \$15 late fee after a 10-minute grace period. This payment is due at the time of pick-up.

MAP & DIRECTIONS



Parking



Entrances to UCLA by driving

SCRC

Curbside Location #1:

Rec Camps
Rec Cubs

*Due to one-way traffic,
you must approach Location #1
from the South.

SCRC

Curbside Location #2:

Strokes
Strokes + Skate Teen
Leadership

*All drop off and pick ups for summer 2021 will be curbside only

TEEN LEADERSHIP

(Grades 7th – 10th, Ages 12-15 Years)

Location: Sunset Canyon Recreation Center, SCRC Curbside Location #2

What to Bring Checklist:

- Backpack (Large enough to carry all of the following)
- Water Bottle
- Sunscreen
- Non-perishable Lunch
- 1 Healthy Snacks (Morning/Afternoon)
- Swimsuit & Towel
*Check weekly email for swim schedule
- Face Masks + Extras
- Folding Camping Chair

Please label all backpacks, clothing, and personal items with first and last name.

Program Schedule:

- 8:00 – 8:30am Curbside drop-off
- 8:30 – 11:30am Morning Programs
- 11:30 – 12:30pm Lunch and transition
- 12:30 – 3:30pm Afternoon Programs
- 3:30 – 4:00pm Curbside pick-up

Additional Information on Food/Beverages:

- Water filling stations are located throughout our facilities. We recommend that you send a refillable water bottle to camp daily.
- Refrigerator and microwave are not available for camper use. Please plan meals accordingly.
- If a camper forgets their lunch, Youth Programs staff will try to contact parent/guardian. In the event that a parent/guardian cannot be reached, Youth Programs will provide a lunch at parent/guardian's expense.
- On occasion, food will be provided as part of camp programming. If your camper has any special dietary needs, please indicate this on their Emergency Medical Form and inform the camp office.
- Campers will not be permitted to buy food from vending machines.

*No camp on Monday, July 5

Sun Safety

Please send your child to camp with waterproof sunscreen (SPF 30 or higher), with your child's name clearly marked on it. We have designated sunscreen breaks throughout the day when we remind campers to re-apply. Please send your child to camp with what has proven successful. Helpful Suggestion: Try applying all-day waterproof sunscreen on your child before he/she leaves for camp. Our female counselors will help children that cannot apply sunscreen by themselves. We appreciate spray on, hands free sunscreen.

- For additional sun protection, we recommend wide brimmed hat (labeled), rash guards, sunglasses, etc.
- We do our best to see that your child is protected from sun exposure; however, during active play, water play, swimming and/or water sports, we cannot guarantee that sunscreen will remain effective or will not wash away.

Swimming

Your child is enrolled in a camp that includes swimming as part of the weekly curriculum; therefore you should send them with a swimsuit, towel, sunscreen and plastic bag for wet clothing (**Recreational swimming for water play will take place 2-3 times per week. Check weekly email for schedule**). Shoulder length hair or longer should be pulled back in a ponytail during pool time. Please no bobby pins as they clog the pool filters and drains. Masks, snorkels, water wings, vests and pool toys are not allowed. If your child wears their swimsuit to camp, please pack underwear to change into after swimming. Due to health concerns, it is not advisable to leave children in wet swimsuits all day.

EMERGENCY INFORMATION & EVACUATION

In the event of an emergency requiring evacuation, camps will evacuate to the following locations:

Teen Leadership: SCRC, Amphitheater

In the event that we are unable to evacuate safely to the above locations, we will provide evacuation and safety updates as we are able online at recreation.ucla.edu/summercamps or by recorded message via 310.206.4000.

Virtual OPEN HOUSE

Sunday, June 13

Come to this informational and Q&A session. Zoom details will be emailed to all registered participants.

Rec Camp

10:00 AM - 11:00 AM

Rec Cubs

11:00 AM - 12:00 PM

Strokes

12:00 PM - 1:00 PM

Strokes + Skate

12:00 PM - 1:00 PM

Teen Leadership

1:00 PM - 2:00 PM

MAC Waterfront Sampler

2:00 PM - 3:00 PM

