

# 2020 SUMMER DAY CAMP HANDBOOK

**City of Malibu**  
**Community Services Department**  
**23825 Stuart Ranch Road**  
**Malibu, CA 90265**  
**310.317.1364**  
**MalibuCity.org /DayCamps**





Adrianna Fiori  
Recreation Coordinator  
City of Malibu, Community Services Department

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[AFiori@MalibuCity.org](mailto:AFiori@MalibuCity.org)

Dear Parents,

The City of Malibu Community Services Department would like to thank you for your interest in the 2020 Summer Day Camp program. This manual includes City policies, County guidelines, and health information for parents and participants. Whether this is your first time participating, or you have experience with City programs before, we hope you find this manual informative and helpful.

Please read through the information and keep it for future questions or reference. If you have any questions please contact the staff member listed below.

Sincerely,

**Adrianna Fiori**  
Recreation Coordinator  
[AFiori@MalibuCity.org](mailto:AFiori@MalibuCity.org)

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# CONTACT NUMBERS

**Malibu City Hall.....310-456-2489**

**Malibu Bluffs Park.....310-317-1364**

**Adrianna Fiori (Recreation Coordinator).....310-456-2489 x239**

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# PROGRAM LOCATIONS

## **Malibu Bluffs Park**

24250 Pacific Coast Highway  
Malibu, CA 90265  
Intersection of Pacific Coast Highway & Malibu Canyon Road

## **Los Angeles County Department of Beaches and Harbors- Surfrider Beach, Tower 3**

23500 Pacific Coast Highway  
Malibu, CA 90265  
Intersection of Pacific Coast Highway & Cross Creek Road  
Accessible through the Malibu Lagoon Parking Lot

# DAY CAMPS PHILOSOPHY

The **Day Camps Philosophy** of the City of Malibu Community Services Department is to provide individual attention to teach fundamental sports, surf and enrichment skills through quality instruction, practice and play. The City focuses on improving each child's skill sets, self-discipline, and sense of teamwork. Participants, parents, and instructors are expected to support this philosophy.

The **City of Malibu Community Services Department Mission** is Creating Community through People, Parks, and Programs.

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1. Have fun.
2. To encourage children's positive self-image and belief in their abilities to succeed by recognizing their talents, accomplishments and worth.
3. To provide a safe and positive environment for children to learn and develop fundamental sports, surf or enrichment skills.
4. To instill values of teamwork and cooperation.

# PROGRAM GOALS

# INCLUSION POLICY

The City believes in providing quality programs for every participant. Staff will make every effort to provide reasonable accommodations as needed. Individuals who require inclusion assistance must call at least two weeks in advance.

# CODE OF CONDUCT

Appropriate social behavior is requested for all programs and facility use. Individuals are encouraged to act in a way that will not hurt another person physically, mentally, or emotionally. A participant may be asked to withdraw from a class or program, or to leave a facility if behavior does not comply with program and facility standards.

# DISCIPLINE POLICY

Staff and Instructors use positive methods of guidance. They communicate with children when solving problems. It may include providing alternate choices or assisting the child with problem solving. It is the parent's responsibility to inform Staff and the Instructor if their child has any behavioral or physical challenges which may affect their participation in activities. Staff will document all behavior problems and incidents. When a child does not follow the participant expectations, staff may separate

the child from the group for an age appropriate amount of time. They may discuss the inappropriate behavior with the child before returning to the program. Parents will be notified of any problems during camp. For further incidents, the consequence may be a suspension. Another incident following the suspension may result in an expulsion from the camp. The registration fee may be prorated and/or refunded.

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A program may be cancelled due to low enrollment. A full refund will be issued only in the event that a program is cancelled by the Community Services Department prior to the program's first meeting date. Fees paid shall be refunded at a pro-rated rate for programs cancelled by the City after the first meeting date. In the event of illness or unforeseeable event, a credit or transfer may be issued with the approval of the Recreation Manager. There will be a \$10.00 service charge per participant, per program, for all refunds.

# REFUNDS, PHOTOS, & MINIMUMS

Refund request must be submitted one week prior to the program start date. For the full description of the refund policy please visit [MalibuCity.org/RefundRequest](http://MalibuCity.org/RefundRequest)

## **Walk-Ups**

Walk-up registrations will not be accepted for 2020 Summer Day Camps. Online pre-registration is required at [MalibuCity.org/Register](http://MalibuCity.org/Register) by the Friday at 12:00 PM before the camp is scheduled to begin.

## **Photo Notice**

The City retains the right to use photos taken during activities for publicity.

## **Minimums**

Minimums vary for each camp. Camps will be canceled if minimum pre-registrations are not met the Friday before the camp is scheduled to begin.

# CHECK - IN & CHECK - OUT

It is required that all children be accompanied to and from the program by an authorized person. Children may not sign themselves in or out. Check-in/Check-out will provide a clear record of attendance. To authorize an alternate person to pick-up your child, please provide written consent that includes the person's name and your signature on the Participant Information Form included at the end of this packet.

**See page 9 for COVID-19 related drop-off and pick-up information.**

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Any time 10 minutes or later from the end of the camp is considered a late pick-up and is subject to the following disciplinary procedure:

**1<sup>st</sup> Time-** A staff member will wait with the camper until they are picked up by a designated parent/guardian. This staff member will remind the parent that this is a late pick-up and they need to arrange prompt pick-up for this camper in the future.

**2<sup>nd</sup> Time-** A staff member will wait with the child until the parent/guardian arrives. They will inform the parent that their supervisor will be contacting them in regards to their behavior.

**3<sup>rd</sup> Time-** The Program Coordinator or Supervisor will notify the parent/guardian that their child may no longer attend the program. The registration fee for the session will be forfeited.

# LATE PICK-UP POLICY

# INCLEMENT WEATHER POLICY

In the event of rain, high tides, or extreme wind during the camp, every effort to conduct the camp will be made including alternate locations and activities. The City of Malibu will only issue a credit or refund if a full day of camp is cancelled. Participants may need to be picked up if weather prevents the program from occurring.

## Illness

If your child is exhibiting any sign or symptoms of illness, please keep your child at home, notify City Staff, and consult a physician. If a child should become ill during the camp, the parent/guardian will be notified.

## Injury

If a child is injured at camp, first aid will be administered and if necessary, 911 will be called. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the

# MEDICAL POLICY

hospital. The parent/guardian will be responsible for the emergency medical charges for all services rendered. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick-up their child. In any event in which the parent/guardian cannot be reached, the emergency contact will be notified. All injuries and illnesses will be documented by staff.

**MEDICAL  
CONT.**

### **Medication**

The City does not dispense medication during camps. Any special needs should be discussed with the Recreation Coordinator or Supervisor.

**See Page 9 for COVID-19 Related Information.**

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## **WHAT TO BRING TO CAMP**

**Please See Page 9 for COVID-19 Related  
Information.**

- Face mask or other face covering
- Appropriate clothes for the activity
- Sunscreen
- Hand Sanitizer
- Reusable water bottle labeled with the participant's name
- Snack or lunch (**peanut free, child must be able to open packaging**)
- No jewelry please

# COVID-19 OPERATING PROTOCOLS

**All Los Angeles County physical distancing requirements and health guidelines must be followed. Participants or families who do not cooperate with operating protocols will not be allowed in the day camp program or facility.**

## **Registration**

- Registration for 2020 City of Malibu Summer Day Camps is available for Malibu Residents only.
- All registrations must be completed online by the pre-registration date (the Friday prior to camp starting). No in-person or walk-up registrations are permitted.

## **Check-In and Check-Out**

- Parents or guardians must check-in and check-out in the designated areas only.
- Parents or guardians must wear masks during check-in and check-out.
- Each participant will submit a COVID-19 Health Questionnaire at the beginning of each camp.
- Each participant will have their temperature taken daily prior to admittance into the camp.
  - An at-risk temperature or at-risk health questionnaire answer will result in not being able to participate in the program.
- 6 foot physical distancing must be kept at all times.
- Each participant (or household) will have their own designated clipboard and pen.

## **During Camp**

- Participants will be assigned a physically distanced space for their personal belongings and to perform activities during the camp.
- Participants are required to wear a face covering at all times unless they are performing a physically distanced exercises, or in the water at Surf Camp.
- Sharing of meals, snacks, or beverages is prohibited.
- Sunscreen must be applied individually by the participant.
- Participants may be assigned equipment by the instructor that they will use for the entire camp. Sharing of equipment is prohibited. Frequent sanitization of equipment will be performed.

## **Cleaning and Sanitization**

- Restrooms will be disinfected on an hourly schedule.
- Participants will be encouraged to clean hands regularly before and after eating, and after using the restroom, avoid touching their eyes, nose, and mouth, and to cover coughs and sneezes.