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PARKS, RECREATION & CULTURAL SERVICES

**LODI FALL/SPRING BREAK CAMPS  
PARENT/GUARDIAN HANDBOOK AND ENROLLMENT PACKET**

2022-2023 School Year

Lodi Parks, Recreation and Cultural Services Department  
230 W. Elm St.  
Lodi, CA 95240  
(209) 333-6742

**City of Lodi Parks, Recreation and Cultural Services  
 Fall/Spring Break Camp Parent/Guardian Handbook**

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# City of Lodi Parks, Recreation and Cultural Services Fall/Spring Break Camp Parent/Guardian Handbook

## WELCOME!

There's no better way to spend those break camps than with the Lodi Parks, recreation and Cultural Services Department. Camps include;

- Fun and games
- Arts and crafts
- Indoor and outdoor activities
- Swimming and fun field trips to many locales

Register in-person at the Lodi Parks, Recreation and Cultural Services Department (PRCS) office, 230 W. Elm Street, at 8:00 a.m. Parents/guardians may register during normal business hours, Monday-Thursday and every other Friday 8:00am-5:00pm. Pick up your [Parent/Guardian Handbook](#) and Enrollment Packet today or download it online at [www.lodi.gov/334/After-School-Program](http://www.lodi.gov/334/After-School-Program)!

### Sites

Hutchins Street Square Holz Room 125 S Hutchins Street 1 <sup>st</sup> -6 <sup>th</sup> Grades (209) 333-6842
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### Main Office

Lodi Parks, Recreation and Cultural Services Department  
230 W. Elm St.  
Lodi, CA 95240

Ph (209) 333-6742

Email: [prdept@lodi.gov](mailto:prdept@lodi.gov)

### Staff

Recreation Manager, Rachel Sandoval

Ph (209) 269-4858

Email: [rsandoval@lodi.gov](mailto:rsandoval@lodi.gov)

# City of Lodi Parks, Recreation and Cultural Services Fall/Spring Break Camp Parent/Guardian Handbook

## PROGRAM DAY

### Arts & Crafts

Campers will create various arts and crafts using all kinds of materials. Projects may include safe tools and various types of art materials.

### Movies

Sites may occasionally show a movie. Staff will only show “G” and “PG” rated movies. If you do not want your child watching movies, please inform your site staff.

### Organized Sports and Games

Staff will arrange physical fitness sports and games suitable for all children. No child is required to participate but will be encouraged to do so.

### Passive Play

Children will have access to games, coloring, books and time to positively interact with other children and staff.

### Snacks

Snacks are provided to all children daily. Please indicate any food allergies on the Emergency Form. In order to maintain their safety and lower the risk of exposure to these food allergens, we will make every effort to strive to be food allergy conscious. The safety and wellbeing of each child is our top priority.

## REGISTRATION FORMS

### In-Person

Register in person at the Lodi Parks, Recreation and Cultural Services Department, 230 W. Elm Street, Monday-Thursday and every other Friday, 8:00 a.m. to 5:00 p.m. Complete the [Enrollment Packet](#) and submit to PRCS staff.

### Emergency Form

All authorized parents/guardians, siblings 16+ or other adults designated to take the child from the ASP program MUST be listed on the Emergency Form. Any parent/guardian or other adult not on the form will NOT be allowed to take the child from the ASP program.

If you intend to send someone who is not on the [Emergency Form](#) or [Sign-Out Authorization Form](#), it is your responsibility to notify the PRCS office in writing (letter, email) or in-person. **If a Parent/Legal Guardian without identification or an unauthorized person attempts to remove or physically removes a child from ASP, the Lodi Police Department will be contacted and appropriate criminal charges filed.**

For an emergency pick up, please call Recreation Manager at (209) 269-4858 or (209) 400-1434 immediately.

### Fees

All fees including the Registration Fees, non-resident fees and extended care fees are due at registration. Parents are responsible for any [late pick-up fees](#).

# City of Lodi Parks, Recreation and Cultural Services

## Fall/Spring Break Camp Parent/Guardian Handbook

### POLICES

#### Behavior and Discipline

Camps follow the disciplinary guidelines of the ASP program. For behavior problems, a report will be filed with the Recreation Manager and the parent/guardian will be notified immediately. Continuing behavioral problems may result in the suspension of a child and/or termination from ASP at the sole discretion of the Recreation Manager. (see [Grounds for Termination](#))

Any child who has been suspended from school is automatically suspended from ASP. All parents and students must read and sign the [Behavior Guidelines](#).

#### Cell Phones

Children are not allowed to use cell phones during program time. If a child needs to call a parent, they must inform the site staff. Staff are not responsible for damaged or missing cell phones. (see [Valuables](#))

#### Damages

Parents/Legal Guardians will be financially responsible for any and all damages and/or vandalism to the camp site, other children's personal property, or the property of ASP caused by their child.

#### Field Trips

All field trips will be coordinated with parents. Field trips may range from walking field trip to several locales in the downtown Lodi area or beyond. Camp ratio on field trips is 1:5. Campers must stay with assigned group.

#### Illness

Please report any contagious disease or condition to the Recreation Manager when you become aware of the problem. If your child becomes sick at ASP, site staff will contact someone from the emergency list to pick up the child. You or your designated contact(s) are expected to pick-up your child within a half hour of notification. If your child is sent home from school ill, they may not attend the ASP site until they return to school.

#### Lice

Camp staff reserves the right to conduct random checks for head lice. If your child is found to have head lice, you will be called to pick up your child. Child must be lice and nit-free to return to Camp.

#### Late Pick-Up

In all instances of children remaining at program sites after 6:30 p.m., the Lodi Police Department will be contacted. The child/children will be transported by the Police to the Lodi Police Department. In the event you arrive at the Program site after 6:30 p.m. and your child is not present, you will need to contact the Lodi Police Department. The non-emergency number of the Lodi Police Department is (209) 333-6727.

#### Late Pick-Up Fee

Late pick-up will be billed **\$2 per each minute** if your child is not picked up by 6:00 p.m. If your child is picked up late three (3) times during the school year, your child may be dropped from the program and all applicable late fees will be due. Payment will be due 30 days from the day of the late pick up. In all instances of children remaining at program sites after 6:30 p.m., the Lodi Police Department will be contacted. (see [Late Pick Up](#))

# City of Lodi Parks, Recreation and Cultural Services

## Fall/Spring Break Camp Parent/Guardian Handbook

### Mandated Reporters

ASP staff are required to report known or suspected child abuse. Staff who work with minors are deemed to be a “Mandated Reporter” pursuant to the California Child Abuse and Neglect Reporting Act ([Penal Code §§ 11164-11174.3](#)) (“CANRA”) and are required by law to report child abuse.

### Medication

No medication (prescription or non-prescription) will be administered to any participant without the appropriate form being completed and on file at ASP. If necessary, please complete and submit the [Administration of Medication](#) form. Parents/guardians are responsible for submitting the completed form and providing medication directly to ASP staff. Medication must be submitted in its original container and clearly labeled. Staff will keep medication locked until it’s needed.

### Pick-Up Procedures

Staff will remain with the children until an authorized person picks them up. A picture ID will be required of all persons signing your child out of ASP. People authorized to pick up children from the program must be on the Emergency Form. If any person named on the Emergency Form does not have a photo ID with them upon arrival, **they will be turned away**. If an authorized person is late to pick up their child, they will be charged a Late Pick-up Fee. (see [Late Pick-Up](#))

If a child is picked up by a person who appears to be intoxicated or otherwise impaired (e.g. drugs, mental condition), the child will not be released to the person by site staff and the Lodi Police will be contacted to evaluate the situation.

### Sign In/Out

Sign in/out sheets are located in a binder at the camp site. Parents/guardians, siblings 16+ or other adults authorized to pick up the child must sign the child out daily.

### Sign Out Authorization Form

If your child is walking or riding his or her bike home, a [Sign-Out Authorization Form](#) is required giving site staff permission to sign your child out.

### Special Needs

Staff to participant ratio is 1:1. We are not a one-on-one program. If your child has special requirements, please advise the Recreation Manager to determine appropriate accommodations. Please notate on your Enrollment Agreement.

### Valuables

Children are not allowed to bring toys, games, trading cards, shoes with wheels or other valuables including electronics (i.e. smartphones, tablets, PSPs, DSi’s, iPods, and any other electronic item or toy) to ASP. Lodi PRCS is not responsible for damaged, lost or stolen items.



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 (209) 333-6742  
 Fax (209) 333-0162  
 Lodi.gov

**2022-2023FALL/SPRING BREAK CAMP REGISTRATION FORM**

Site	Activity Number	Grade
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Child's Legal Last Name	Child's Legal First name	Date of Birth	Gender
Address		City, State Zip Code	
Home Phone	Email Address		
Parent/Guardian Name #1		Parent/Guardian Name #2	
Contact Phone #1		Contact Phone #2	
Address (if different than above)		Address (if different than above)	
City, State Zip Code (if different than above)		City, State Zip Code (if different than above)	

**AGREEMENT AND RELEASE OF LIABILITY** As the parent or guardian of a minor child (hereafter "my child") participating in activities of the City of Lodi, Parks and Recreation Department, I hereby waive and release any claims I or my child may have now or in the future, against the City and its officers, employees, contractors, servants and agents (hereafter referred to collectively as "the City") arising from injuries to my child or damages to my child's or my property, sustained while my child is (1) at the City's facilities, (2) participating in the City's activities, or (3) being transported to or from the facilities or activities, regardless of whether such injuries or property damage is caused in whole or in part by the City's alleged active or passive negligence. As lawful consideration for my child being permitted to participate in this activity, my child and I agree to release from legal liability and agree not to sue the City of Lodi.

In the event of an injury to my child, I hereby give the City permission to arrange transportation for my child to a hospital, and/or provide my child with EMERGENCY treatment or first aid, although I understand that the City does not assume any responsibility to take any of these actions. The City is not liable for any medical expenses in the event of an injury.

I hereby give the City of Lodi and the Parks and Recreation Department full permission to use publish and copyright photographic prints or other reproductions from all negatives made of me or my child, either in conjunction with or without using my name for publication, promotion, advertising or display purposes.

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

Parent/Guardian Name (Print)



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**CAMP SIGN-OUT AUTHORIZATION FORM**

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Camp Week

Please provide the name, relationship and phone number of the authorized individuals you give permission to sign your child out of our facility.

Last Name	First name	Relationship	Phone Number

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date





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**EMERGENCY INFORMATION FORM**

\_\_\_\_\_  
 Name of Child

\_\_\_\_\_  
 Camp Week

**Must be completed by Parent or Legal Guardian**

Child's Name	Date of Birth
Parent/Guardian Name #1	Parent/Guardian Name #2
Contact Phone #1	Contact Phone #2
Address	Address (if different than #1)
City, State Zip Code	City, State Zip Code (if different than #1)

**Alternative Emergency Contacts**

Primary Emergency Contact	Secondary Emergency Contact
Contact Phone	Contact Phone
Address	Address
City, State Zip Code	City, State Zip Code

**Medical Information**

Physician's Name	Phone Number
Insurance Company	Policy Number
Dentists' Name	Phone Number
Insurance Company	Policy Number

**Does your child have any allergies?**

No                      Yes (explain) \_\_\_\_\_

**Does your child have any special needs staff need to be aware of?**

No                      Yes (explain below)

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I hereby agree to indemnify and hold the City of Lodi its officers and employees, harmless, and any community organization cosponsoring the program, from and against any and all liability for any injury which may be suffered by me or my child, arising out of or in any way connected with participation in the program named above.

I recognize and understand that there may be risks of injury to my child as a participant in this program and I agree to accept those risks in registering my child as a participant. My signature below indicates that I am aware of and understand the policy and procedures of the After-School Program.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



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**PARENTAL CONSENT FOR MEDICAL TREATMENT**

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
ASP Site

In order for my child/legal dependent to receive necessary medical treatment in the event of any injury or illness occurring during participation in the After School Program, the undersigned as the parent or legal guardian, of the child/legal dependent enrolled in the After School Program, as set forth below, hereby authorizes the City of Lodi, through its employees or agents to obtain all emergency dental or medical care as prescribed by a duly licensed physician (M.D.), Osteopath (D.O.), or Dentist (DDS). Medical or Dental care may be given under whatever conditions are necessary to preserve the life, limbs, or well-being of my child/legal dependent. I further hold the City of Lodi, its employees, and elected officials harmless in the exercise of this authority.

If you have any questions about this Agreement, please contact the Recreation Manager at the Parks, Recreation and Cultural Services office at (209) 333-6742.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date





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**BEHAVIOR CONTRACT**

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
ASP Site

1. When a Camp leader fills out a Behavior Report, you and your child will be asked to sign it. Refusal to sign the Behavior Report by the parent/guardian or child will result in the child's immediate dismissal from all Camp programs.
2. Upon receipt of your child's 2nd Behavior Report, the parent/guardian must attend a parent/guardian conference with the Recreation Manager to determine a behavior action plan for the child. The child will be suspended from Camp until a parent/guardian conference has been scheduled. Refusal by a parent to participate in a conference will result in a child's permanent expulsion from all Camp programs.
3. Upon receipt of the child's 3rd Behavior Report, the child will be expelled from the Camp program for one full calendar year.
4. After one year has passed, the parent/guardian may schedule an appointment with the Recreation Manager to evaluate re-admittance of the child.

PRCS reserves the right to suspend or expel a participant at any time. Expulsion from the program will continue for a minimum of one full calendar year from the original date of expulsion. If a child is suspended or expelled from the Camp program, your child may be sent home during program hours and you may be called to pick up your child from the site within 60 minutes. After 60 minutes, you will be charged \$2 per minute until your child is picked up.

**GROUNDINGS FOR TERMINATION**

This Agreement may be terminated for any of the following grounds:

- Failure of the Parent/Legal Guardian of the enrolled child to honor the obligations listed in this Agreement or abides by the rules, regulations or manuals promulgated or provided by the City of Lodi Parks, Recreation and Cultural Services staff.
- The Recreation Manager, Coordinator or Site staff determines that it is not in the best interest of Camp or the other children enrolled to have the child in attendance.
- Parent/Legal Guardian of the child gets aggressive, fails to cooperate, lack respect for Site staff, Coordinator, and if they approach other children to question, talk to, or yell at.
- Abusive language from children, Site staff or Parents/Legal Guardians is not allowed.
- If a Parent/Legal Guardian threatens children, ASP Staff, or parents at a Camp site.

- If your child displays violent, aggressive, yelling, uncooperative attitude, or hitting other children or staff of Camp.
- If child breaks their Behavior Contract.
- If parent displays aggressive or violent behavior, or is verbally badgering or abusive to Camp staff or other children in the program.
- If parent is takes pictures of other children at the Camp Site or pictures of Camp forms, sign in/out sheets, Emergency Form or contact information.
- If your child attempts to leave the school grounds, runs out of the Camp facility, or hides from Camp staff.
- Any child caught stealing from school, Camp, or from another child. Parents/Legal Guardians will be held responsible for restitution.
- Vandalism to staff, school, or other children’s property and refusal to pay for all costs to replace, repair, or reimburse injured party.
- Continuing behavioral problems may result in termination of your child from Camp.
- Habitually late parents (3x) will be subject to review and possible termination.
- Termination of an enrolled child from Camp is the sole discretion of the Recreation Manager.

I, parent name, and my child, child name, agree to abide by the rules outlined in the Behavior Guidelines. We acknowledge that if my child receives a 2<sup>nd</sup> Behavior Report, my child may not attend the Camp programs until I schedule a meeting with the Recreation Manager; and if my child receives a 3<sup>rd</sup> Behavior Report, my child may be expelled for 1 school year.

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Parent/Guardian Name (Print)

---

Parent/Guardian Signature

---

Date



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**2022-2023 FALL/SPRING BREAK CAMP ENROLLMENT AGREEMENT**

\_\_\_\_\_  
 Name of Child

\_\_\_\_\_  
 Camp Week

CHECK	SUMMARY OF PROGRAM
	I will notify the Recreation manager if my child will not be attending.
	Staff are mandated reporters and we will report suspicious marks, suspected abuse, and child reported abuse.
	I will pick up my child on or before 6:00 p.m. I understand that I will be charged a \$2 per minute late fee after 6:00 p.m. and if I fail to pick up my child by 6:30 p.m., Lodi Police Department may pick up my child.
	If child is not picked up by 6:30 pm, Lodi Police Department will be called and transported to the Lodi Police Department.
	Parents with court ordered custody documents; we will need 2 copies with current dates. (within 6 mos of filing date)
	I understand that cancellations or drops must be done in writing to the Recreation Manager, not to any Camp site or staff. Verbal notification or messages are not valid.
	I understand that only authorized persons listed on the Emergency Form are authorized to take my child out of the Camp program.
	My child will abide by the Behavior Guidelines outlined in this Parent Handbook. I understand that if my child receives 1 report, I must sign the report. A 2 <sup>nd</sup> report will result in a meeting with the Recreation Manager. And a 3 <sup>rd</sup> occurrence may result in expulsion from the program for 1 school year.
	I will not allow my child to bring valuable items to Camp. I understand that Camp is not responsible for items that are stolen or damaged.
	I will contact the Recreation Manager if my child is sick and unable to attend.
	I understand that Camp staff are mandated reporters and must report known or suspected child abuse.
	I will notify the Recreation Manager if my child has special needs and requires accommodations.

## CAMP CONTRACT ACKNOWLEDGEMENT AND SIGNATURE

I, the undersigned, agree to cooperate with the general policies of the Camp Program, to perform the obligations of parent/guardian set forth in this Agreement, and to abide by the rules, regulations, and manuals promulgated and provided by the Camp Program.

I recognize and understand that there may be risks of injury to my child as a participant in the Camp Program and that I agree to accept those risks and the responsibility for any injury my child/dependent(s) may receive as a participant in the Camp Program.

My signature below indicates that I am aware of and fully understand the operations of the Camp Program and the requirements for the continued enrollment of my child, and have read, understand and agree to the foregoing.

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Parent/Guardian Name (Print)

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Parent/Guardian Signature

---

Date