



CITY OF SOUTH PASADENA
COMMUNITY SERVICES DEPARTMENT-RECREATION DIVISION

Camp Med

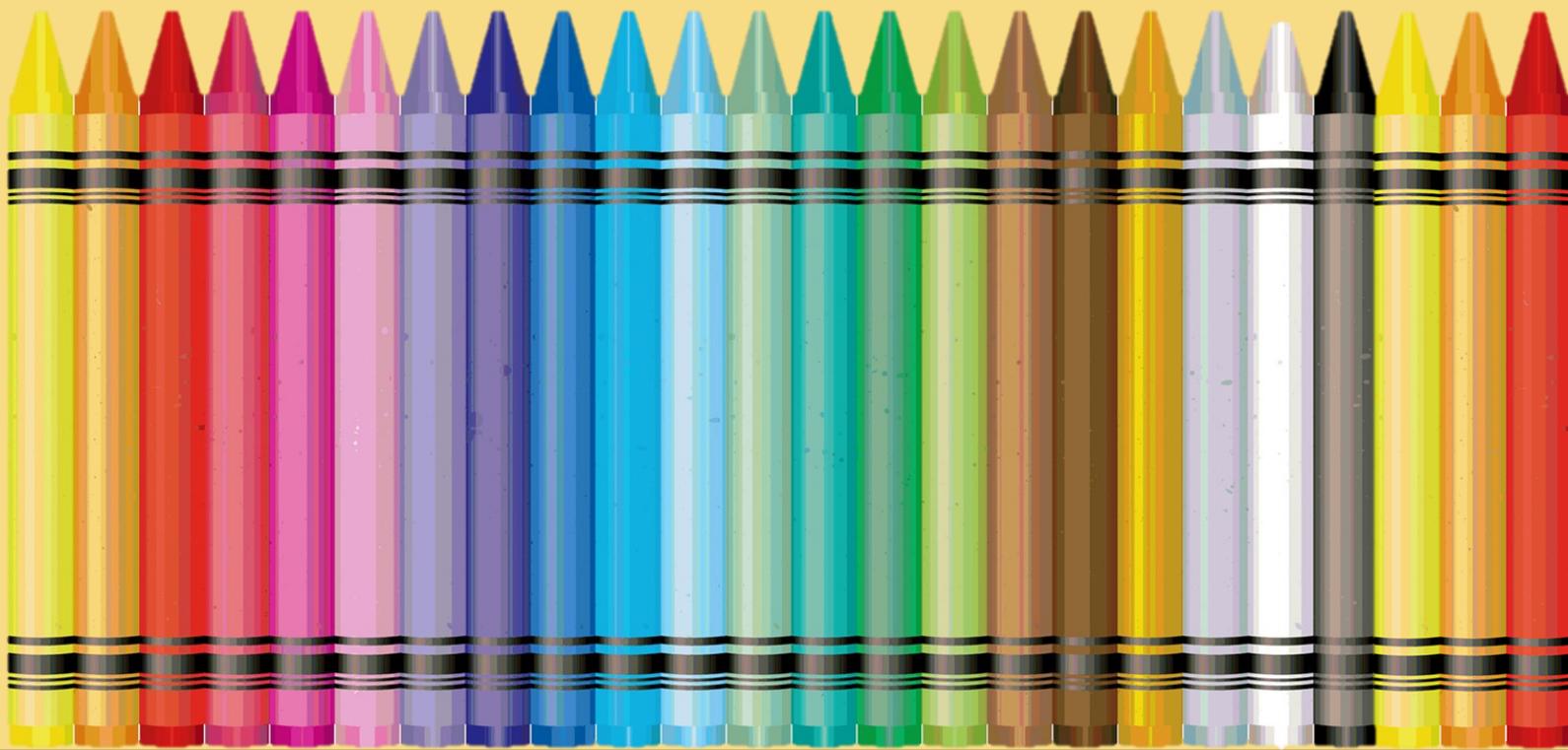
After-School Program Handbook **2016-2017 SCHOOL YEAR**

We provide pick up from Arroyo Vista, Marengo and Monterey Hills Elementary Schools.

Cost: \$80/week

Ages: 1st-5th grade

Location: Orange Grove Park, 815 Mission St, SP 91030



DAILY SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
<u>3:00pm</u> Sign-in/Free Play	<u>3:00pm</u> Sign-in/Free Play	<u>3:00pm</u> Sign-in/Free Play	<u>3:00pm</u> Sign-in/Free Play	<u>1:15pm</u> Sign-in/Free Play
<u>3:30pm</u> Snack	<u>3:30pm</u> Snack	<u>3:30pm</u> Snack	<u>3:30pm</u> Snack	<u>1:45pm</u> Organized Activity
<u>3:45pm</u> Homework Help	<u>3:45pm</u> Homework Help	<u>3:45pm</u> Homework Help	<u>3:45pm</u> Homework Help	<u>3:00pm</u> Arts & Crafts
<u>4:30pm</u> Field Sports	<u>4:30pm</u> Organized Activity	<u>4:30pm</u> Science	<u>4:30pm</u> Arts & Crafts	<u>3:30pm</u> Snack
<u>5:15pm</u> Organized Games	<u>5:15pm</u> Arts & Crafts	<u>5:15pm</u> Field Games	<u>5:15pm</u> Field Sports	<u>3:45pm</u> Movie
<u>5:45pm</u> Free play	<u>5:45pm</u> Board Game/Free Play	<u>5:45pm</u> Lanyards/Free Play	<u>5:45pm</u> Board Game/Free Play	<u>5:15pm</u> Free play

IMPORTANT NUMBERS

Recreation Office

(regarding changes in schedule/ add someone to pick up list/ billing/ registration)
(626) 403-7380

Camp Med

(call to speak to your child/ to notify you will be late)
(626) 403-7386

Camp Director

Nathalie Wilcox
(626) 403-7392
nwilcox@southpasadenca.gov

Hours of Operation:

Monday - Thursday

2:30-6:15p.m.

Friday

1:00-6:00p.m.

After a 5 minute grace period, you will be charged \$2/ minute that will be enforced and billed to you. If your child remains at the facility at 7pm, a staff member will escort the child to the South Pasadena Police Station until he/she is picked up.

Please note, Camp Med will be closed on all City holidays and pupil free days. It is the responsibility of the parents to check the District/ School websites for updates as well as early dismissal days.



Pick Up Procedures

We provide pick up from Arroyo Vista, Monterey Hills & Marengo Elementary schools. A Community Services Department Transit bus will pick the children up from Monterey Hills and Marengo, we walk the children back from Arroyo Vista. Staff will meet the children at the dismissal time.



MEETING AREAS

Arroyo Vista: lunch tables

Monterey Hills: lunch tables

Marengo: tables by the school entrance

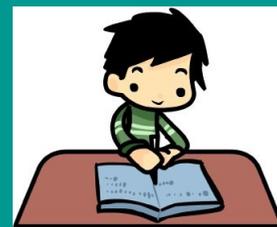
Staff will have rosters, will be wearing Camp Med staff t-shirts and their city badges. Children must meet the staff at the meeting area, if they are not at the location by the last dismissal time, we will leave and return to camp.

Parents, please make sure to notify the Recreation office (626) 403-7380 of any schedule changes by 12pm.

Snacks

We provide a snack every day at 3:30pm. We will have the snack list posted on the information board at Camp Med. If you would like to provide your child with additional snack, you may do so. If your child has any allergies, please make sure to include that information on the application.

HOMEWORK HELP



Homework time is from 3:45-4:30pm.

Staff will be available to answer any homework related questions your child may have.

Special Dates

Thanksgiving Break Schedule (November 21-23)

Monday 11/21	Tuesday 11/22	Wednesday 11/23	Thursday 11/24	Friday 11/25
7:30am-6:30pm	7:30am-6:30pm	7:30am-3:00pm	CLOSED	CLOSED

Spring Break Schedule (April 3-April 7)

Monday 04/03	Tuesday 04/04	Wednesday 04/05	Thursday 04/06	Friday 04/07
7:30am-6:30pm	7:30am-6:30pm	7:30am-6:30pm	7:30am-6:30pm	7:30am-6:30pm

City Holidays (Camp Med is **CLOSED**)

Sept. 5 - Labor Day

Nov. 24 & 25 - Thanksgiving

Jan. 16 - MLK Day

*Oct. 10 - Columbus Day

Dec. 25 & 26 - Christmas

Feb. 20 - President's Day

Nov. 11 - Veteran's Day

Jan. 1 - New Year's Day

May 29 - Memorial Day

*School is in session on Columbus Day.

Reminder

Camp Med will NOT be open on the days that the schools are closed, excluding the breaks.

Please refer to the school's website for these dates.

Registration & Payment Policies

Camp Med Fees

1 Child	\$80/wk	\$320/ 4 wks
2 Children	\$148/wk	\$592/ 4 wks
3 Children	\$215/wk	\$860/ 4 wks

PAYMENT DUE DATE	4-WEEK PERIOD
July 1st-August 18th	August 18th - September 9th FIRST WEEK OF SCHOOL WILL BE \$62
September 7th	September 12th - October 7th
October 5th	October 10th - November 4th
November 2nd	November 7th - December 2nd THANKSGIVING BREAK CAMP FEE INCLUDED
November 30th	December 5th - December 21st LAST WEEK OF DECEMBER IS \$62
January 4th	January 9th - February 3rd
February 1st	February 6th - March 3rd
March 1st	March 6th - March 31st
March 29th	April 3rd - April 28th SPRING BREAK CAMP FEE INCLUDED
April 26th	May 1st - May 26th
May 24th	May 29th - June 9th

Payment (4 Week Block)

A four week payment plan is implemented for the Camp Med program. Upon registration, payment for your child's first four weeks of attendance is due. We will require a credit card number on file for our auto pay system, we will charge your card every four weeks.

If you know your child will not attend one of those weeks, please notify the Recreation Office by the payment due date, and we will adjust the amount processed on your credit card. If you wish to add a week you had originally cancelled, we will charge your card the same day as your request. If you do not attend a week you were charged for, the weekly amount will roll over to the following four week period. At the end of school year, or at the time you decide you no longer are in need of our services, we will send you a refund check for any unused credit on your account.

A 5% delinquent fee will be added to any outstanding balance you incur.

Break Program Pricing

WE ARE CLOSED DURING WINTER BREAK

Thanksgiving Break 11/21-11/23	\$97 for 1 child \$182 for 2 children \$263 for 3 children
Spring Break 04/03-04/07	\$135 for 1 child \$247 for 2 children \$359 for 3 children

PAYMENTS FOR THESE DATES WILL INCLUDE SPECIAL PRICING.