

2300 WALNUT AVENUE  
818.238.5440 | NATURECENTER@BURBANKCA.GOV

# STOUGH CANYON NATURE EXPERIENCES SUMMER 2023 PARENT HANDBOOK



# Welcome

The City of Burbank Parks and Recreation Department would like to welcome you to our Stough Canyon Nature Experiences camp. We have prepared a very fun and exciting summer with nature hikes, crafts, science experiments, and nature related activities. Campers will learn a variety of topics with nature and the environment as our main theme. Please take the time to read through this handbook as it contains valuable information including camp policies and procedures. We look forward to a great summer!

*\*Hiking and other activities are subject to change or cancellation based on LA County Guidelines, weather conditions and/or safety concerns.*

## CAMP LOCATION AND PHONE NUMBER

STOUGH CANYON NATURE CENTER | 2300 E Walnut Ave, Burbank CA 91501 |  
818.238.5440

## CAMP HOURS

Monday — Friday  
9:00am — 12:00pm

## CAMP ACTIVITIES

After roll is taken in the morning, campers will go on a short informative hike. Hikes will always take place in the morning and will vary in length dependent on the weather. Staff will adjust programming as needed dependent on the weather and evaluate high temperatures. Campers will then work on a nature related craft and/or activity until pick-up. Please arrive on-time and expect a full parking lot.

## A DAY IN CAMP

- Drop-off/Check-in
- Bathroom/Handwashing break
- Hike of varied lengths
- Bathroom/Handwashing break
- Snack
- Nature activities and crafts
- Check-out

## LATE PICK UP FEES

Late pick up fees will be charged starting at 12:01 pm. The charge is \$5.00 per child for the first 15 minutes, or portion thereof, and an additional \$1.00 per minute thereafter. Please make sure your child is arriving on time and being picked up on time.

**\*PLEASE ARRIVE ON-TIME– GROUP WILL LEAVE FOR A HIKE NO LATER THAN 9:10am\***

## **TAX I.D. NUMBER**

For tax purposes, our Tax I.D. number is 95-6000-683. Please keep your receipts for your tax records and/or personal purpose. We do not distribute a cumulative total of day camp fees or reprint receipts. Please make sure we have your correct email on file so you receive an email receipt when we process your payments.

## **WITHDRAWALS AND REFUNDS**

All requests for refunds must be done by filling out a Refund Request Form. Forms may be submitted via email to [naturecenter@burbankca.gov](mailto:naturecenter@burbankca.gov) or to the site lead.

- A refund will be issued when request is received at least **10 business days** prior to the start of the week enrolled. No refunds will be issued after this time regardless of the reason of non-attendance.
- For each week refunded, **a \$10 refund fee per child, per week** is withheld regardless of reason for refund.
- A refund will not be issued for days missed in a week and there are no make-up days.
- Session camp fees are non-transferable and may not be applied toward another camp, session balance, or program.
- Any refund of camp fees may take up to one week after notification to be processed. After a refund has been issued, credit card refunds may take up to seven business days depending on your credit card company/bank and check refunds may take 3-6 weeks to receive.

## **SIGN-IN/OUT POLICY**

A parent or responsible adult must sign their child(ren) into camp with staff upon arrival. A parent or responsible adult (listed on your registration form will be authorized to sign-out your child. A photo I.D. will be required to verify the parent's or responsible adult's identification. If an unauthorized adult attempts to pick up your child(ren), or if the adult's identification cannot be verified with a picture I.D., the staff will not release your child(ren) to him/her. Changes to your authorization list (adding/deleting names) may be done with your camp director.

## **EMERGENCY PREPAREDNESS**

In the event of an emergency, facilities may be placed on lockdown or may require evacuation. In extreme circumstances, campers may be relocated to a nearby park or safe zone. Should a facility phone become unreachable, please call the Parks & Recreation Administrative Office at (818) 238-5300.

## **PARENT INVOLVEMENT**

The City of Burbank Parks and Recreation Department is committed to providing safe and quality programs for your children. For the safety of the children in the Stough Canyon Nature Experiences program, the City of Burbank does not allow parents/adults to volunteer or make extended visits during program hours. Engaging in activities or interacting with other children during program hours is prohibited.

## WHAT TO WEAR TO CAMP

Campers should wear comfortable clothing and hiking/athletic shoes (NO SANDALS, CROCS OR OPEN TOE SHOES) to camp. Please apply sunscreen to your child before arriving at camp.

## WHAT TO BRING TO CAMP

- Close-toed athletic or hiking shoes
- Sunscreen
- Water
- Hat
- Refillable water bottle (16oz)
- Snack
- Mask (clean mask required daily)

## WHAT NOT TO BRING TO CAMP

- Electronic devices such as cell phones, video games, MP3 players or other valuables
- Expensive clothing or jewelry
- Games, toys or trading cards

## SNACKS

Please send your child with a healthy hearty snack and a refillable full size water bottle. In order to prevent accidental contact or ingestion by campers with severe allergies, the City of Burbank to avoid sending any snacks containing nut products. **Please make sure staff is aware of any allergies your child may have.**

## LOST ITEMS

Nature Experiences is not responsible for any items lost or stolen. Please mark all articles of clothing and personal belongings with your child's full name. At the end of each day, any personal belongings left at camp are placed in the Camp Lost and Found. Unclaimed Lost and Found Items will be donated after 30 days.

## BATHROOM PROCEDURES

Staff supervise all trips to the bathroom and inspect the facility prior to allowing a child to enter. The number of children that may enter the facility at any one time is dependent on the overall size of the facility. Staff members stand at the doorway to the bathroom in order to control and prevent any inappropriate activity.

***Should a child require assistance with a clothing item such as a difficult button, staff will position themselves so that they are visible to others.***

## PHOTOGRAPHY

Please be advised that Stough Canyon Nature Experiences participants are subject to being photographed and such photographs may be used to publicize City of Burbank programs and events.

## **MEDICATION**

**Prescription Medication:** If your child requires any medication (including an EpiPen) during program hours, you and your doctor must complete a Burbank Parks & Recreation Department Prescription Medication Release Form. Nature Experiences staff will administer the medication only with this form on file. Camp staff must hold all medication. Please bring in medications in their original containers. Please do not put your child's medication in their lunches, cubbies/baskets or send medication with your child to administer themselves.

**Over-the-Counter Medication:** If your child will be taking over the counter medication (such as Tylenol, Benadryl, etc.) during program hours, we must obtain the Burbank Parks & Recreation Department OTC Medication Release Form signed by the parent. Staff will administer the medication, as needed, according to the product label only. Please bring in medications in their original containers. Camp staff must hold all medication. Please do not put your child's medication in their lunches, cubbies/baskets or send medication with your child to administer themselves.

**Please note any information that will help staff effectively supervise your children (for example: health considerations, special needs, etc.) during the registration process.**

## **DISCIPLINE**

Safety of the camp participants is our top priority. The discipline policy is set to ensure everyone in camp is safe and having a good experience. If there is a need for discipline, appropriate action will be taken. The procedures used by staff are designed to be fair, consistent, and effective. The staff and child will discuss the inappropriate behavior and expectations of campers. Parents will also be informed of the situation. If a child's actions are unsafe or continuously disruptive to the camp's operations, disciplinary action will be taken. Depending on the misbehavior, the child could receive a warning, a time-out, participation privileges taken away, and/or suspension or expulsion of the program.

Examples of misbehavior that could result in discipline:

1. Causing or attempting to cause physical injury to a fellow camper, staff, or member of the public
2. Causing damage to City property or private property
3. Committing an obscene act
4. Engaging in habitual profanity, inappropriate words, teasing or vulgarity
5. Willfully defying and/or disrespecting the Parks and Recreation staff
6. Engaging in bullying through verbal, physical interaction and/or electronic device
7. Running away from staff
8. Breaking the camp rules
9. Additional behavior that may be disruptive, unsafe, and/or inappropriate

If a child's behavior is unsafe or harmful to themselves or others, or is disruptive to the program, parents will be called to pick up their child from camp immediately. The program supervisor reserves the right to determine which consequence is appropriate for the child's actions. Please note that there is zero tolerance for physical violence and unsafe behavior, such as running away and/or hiding from staff.

## HEALTH AND WELLNESS

The health and well being of our campers, staff, and families is of great importance. We require that children who exhibit any common symptom of illness, whether Covid-19 related or not, stay home.

A brief health screening and temperature check of each child may be made daily as each child enters camp. Those displaying fever and/or symptoms of infection will not be permitted to stay. If a camper develops signs of illness or symptoms that prevent them from actively participating in camp, the child will be isolated from the other children and parents or guardians will be notified by phone to come pick them up. An authorized adult must arrive within 30 minutes of notification.

Children who exhibit symptoms related to illness (non-Covid), may be required to be symptom free for 24-hours before returning to camp. If a child tests positive for Covid-19, they may not return to camp until they are allowed to exit self-isolation/quarantine under Los Angeles County Department of Public Health guidelines.

As of the publishing of this handbook, masks are not required. If your child will be wearing a mask at camp please be sure to pack a spare in their backpack. Reusable cloth facemasks should be washed at home prior to wearing it at camp again.

Stough Canyon Nature Experiences abides by applicable safety guidelines and protocols from the Los Angeles County Department of Public Health and the State of California. **Guidelines and protocols may change throughout the summer.**

## TRAIL LOOP INFORMATION

Campers will participate in daily, informative hikes. Below is a view of the different trail loops available from the Stough Canyon Trail Head. Campers will explore both hikes to the View and the Old Youth Camp Ground as well as surrounding areas. The X marks the Stough Canyon Nature Center.

