

2025–2026 PARENT HANDBOOK



Contact Us
(626) 403-7380



Email Us
recreation@southpasadenaca.gov



Visit Our Website
southpasadenaca.gov/campmed

HOURS OF OPERATION

Monday through Thursday: 2:30 pm to 6:00 p.m. | Friday: 1:00 p.m. to 6:00 p.m.

Running late to pick up your child? After the first 5 minute grace period, you will be charged \$3.50/minute per child. If your child is not picked up by 6:30 p.m., a staff member will escort the child to the South Pasadena Police Station, located at 1422 Mission Street, for pick up.

South Pasadena Police Station: (626) 403-7270

IMPORTANT PHONE NUMBERS

Camp Med
(626) 403-7386

Camp Med Program Specialist
Office: (626) 403-7382
Cell Phone: (323) 395-1334

Email
recreation@southpasadenaca.gov

Recreation Office
(626) 403-7380

Community Services Supervisor
(626) 403-7321

The Recreation Office entrance is up the stairs at 815 Mission Street through the brown door on the left side of the building.

DAILY SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3-3:30 PM Sign-In/Free Play	3-3:30 PM Sign-In/Free Play	3-3:30 PM Sign-In/Free Play	3-3:30 PM Sign-In/Free Play	1:15-1:45 PM Sign-In/Free Play
3:30-3:45 PM Snack	3:30-3:45 PM Snack	3:30-3:45 PM Snack	3:30-3:45 PM Snack	1:45-2:30 PM Outdoor Activity
3:45-4:30 PM Homework Time	3:45-4:30 PM Homework Time	3:45-4:30 PM Homework Time	3:45-4:30 PM Homework Time	2:30-3:30 PM Indoor Activity
4:30-5:15 PM Outdoor Activity	4:30-5:15 PM Outdoor Activity	4:30-5:15 PM Outdoor Activity	4:30-5:15 PM Outdoor Activity	3:30-3:45 PM Snack
5:15-5:45 PM Indoor Activity	5:15-5:45 PM Indoor Activity	5:15-5:45 PM Indoor Activity	5:15-5:45 PM Indoor Activity	3:45-5:15 PM Movie
5:45-6 PM Kid's Choice	5:45-6 PM Kid's Choice	5:45-6 PM Kid's Choice	5:45-6 PM Kid's Choice	5:15-6 PM Kid's Choice

PICK-UP PROCEDURES

We provide pick-up from Arroyo Vista, Monterey Hills, and Marengo Elementary Schools. A Community Services Department Transit bus will pick-up participants from Monterey Hills and Marengo. Participants from Arroyo Vista will walk back to Camp Med with a Community Services staff. Staff will meet participants at dismissal time.

MEETING AREAS

Arroyo Vista Elementary School: Lunch Tables

Monterey Hills Elementary School: Lunch Tables

Marengo Elementary School: Lunch Tables

Staff will have rosters and will be wearing Camp Med staff shirts. Participants must meet staff at the meeting area, if they are not at the location by the last dismissal time, staff will leave to return to Camp Med.

Parents must notify the Recreation Office by email at recreation@southpasadenaca.gov of any schedule changes by 12:00 p.m.

SIGN-IN & OUT POLICY

Only authorized persons listed on the application may sign participants in and out each day. No persons under the age of 18 will be allowed to pick up participants.

Staff are directed to request a valid photo I.D. from the person(s) picking up the participant.

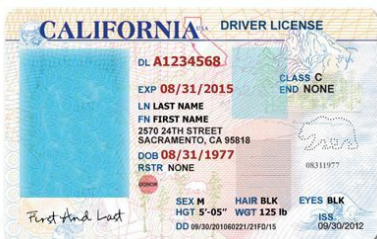
In the event that a participant is involved in shared custody or guardianship, we must adhere to legal court documents and family case law if custodial issues arise.

- We must have on file a written court document regarding billing, custodial days, and restraining orders.

Such orders must be updated if changed.

- Unless otherwise written, we provide equal access to the participant and to information regarding a participant to both parents.
- In case of a site closure or emergency, we will notify the custodial parent for pick up. If we cannot reach the custodial parent, we will notify the non-custodial parent and authorized adults for pick up.

To make any changes to your participant's authorized pick-up list, please notify the Recreation Office by email at recreation@southpasadenaca.gov.



DON'T FORGET YOUR I.D. AT PICK UP!

CODE OF CONDUCT

To help ensure a safe, respectful, and fun environment for all, participants are expected to follow the rules below at all times:

Respect for Others

- Treat fellow campers, staff, and volunteers with kindness and respect.
- Listen and follow directions from staff.
- Keep my hands, feet, and objects to myself—fighting, rough play, or threats of any kind are not allowed.
- Not use hurtful language, profanity, or speak in a way that is disrespectful to others.

Responsibility

- Stay within designated camp areas unless given permission by a staff member.
- Respect camp property, equipment, and supplies, and help keep camp clean.
- If participants have a problem, they will talk to a staff member privately rather than acting out or complaining in front of others.

Safety and Conduct

- Participants will not throw objects, act aggressively, or engage in unsafe behavior.
- Participants understand that actions that put others at risk may lead to immediate removal from camp.

BEHAVIOR MANAGEMENT POLICY

Camp Med uses a step-by-step approach to address behavior concerns:

1st Occurrence: Verbal reminder and redirection.

2nd Occurrence: Short removal from activity and written behavior report.

3rd Occurrence: Parent conference with Program Specialist; behavior plan developed.

4th Occurrence: Conference with Program Specialist, Supervisor, and parent. Participant may be dismissed from camp.

Serious incidents (including violence, threats, or safety violations) may result in immediate suspension or removal from the program. No refunds or credits will be issued for participants removed due to behavior.

MEDICATIONS

If your participant arrives at the program sick or becomes ill during the day, you will be notified. Arrangements will then have to be made to have your child picked up within one (1) hour. Participants may not return to the program for 24 hours.

If we will be administering any medication to your participant, a prescription from the doctor is required with complete instructions and exact dosage. The medication must be in the original prescription bottle and given to the Camp Director.

Participants are not allowed to possess or administer their own medication.

Our program has a no nit (lice) policy: if your participant comes to the program with lice or nits, they will need to be picked up **IMMEDIATELY**. They will not be able to attend until all nits are gone. Head checks will be conducted as needed.

HOMESCHOOL TIME

Homework time is offered throughout the day. Staff will be available to answer any homework related questions your participant may have. It is the responsibility of a parent or guardian to ensure all homework is completed.

SNACKS

We provide a snack every day at 3:30 p.m.

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

SPRING BREAK CAMP

March 30, 2025 to April 3, 2026 | Monday through Friday: 7:30 p.m. to 6:00 p.m.

Looking for fun and engaging care during Spring Break? Camp Med offers a full-day camp open from 7:30 a.m. to 6:00 p.m., providing a safe and exciting environment for your child during the break. **Please note:** This program requires separate enrollment and carries an additional fee. Participation is not included with Camp Med After School Program registration.

CAMP MED CLOSURES

CITY HOLIDAY CLOSURES	SCHOOL DISTRICT CLOSURES
<p>Labor Day: September 1, 2025</p> <p>Veterans Day: November 11, 2025</p> <p>Thanksgiving Break: November 24-28, 2025</p> <p>Winter Break: December 22, 2025 - January 2, 2026</p> <p>Martin Luther King Jr. Day: January 19, 2026</p> <p>Presidents' Day: February 16, 2026</p> <p>Memorial Day: May 25, 2026</p> <p>Camp Med Closure: June 1-3, 2026</p>	<p>Pupil Free Day: October 6, 2025</p> <p>Pupil Free Day: November 3, 2025</p> <p>Pupil Free Day: January 5, 2026</p> <p>Local Holiday: February 13, 2026</p> <p>Local Holiday: February 16, 2026</p> <p>Pupil Free Day: March 20, 2026</p> <p>Local Holiday: April 6, 2026</p>

Please note: Camp Med will be closed on all City holidays and pupil free days. It is the responsibility of the parent(s) and/or guardian(s) to check the District/School website for updates as well as early dismissal days.

SUPPLEMENTAL PARENT AGREEMENT

The following are additional rules and regulations for Camp Med. By registering for the program, you agree to the following:

- A completed application is required for each participant with full payment for the first month on the day of registration. **First full payment is non-refundable.**
- A Birth Certificate must be presented for all new participants at the time of registration for Camp Med.
- Full payment for each participant's first month of Camp Med is due at registration.
- There is no option to cancel weeks in the four-week cycle or roll over payments to another period. No exceptions.
- Credit cards will be charged based on the payment schedule and are subject to a 3% credit/debit card processing fee.
- If there is an outstanding balance, the participant will not be allowed to return to Camp Med. Balance will need to be paid or the account will be turned into the Finance Department for collections.
- If there are two (2) missed or delayed payments, your participant will be suspended from the program. Failure to maintain a zero balance may cause your participant from being dropped from the program.
- There are no make-up days, refunds or credits if the participant misses camp day(s) or week(s).
- Any cancellations must be made via email to recreation@southpasadenaca.gov, not at the Camp Med site.
- I understand Camp Med is CLOSED on City observed holidays, Pupil Free/Professional Development days, and June 1-3, 2026. I also understand that it is the parents' responsibility to check the school/district calendar for scheduled days off and updates.
- I understand it is the parents' responsibility to notify the office if my child does not need a pick-up for Camp Med. Notification to the Recreation Office must be made no later than 12:00 p.m. Staff will wait at the schools for no more than 5 minutes after dismissal time. If your child is not at the pick-up location on time, staff will leave the school site.
- Camp Med closes at 6:00 p.m. Late pick-up will result in a \$3.50 per minute, per participant charge after the first 5 minutes. If your child remains at the facility after 6:30 p.m., a staff member will escort the participant to the South Pasadena Police Station, located at 1422 Mission Street, for pick-up.
- It is the responsibility of the parent/guardian to read the 2025-2026 Camp Med Handbook.
- Please note Camp Med fees are subject to change if a new Master Fee Schedule is adopted by the City Council.

PAYMENT CYCLES & FEES

PAYMENT DUE	MONTHLY CYCLE	MONTHLY COST PER PARTICIPANT
DUE AT REGISTRATION	August 13 th - August 29 th	\$318.00
August 27 th	September 2 nd - September 26 th	\$424.00
September 24 th	September 29 th - October 24 th	\$424.00
October 22 nd	October 27 th - November 21 st	\$424.00 (CLOSED FOR THANKSGIVING BREAK)
November 19 th	December 1 st - December 19 th	\$318.00 (CLOSED FOR WINTER BREAK)
December 17 th	January 6 th - January 30 th	\$424.00
January 28 th	February 2 nd - February 27 th	\$424.00
February 25 th	March 2 nd - March 27 th	\$424.00
DUE AT REGISTRATION	SPRING BREAK CAMP March 30 th - April 3 rd	\$178.00
March 25 th	April 7 th - May 1 st	\$424.00
April 29 th	May 4 th - May 29 th	\$424.00
-	June 1 st - June 3 rd	NOTE: Camp Med ends on May 29 th . There is no camp the last week of school.

AFTER SCHOOL PROGRAM FEES	SPRING BREAK PROGRAM FEES
1ST PARTICIPANT \$424 for 4 weeks \$318 for 3 weeks	1ST PARTICIPANT \$178 for 1 week
EACH ADDITIONAL PARTICIPANT \$404 for 4 weeks \$303 for 3 weeks	EACH ADDITIONAL PARTICIPANT \$165 for 1 week