



Welcome to the Summer Fun Recreation Program!

Summer 2025 Parent Handbook

Youth Activities Office (805) 564-5495 | RAP@SantaBarbaraCA.gov | SantaBarbaraca.gov/SF

Parents;

Welcome to the Summer Fun program! Participants will enjoy 7-weeks filled with games, crafts, enrichment activities, sports, and the opportunity to participate in field trips, theme days, and more!

PROGRAM DATES, HOURS & PAYMENTS

This program is offered June 23 – August 8, for registered participants entering 1st-6th grades during the 2025-2026 academic school year. **No Program on 7/4.**

The program runs Monday – Friday from 9:00am – 4:00pm. **Please note:** participant supervision begins at 9:00am and ends at 4:00pm. **Early drop-off and late pick-up are NOT available.**

Summer Fun is a free program for families who qualify through submission of supporting documentation during **Pre-Registration (March 10 – April 11)**. Qualifying families will then need to register and pay the \$35 administration fee during **Priority Registration (April 21 – May 9)**. For the families who do not qualify or have missed the required deadlines, a payment will be required at full price of \$490 during **Open Registration (May 14 – June 13)**.

PARKING

Other programs may be going on at the school and we may be asked to use another entrance that is not the front of the school. This information will be sent in an email closer to the start date. Please be sure to drive with caution and follow the posted parking regulations.

FREE BREAKFAST & LUNCH

A free breakfast and lunch is provided through the SBUSD Summer Feeding Program. If your child has any special dietary restrictions, please reach out to the school cafeteria as Parks & Recreation does not have any control over the menus. **Please note:** we do not provide snacks. Please send your child with plenty of healthy snacks and a re-fillable water bottle.

WHAT TO BRING TO THE SUMMER FUN PROGRAM

A backpack, water bottle, sunscreen, healthy snacks and any extra items needed for field trips or daily activities. *Example:* a swimsuit and towel if participating in swim lessons or a field trip to the beach or pool.

IMPORTANT PROGRAM REMINDERS FOR PARENTS

- For safety reasons, please ensure your child wears closed-toe shoes each day.
- Please clearly label all backpacks and belongings.
- Please apply sunscreen before arriving to the program.
- Participants are responsible for their personal possessions. **Please note:** the Parks and Recreation Department is not responsible for loss or damage to personal items brought to the program.
- Please keep all toys, electronics, animals, candy, gum, and valuables at home.



PROGRAM ARRIVAL & SINGING-IN/OUT

Children can arrive at any time during program hours but must sign-in with a Program Director or City staff designee on the program attendance sheet.

- **Program Sign-Out** Participants are responsible for reporting to the designated Summer Fun site. Once the participant has arrived and staff has checked them into the program they must be signed out by a parent/guardian and/or authorized adult on the authorized pick-up list. No exceptions permitted. If your child has checked into Summer Fun, they may not leave to attend other programs without an authorized adult signing them out. This policy has been instituted to keep your children safe. Any authorized person will be asked for picture ID for the first week of the program, until staff become familiar with family members and/or authorized pick-ups.
- To have an adult pick up who is not listed on your child’s “Authorized Pick-up”, the parent and/or guardian of the child in question must provide a written note emailed to **RAP@santabarbaraca.gov**. See instructions on submitting a request below:

Sample Email

Date

I, (guardian name), authorize, (name of authorized people to sign out your child from Summer Fun Program), to sign out my child, (name of child), from the Summer Fun Program at (Name of Summer Fun location).

Sign

- Once a child has signed out of the program, they may not sign back in *unless* they are being signed in and out by a parent or guardian for an appointment (example: dentist, doctor, etc.)

ATTENDANCE REQUIREMENT

To remain eligible for the program, ALL children and Junior Counselors must attend at least 3-days per week. Junior Counselors must attend weekly staff meetings.

ATTENDANCE EXCEPTIONS/ HOW TO EXCUSE AN ABSENCE

Exceptions will be made due to illness, emergencies, 1-week family trips/reunions, or participation in a camping scholarship administered by the Santa Barbara Police Activities League (PAL).

To report an absence, please do not call the office. Instead, please complete this form for each child you are excusing from the program. You may click the link below or scan the QR code.

→ <https://seam.ly/pwkg8qyw>





WHEN TO NOTIFY PROGRAM STAFF

If you need to get in touch with the program staff, please call the Carrillo Recreation Center, Youth Activities Office at (805) 564-5495, and we will contact the staff right away.

Please note: Please note that onsite staff do not have direct lines, as they are equipped with personal cell phones that we cannot share. Site Directors are equipped with iPads for emergency purposes only.

FIELD TRIPS & TRANSPORTATION

Field trips to some of Santa Barbara’s fantastic recreational and educational sites **MAY** be a part of the program. Some field trips may involve walking to a destination. When participants are transported, vehicles inspected by City Motor Pool and approved by the California Highway Patrol, or public buses, trolleys or other City-approved vehicles will be used. Staff is never allowed under ANY circumstances to transport participants in their personal vehicles. As required by law, seat belts will be worn at all times by staff and passengers.

Participants must be well behaved and follow good passenger etiquette. **Please note:** students interested in attending field trips that involve an admission fee, such as the movies, will be required to bring money.

AQUATIC ACTIVITIES

Field trips may be taken to City pools, beaches, or other locations with water. When participants visit an aquatic environment, certified lifeguard(s) with rescue equipment will be present, and our staff will give a safety and boundary orientation to participants. Free swim lessons may be available for participants that do not know how to swim. Space is limited; if interested, please speak with your Site Director.

INCLUSION SERVICES

The City of Santa Barbara Parks and Recreation Department is committed to supporting individuals with disabilities in accordance with the ADA in order to provide reasonable services and opportunities to those who may have health or special needs. It is the goal of the inclusion services team to plan for reasonable and appropriate program accommodations for a positive recreational experience. To accomplish this, we need and value your input. Therefore, please ensure your camper's **Medical Conditions Questionnaire** and required **Supplemental Medical Inclusion Forms** are completed at least three (3) weeks prior to the program start date. This provides sufficient time for us to plan the best ways to meet your child's needs and make necessary arrangements for any support.

For questions, please call (805) 564-5421 or send an email to inclusion@SantaBarbaraCA.gov.

MEDICATION

State law prevents City staff from administering or assisting in the administration of medication. Administration of medication is the responsibility of the parent or guardian. If the participant can administer the medication without assistance or reminders, they will be allowed to do so. If not, the parent or guardian must make arrangements with program staff to have someone come to the program site to administer the medication.



ILLNESSES

For the protection of all participants and staff, any participants with an infectious illness or rash, should not attend the program. If staff becomes aware that a participant is sick, the parents or guardians will be called to immediately pick up the participant. It is important that you discuss with the Site Director any current health conditions or recent treatments your child has had. You may be asked to provide written authorization from your child's physician before your child is cleared to attend or return to the program.

EMERGENCIES

City staff is trained and prepared for emergency situations. Staff will utilize the Emergency Medical System (EMS) 911 consistent with their training. During an emergency, staff will make every attempt to contact parents, guardians or listed emergency contacts. If emergency medical attention is required and we cannot reach a parent or guardian, your Permission to Authorize Treatment from the Registration Form will be utilized. This authorization is given pursuant to the provisions of section 6910 of the Family Code of California.

Each school has an evacuation plan and an alternative emergency location. The evacuation plan and alternative emergency location will be posted at each site. This plan may be implemented during a fire, natural disaster, or other emergency. Staff will contact and follow the direction of emergency personnel or the school's administration during an evacuation. Staff's role will be to protect and support the participants through this difficult time. The Site Director will contact City Administration, parents and/or designated persons with information on your participant and how to be reunited. You may also contact the Youth Activities Office or the Parks and Recreation Office. The City uses KEYT-TV and local radio to relay information to the public.

CHILD ABUSE POLICY: MANDATED REPORTING

Parks and Recreation Department staff are legally required to report known or suspected instances of child abuse of a child under 18 to a child protective services agency, immediately by telephone and in a written report within 36 hours of receiving information concerning the incident.

CODE OF CONDUCT & PARTICIPANT CONDUCT

In order to ensure the quality and enjoyment of parks and recreation programs and to promote a safe and positive atmosphere for the programs, all participants, staff, parents, and persons involved with the programs (i.e. spectators, coaches, volunteers, etc.) shall abide by the following Code of Conduct, which shall apply to all participants in Parks and Recreation Programs:

No activities that unreasonably interfere with other participants' use of Parks and Recreation programs and facilities are allowed. These prohibited activities include, but are not limited to the following:

- Physical abuse or assault
- Verbal abuse
- Fighting or challenging to fight
- Making violent and threatening statements
- Engaging in or soliciting any sexual act
- Damaging or destroying Parks and Recreation property.

Program rules and regulations shall be observed at all times. In addition, participants are required to abide by school and any site-specific rules.

Our staff utilizes positive reinforcement and a caring atmosphere to encourage good behavior. Staff will promote and model appropriate behavior with clear guidelines and expectations. Inappropriate behavior by a participant will be addressed in a sensitive manner, and the participant will be redirected towards proper behavior. If a behavior becomes so disruptive that it is unacceptable, the participant will be placed on a



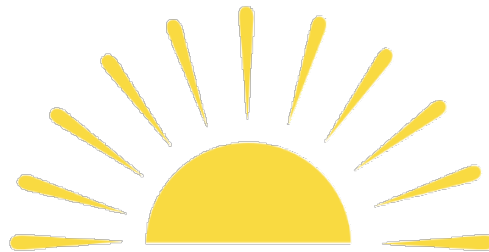
Behavioral Contract. The goal of this contract is not to remove your child from the program, but to change their behavior. However, if inappropriate behavior continues after the Behavioral Contract is in place, the participant may be asked to leave the program.

SUMMER FUN CANCELTION POLICY

If your schedule has changed and your child will not be participating in the Summer Fun program, please let us know ASAP. This will give us the opportunity to move a child from the waitlist into the program. Thank you!

QUESTIONS

If you have any questions, please don't hesitate to call the **Youth Activities Office at (805) 564-5495** or email us at **RAP@SantaBarbaraCA.gov**.



**We look forward to a great summer at
the Summer Fun Recreation program!**