CITY OF COSTA MESA ◊ PARKS & COMMUNITY SERVICES DEPARTMENT

# SUMMER R.O.C.K.S PROGRAM

# PARENT PACKET 2026

We are looking forward to having your child participate in the 2026 Summer R.O.C.K.S Program and hope that each participant in our program has a positive experience. Here is some information about how the Summer R.O.C.K.S Program operates:

- The Summer R.O.C.K.S Program is a non-licensed, recreational program where participants will experience games, arts & crafts, sports, and enrichment activities.

- **SUMMER SESSIONS**
  - Session #1 | June 8 – July 10 | M-F | 11:00 a.m. – 4:00 p.m.
  - Session #2 | July 13 – August 7 | M-F | 11:00 a.m. – 4:00 p.m.
  - Session #3 | August 10 – 14 | M-F | 11:00 a.m. – 4:00 p.m. (BCC only)
  - Program Locations: Balearic Community Center and Downtown Recreation Center
  - Program closed on Friday, June 19 and Friday, July 3.

- **GRADES**: Children entering 1 – 6 grades for the upcoming fall 2026/2027 school year.
  - Proof of grade may be requested at any time.

- **REGISTRATION & FEES**
  - Registration is required online or in person for each session your child will attend.
  - **Costa Mesa residents | Free**
  - **Non-residents | Session #1 $63 | Session #2 $52 | Fees are per child**
  - **Session #3 Free to all | Available only at BCC location**
  - Parents/guardians must bring an ID or utility bill at time of registration for proof of residency in Costa Mesa. Non-residents will pay the session fees per child.

- **SIGN-IN/OUT PROCEDURES**
  - Parents/guardians must be present and provide the child's codeword when signing out.
  - Children are not allowed to sign themselves in/out of the program.
  - **Early drop-offs before 11:00 a.m. will not be accepted. Supervision will ONLY be provided until 4:00 p.m. and a $20 fee will be charged for every ten (10) minutes, or part thereof, for late pick-ups after 4:00 p.m.**

- **ATTIRE**
  - Closed-toe shoes must be worn at the Summer R.O.C.K.S Program at all times. Due to the recreation play and activities, play clothes are recommended.
  - Remember to apply sunscreen to your child(ren) before they arrive to the program. Parks & Community Services staff CANNOT aid participants with sunscreen.
  - During water play days, participants are encouraged to wear water attire underneath their clothes and may change into sandals during designated times. A towel is also required in order to participate.

- **STAFF**
  - Staff is comprised of the Parks & Community Services Department's Community Services Leaders and maintains a 1:20 ratio with participants.
  - Participants must remain with staff and in the designated program area at all times while signed in.

- **LUNCH**
  - Lunch typically occurs between 12:30 – 1:00 p.m. Please check in with staff for the location's precise lunch time.
  - Participants must bring a packed lunch and drinks daily.
  - Participants may not share food or drinks with fellow participants.
  - Daily snacks and drinks will not be provided.

- **ADDITIONAL INFORMATION**
  - Participants must be fully potty trained. If a participant has a restroom accident, disciplinary action will follow.
  - Participants are fully responsible for all personal belongings (clothing, lunch, snacks, sunscreen, etc.) brought to Summer R.O.C.K.S Program. Please provide your child with a labeled backpack to store all belongings.
  - For the safety of your child, information or paperwork involving special accommodations, medical conditions, or special arrangements for sign-out procedures involving legal matters should be given to Recreation Supervisor, Tracy Habiger.
  - Failure to comply with Summer R.O.C.K.S Program procedures, may result in disciplinary action and/or removal from the program.

- **REFUND INFORMATION**
  - Refund requests must be made prior or during the first week of each session in writing.
  - Refund requests can be emailed to cmrecinfo@costamesaca.gov.
  - A refund charge of $20 will apply.
  - Refunds will not be granted following the first week of the session.

- **CONTACT INFORMATION**
  - R.O.C.K.S Office: (714) 754-5013
  - BCC Office: (714) 754-5158

# PROGRAM RULES

*The Summer R.O.C.K.S Program has basic rules and regulations that are provided in the interest of the safety and well-being of all participants.*

1. **Golden Rule – be safe, be kind, be respectful, and be positively involved.**
2. All toys, electronics, and additional items from home are **NOT** allowed. If staff can see or hear item(s) from home, item(s) will be confiscated and will only be returned to a parent/guardian. Necessary use of cell phones is permitted by staff approval only.
3. HFO Rule – Children must keep their hands, feet, and other objects to themselves at all times.
4. Staff Rule – Once a decision is made, it is final. Do not ask another staff the same question.
5. Participants must stay in program area and/or with staff at all times.
6. Follow all playground and indoor rules.
7. Staff supervision is required when using the restroom. Inappropriate behavior in the restrooms may result in disciplinary action.
8. Closed-toe shoes must be worn at all times.

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# DISCIPLINARY PROCESS

***Failure to comply with the Summer R.O.C.K.S Program rules will result in disciplinary action. The level of disciplinary action is based on the discretion of the supervisory staff. Please note, disciplinary action may result in automatic suspension or expulsion, regardless if the child has had a prior warning and/or a written Disciplinary Action Form (DAF). All DAFs will result in the participant being sent home for the remainder of the day and will be kept on file for the remainder of the summer sessions. Disciplinary action received in any program may result in suspension or expulsion from other City programs.***

***The following is the Summer R.O.C.K.S Program's disciplinary process*:**

1. If a participant displays inappropriate behavior, the Community Services Leader will give the participant a verbal warning. The verbal warning will consist of reviewing the rule(s) broken and informing the participant that future inappropriate behavior will result in a consequence.

2. A second occurrence of inappropriate behavior will result in a consequence (i.e. time-out, apology letter, parent notification, removal from the activity, etc.).

3. If a behavior problem continues and steps 1 and 2 have been followed or a serious act is committed, the Community Services Leader will contact the participant's parents/guardians immediately, inform them of the problem and fill out a Disciplinary Action Form.

4. If the inappropriate behavior continues to occur and step 3 has been completed, a **SECOND** Disciplinary Action Form will be completed and the Summer R.O.C.K.S Program supervisory staff will be notified. Participant's parent/guardian will be notified to discuss the inappropriate behavior. In addition, parents/guardians will be informed that if the behavior continues, suspension and/or expulsion from the Summer R.O.C.K.S Program may result.

5. If steps 1-4 have not resolved the situation, and inappropriate behavior continues, a **THIRD** Disciplinary Action Form will be completed. Summer R.O.C.K.S Program supervisory staff will contact the parents/guardians to inform them that their child will be suspended from the Summer R.O.C.K.S Program for a specified period of time (2-3 days). A letter will be sent to the parents/guardians by supervisory staff to confirm the suspension and to inform them that if the behavior continues their child will be expelled from the Summer R.O.C.K.S Program for the remainder of the summer.

6. If steps 1-5 have been followed and the inappropriate behavior continues to occur, a **FOURTH** Disciplinary Action Form will be completed and Summer R.O.C.K.S Program supervisory staff will contact the parents/guardians to inform them that their child has been expelled from the Summer R.O.C.K.S Program for the remainder of the summer. A letter will be sent to the parents/guardians by supervisory staff to confirm the expulsion.

**If you have any questions or concerns, please call Summer R.O.C.K.S staff at (714) 754-5013.**

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# SUNSCREEN POLICY

**Parent/Guardian Release of Liability**

*The City of Costa Mesa recognizes that overexposure to ultraviolet (UV) radiation from the sun and artificial sources such as sunlamps and tanning beds is linked to the development of skin cancer, eye damage, premature aging, and a weakened immune system and that children are particularly vulnerable to the effects of overexposure. The City desires to support the prevention of excessive UV radiation for children participating in the City's Recreational Programs.*

- I acknowledge that I am required to provide UV protection, of 30 or greater, spray or lotion for my child(ren), while considering my child(ren)'s allergy history. My child(ren) will be required to apply sunscreen at intervals designated by staff.

- Per the request of my child(ren), I understand that City employees may assist in applying sunscreen IF the UV protection is in spray form, not lotion.

- I acknowledge that City employees will only spray the UV protection, provided by the parent/guardian, on my child(ren) and will not engage in any physical contact to ensure that it is evenly applied on participant's skin. Other program participants may be permitted to apply or assist in applying sunscreen on my child or ward's skin.

- I understand and acknowledge that City employees are not medically trained as to the negative effects of ultraviolet radiation.

- I hereby for myself, my child, my heirs or anyone who might claim on my behalf or my child's behalf, AGREE NOT TO BRING ANY CLAIM and waive, release and discharge the City of Costa Mesa, its officers, agents and employees from any and all liability for personal injury or death arising out of or occurring in the course of administering specialized physical health care services to my child(ren) during participation in City Recreation Programs.

**This release and waiver extends to all claims of every kind of nature whatsoever, foreseen or unforeseen, know or unknown, whether or not due to negligence.**

**I HAVE READ THE RELEASE OF LIABILITY OF THE ADMINISTRATION OF SUNSCREEN AND CERTIFY MY AGREEMENT BY MY <u>SIGNATURE ON THE PROGRAM'S REGISTRATION FORM.</u>**

****If you do not want this policy applied to your child, submit a signed letter to supervisory staff stating so and that you agree not to bring any claim, and further waive, release, and discharge the City of Costa Mesa, its officers, agents, employees, and volunteers from any and all liability for personal injury or death arising out of or related to his/her non-participation.****