

# CITY OF GLENDALE COMMUNITY SERVICES & PARKS DEPARTMENT Day Camps Discount Policy

This policy:

- Sets the parameters for a discount available for the day camp program offered by the City of Glendale, Community Services & Parks Department.
  - Describes the intended purpose of the discount
  - Identifies the list of day camps eligible for the discount
  - Defines the eligibility requirements
  - Describes the application process
  - Sets the parameters for availability, refunds and transfers
  - Sets maximum discount limits for any one participant per calendar year

The department Director or a designee may amend this policy when it is reasonably necessary to give effect to the policy's intent, purpose, or interpretation.

### 1. Definitions

- Discount – a reduction of fees from the Commission approved fees
- Day Camp – a children’s group activity for a duration of time that runs on a set periodic increment (3 days, 4 days, weekly) whose participants are supervised by City of Glendale employees and participants follow a structured daily schedule
- Day Camp Program – the various day camps offered through Community Services & Parks citywide
- Half Day Camp – a partial day option of a full-day day camp program
- Extended Care – an additional care option to provide childcare outside the camp’s standard hours of programming
- Specialty Camps – day camps that are theme or sport specific i.e.: Arts Camp, Theatre Camp, Skate Camp, Soccer Camp, Basketball Camp
- Additional Fees – fees in addition to the registration fees i.e. a t-shirt fee, snack/lunch fee, admission fee, or field trip fee
- Resident – a person who resides within the Glendale Unified School District boundaries, inclusive of 91201, 91202, 91203, 91204, 91205, 91206, 91207, 91208, 91210, 91214, 91020, 91046, and the portion of 91011

### 2. Intended Purpose of the Discount Policy

The City of Glendale, Community Services & Parks Department offers childcare in the form of a day camp program during Glendale Unified School District breaks, which are longer than three or more days, as a service to working parents/guardians in the greater Glendale community. The day camp program provides an essential child care need for most parents/guardians registering their child(ren). The intent of this policy is to help reduce the financial burden for childcare for eligible Glendale residents.

### 3. Eligibility Requirements

All residents who reside within the Glendale Unified School District boundaries are eligible to apply for the discount provided that they meet the income criteria as outlined in this policy. The applicant’s income will determine the applicable discount level.

The [United States Department of Housing and Urban Development](#) standards are used in defining income levels. Applicants must meet the **income** criteria listed below in order to qualify for the respective discount scholarship.

Persons in Family	Applicant Type A – Full Scholarship	Applicant Type B – 10% Discount
	Extremely Low Income Limits (Per Year)	Low Income Limits (Per Year)
1	\$18,250	\$30,400
2	\$20,850	\$34,750
3	\$23,450	\$39,100
4	\$26,050	\$43,400
5	\$28,150	\$46,900
6	\$30,250	\$50,350
7	\$32,350	\$53,850
8	\$34,400	\$57,300

#### 4. Discount Types Available

##### Full Scholarship – 100% Discount

**Applicant Type A** – Applicants whose annual household income falls within the Extremely Low Income levels for Los Angeles County, as listed in this policy, will be eligible for a full scholarship, 100% discount on the registration fees upon timely submission of the completed Day Camps Discount Application packet.

##### 10% Discount – Maximum of \$150 per child per calendar year

**Applicant Type B** - All other applicants, whose annual household income falls within the Low Income levels for Los Angeles County, as listed in this policy, will receive a 10% discount on the total registration fee per child, for a total discount amount not to exceed \$150 per child per calendar year, upon timely submission of the completed Day Camps Discount Application packet.

Some camps have additional fees, such as field trip fees or material fees; those fees are not eligible for the discount. Similarly, Transfer Fees and Cancellation Fees are not eligible for the discount.

In the event the applicant requests to transfer a child from one camp to another, the applicant will be responsible to pay for any additional fees associated with the transfer. Any additional cost in registration fees will be eligible for the discount. In the event a credit is owed, a refund will be issued as per the department’s refund policy and procedures.

If an applicant chooses to cancel registration from the camp, the applicant is responsible for the cancellation fees as set forth in the City Wide Fee Schedule.

#### 5. Camps Eligible for Registration with a Discount

Select number of spots will be available in the following day camps (inclusive of half day and extended care options) at a 100% Discount, no cost, full scholarship to eligible Type A Applicants:

Camp Name	Location
Kinder Camp	Pacific Community Center
Kool Dayz Camp	Pacific Community Center
Travelin’ Teens Camp	Pacific Community Center
Maple Starz Camp	Maple Community Center

The following day camps (inclusive of half day and extended care options) are available at a 10% Discount to eligible Type B Applicants:

Camp Name	Location
Kinder Camp	Pacific Community Center
Maple Starz Camp	Maple Park Community Center
Blast Camp	Griffith Manor Park
Travelin’ Teens Camp	Pacific Community Center
Kool Dayz Camp	Pacific Community Center
Sparr-Tacular Camp	Sparr Heights Community Center
Discovery Camp	Verdugo Park

Specialty camps, including but not limited to sports camps and art camps, are **NOT** available for registration with a discount. The discount is only applicable to the day camps listed above.

**6. Application Process**

Applicants must submit their completed Day Camps Discount Application packet (application packet), including supporting income and proof of residency documentation as required, to Pacific Community Center (501 South

Pacific Ave. Glendale, CA 91204) no later than 30 calendar days prior to the first day of registration for the respective camp. If 30 calendar days prior falls on a weekend or holiday, the application will be due the following business day.

The Day Camps Discount Application packet MUST include:

- Day Camps Discount Application Form
- Income Verification Documents
- Proof of Residency Documents

The application packet will be reviewed by staff and the applicant will be notified of the status of the application two (2) weeks prior to the first day of registration. Applicants MUST bring the APPROVED Day Camps Discount Application to register their child in order to receive the discount.

If there are more applicants “Approved” for a full scholarship (Applicant Type A) than space available, a lottery system will be used to determine the applicants who will receive the full scholarship for camp registration. Those applicants who were not selected during the lottery, will automatically be approved to receive the 10% discount available to Applicant Type B.

ALL day camp registrations are on a first come first serve basis; thus, approval of a discount application does NOT guarantee registration into the day camp programs. Parents/Guardians must still follow the registration guidelines to register their child/dependent and must provide the APPROVED Day Camps Discount Application during the registration process in order to receive the discount.

All eligible applicants will still be required to complete day camp registration forms, including but not limited to medical information, release of liability forms, photo release forms, etc., as required for enrollment in the day camp program.

**7. Income Verification Documents**

In order to verify income eligibility, the applicant must submit a copy of all applicable documents listed below as part of the Day Camps Discount Application packet:

W-2, Income Tax Returns, 1040, 1040 EZ,
2 most recent pay stubs or pay envelopes from each employer
Self-Employment Verification, 1099 MISC, Schedule C
Disability Income
TANF/ Notice of Action
Unemployment Income
Worker’s Compensation
Pension Statement
Child Support
Calworks Program
Social Security, SSI
Notarized Affidavit of Income

**8. Proof of Residency Documents**

In order to verify proof of residency, the applicant must submit a copy of two most recent utility bills or a copy of a current, executed rental agreement. The utility bill or rental agreement must have the applicant name, current date, and valid residential address printed on the front.

- Utility bills can be in the form of a water bill, power bill or gas bill.