



**City of Glendale  
Community Services & Parks Department  
Day Camps Discount Application  
Winter Break Camps 2024-2025**



The deadline to submit this Application Packet for Winter Break Camps 2024-2025 is:

**Deadline – Friday, September 27, 2024, 5:00 P.M.**

**Email Preferred:** [MiLee@GlendaleCA.gov](mailto:MiLee@GlendaleCA.gov)  
[Pacific Community Center](#)

**Mail or In-Person Drop-Off:** [C/O Michelle Lee](#)  
[501 S. Pacific Ave.](#)  
[Glendale, CA 91204](#)

**Eligibility Requirements**

All residents who reside within the Glendale Unified School District boundaries are eligible to apply for the discount, provided they meet the income criteria. The applicant’s income will determine the 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.

<b>Terms</b>	<b>1 person</b>	<b>2 persons</b>	<b>3 persons</b>	<b>4 persons</b>	<b>5 persons</b>	<b>6 persons</b>	<b>7 persons</b>	<b>8 persons</b>
<b>Applicant A</b> <i>Full Scholarship</i> Very Low Income	\$44,150 or less	\$50,450 or less	\$56,750 or less	<b>\$63,050</b> or less	\$68,100 or less	\$73,150 or less	\$78,200 or less	\$83,250 or less
<b>Applicant B</b> <i>10% Discount</i> Low Income	\$70,650 or less	\$80,750 or less	\$90,850 or less	<b>\$100,900</b> or less	\$109,000 or less	\$117,050 or less	\$125,150 or less	\$133,200 or less

**Discount Types Available**

**Full Scholarship – 100% Discount – Applicant Type A**

Applicants whose annual household income falls within the Very 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.

**Camps Eligible for Registration with a Scholarship or a Discount**

A 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:

<b>Full Scholarship</b>	
<b>Camp Name</b>	<b>Location</b>
Kool Dayz Camp	Pacific Community Center



**City of Glendale  
Community Services & Parks Department  
Day Camps Discount Application  
Winter Break Camps 2024-2025**



The deadline to submit this Application Packet for Winter Break Camps 2024-2025 is:

**Deadline – Friday, September 27, 2024, 5:00 P.M.**

**Email Preferred:** [MiLee@GlendaleCA.gov](mailto:MiLee@GlendaleCA.gov)  
[Pacific Community Center](#)

**Mail or In-Person Drop-Off:** [C/O Michelle Lee](#)  
[501 S. Pacific Ave.](#)  
[Glendale, CA 91204](#)

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

10% Discount *	
Camp Name	Location
Kool Dayz Camp	Pacific Community Center
Sparr-Tacular Camp	Sparr Heights Community Center

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.

**Application Process**

Applicants must submit their completed Day Camps Discount Application packet (application packet), including supporting income and proof of residency documentation as required, 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, refer to discount policy) than spaces available, a lottery system will be used to select the applicants who will receive the full scholarship for camp registration. Those applicants not selected during the lottery will automatically be approved to receive a 10% discount available to Applicant Type B (refer to discount policy).

ALL day camp registrations are on a first come, first served 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 camps program.**

- One application must be completed for each child and/or dependent.
- A new application must be completed for each child and/or dependent for each camp season.
- The need for enrollment in an extended care option must be indicated on the application. Adding extended care after the application deadline will result in payment of the full fees, respectively.



**City of Glendale  
Community Services & Parks Department  
Day Camps Discount Application  
Winter Break Camps 2024-2025**



The deadline to submit this Application Packet for Winter Break Camps 2024-2025 is:

**Deadline – Friday, September 27, 2024, 5:00 P.M.**

**Email Preferred:** [MiLee@GlendaleCA.gov](mailto:MiLee@GlendaleCA.gov)

[Pacific Community Center](#)

[C/O Michelle Lee](#)

**Mail or In-Person Drop-Off:** [501 S. Pacific Ave.](#)  
[Glendale, CA 91204](#)

- Child and/or dependent must attend each week of camp, no less than 60% of the time (3 out of 5 days). If a child and/or dependent is absent more than 40% of the time, they will be removed from the camp for the rest of the weeks.

For more information, please call Pacific Community Center at (818) 548-4098.

\*\*\* Please continue to the next page and complete the application. \*\*\*



**City of Glendale  
Community Services & Parks Department  
Day Camps Discount Application  
Winter Break Camps 2024-2025**



The deadline to submit this Application Packet for Winter Break Camps 2024-2025 is:

**Deadline – Friday, September 27, 2024, 5:00 P.M.**

**Email Preferred:** [MiLee@GlendaleCA.gov](mailto:MiLee@GlendaleCA.gov)  
[Pacific Community Center](#)

**Mail or In-Person Drop-Off:** [C/O Michelle Lee](#)  
[501 S. Pacific Ave.](#)  
[Glendale, CA 91204](#)

**SECTION 1: General Information - ONE APPLICATION MUST BE SUBMITTED FOR EACH CHILD**

Applicant's (Parent/Legal Guardian's) First and Last Name: \_\_\_\_\_

Applicant's Full Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Child's First and Last Name: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_ Age of Child: \_\_\_\_\_

**ONE APPLICATION MUST BE SUBMITTED FOR EACH CHILD**

**SECTION 2: List of Household Members**

Printed Name	Adult/Minor (Check One)		Signature (Only required for Adults)
	Adult	Minor	
Applicant's Name:	<input type="checkbox"/>	<input type="checkbox"/>	
Other Beneficiaries:	<input type="checkbox"/>	<input type="checkbox"/>	
Other Beneficiaries:	<input type="checkbox"/>	<input type="checkbox"/>	
Other Beneficiaries:	<input type="checkbox"/>	<input type="checkbox"/>	
Other Beneficiaries:	<input type="checkbox"/>	<input type="checkbox"/>	
Other Beneficiaries:	<input type="checkbox"/>	<input type="checkbox"/>	

If you need additional spaces, please attach another sheet.

**SECTION 3: Annual Household Income – Documentation Types to Verify Income**

**Eligibility Information**

I/we certify that this information is complete and accurate. I/we agree to provide documentation on all income sources, as applicable, to the City of Glendale Community Services & Parks Department.

My total family\* size consists of \_\_\_\_\_ members, and the total gross annual income\*\* for all adult members is \$\_\_\_\_\_.

\* "Family" is defined as: All persons living in a household who are related by birth, marriage or adoption.

\*\*Gross annual income must include all sources of income (wages, child support, SSI, unemployment, pension, income from assets, etc., but does not include the income of live-in aids, per 24 CFR 5.403).



**City of Glendale  
Community Services & Parks Department  
Day Camps Discount Application  
Winter Break Camps 2024-2025**



The deadline to submit this Application Packet for Winter Break Camps 2024-2025 is:

**Deadline – Friday, September 27, 2024, 5:00 P.M.**

**Email Preferred:** [MiLee@GlendaleCA.gov](mailto:MiLee@GlendaleCA.gov)  
[Pacific Community Center](#)

**Mail or In-Person Drop-Off:** [C/O Michelle Lee](#)  
[501 S. Pacific Ave.](#)  
[Glendale, CA 91204](#)

Check all items below that you are providing with your application for all persons at your household that comprise your annual household income.

- |   |   |
|---|---|
| <input type="checkbox"/> Most Recent Copy of Tax Returns <b>HIGHLY PREFERRED</b>      | <input type="checkbox"/> Self-employment, Business Income, 1099 |
| <input type="checkbox"/> Employment, 2 most recent Pay Stubs,W-2 (Box 1 Gross Income) | <input type="checkbox"/> Disability Income                      |
| <input type="checkbox"/> TANF/ Public Assistance Income                               | <input type="checkbox"/> Unemployment Income                    |
| <input type="checkbox"/> Worker’s Compensation  | <input type="checkbox"/> Child Support                          |
| <input type="checkbox"/> Social Security, Pension, Retirement                         | <input type="checkbox"/> Notarized Affidavit of Income          |

**SECTION 4: Proof of Residency**

By initialing here \_\_\_\_\_, I acknowledge that I have included a copy of my two most recent utility bills or a copy of a current, executed rental agreement. (The utility bill or rental agreement must have the applicant’s 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.)

**SECTION 5: Winter Break Camps 2024-2025 Information (Location and Weeks)**

**\*\* This application does NOT guarantee registration into day camp programs. Registration is on a first come first serve basis, and applicants must register their child/dependent during the registration period for the appropriate day camp program.**

**Winter Break Camps 2024-2025 Available Day Camp Dates (Check all that apply):**  
The Community Services & Parks department offers extended care options in the form of Before Care (7:00 a.m. – 9:00 a.m.) and After Care (4:00 p.m. – 6:00 p.m.) If you need either option, or both, and would like for it to be considered as part of the scholarship or discount, you must indicate your need by checking in the box for the respective week. If you would like to sign up for extended care at any point after the application has been reviewed, you will be responsible for the full price of the respective fees.

Please select the respective options you would like to enroll your child into.

**Kool Dayz Winter Camp at Pacific Community Center**

**Week 1: Monday, December 23 – Friday, December 27, 2024 (No camp on Wednesday, December 25, 2024)**

- Full Day: 9:00 a.m. to 4:00 p.m.
- Before Care: 7:00 a.m. to 9:00 a.m.
- After Care: 4:00 p.m. to 6:00 p.m.

**Week 2: Monday, December 30, 2024 – Friday, January 3, 2025 (No camp on Wednesday, January 1, 2024)**

- Full Day: 9:00 a.m. to 4:00 p.m.
- Before Care: 7:00 a.m. to 9:00 a.m.
- After Care: 4:00 p.m. to 6:00 p.m.

**Sparr-Tacular Winter Camp at Sparr Height’s Community Center**

**Week 1: Monday, December 23 – Friday, December 27, 2024 (No camp on Wednesday, December 25, 2024)**

- Half Day: 12:00 p.m. to 6:00 p.m.

**Week 2: Monday, December 30, 2024 – Friday, January 3, 2025 (No camp on Wednesday, January 1, 2024)**

- Half Day: 12:00 p.m. to 6:00 p.m.



**City of Glendale  
Community Services & Parks Department  
Day Camps Discount Application  
Winter Break Camps 2024-2025**



The deadline to submit this Application Packet for Winter Break Camps 2024-2025 is:

**Deadline – Friday, September 27, 2024, 5:00 P.M.**

**Email Preferred:** [MiLee@GlendaleCA.gov](mailto:MiLee@GlendaleCA.gov)  
[Pacific Community Center](#)

**Mail or In-Person Drop-Off:** [C/O Michelle Lee](#)  
[501 S. Pacific Ave.](#)  
[Glendale, CA 91204](#)

**SECTION 6: Signature**

**WARNING:** I certify that the information contained on this form is complete and true to the best of my knowledge. I authorize the City of Glendale or its providers/agencies to request and obtain income documentation from me, if necessary. **WARNING:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make false statements or misrepresentations to any Department or Agency of the U.S. Making false statements is a felony under California State Law (Penal Code Sections: 115, 118, 487, 532) and may result in criminal charges.

**Initial in the spaces provided:**

\_\_\_\_\_ The applicant understands that submission of this application does not guarantee eligibility to receive a scholarship or a discount.

\_\_\_\_\_ **Approval of this application does NOT guarantee registration into day camp programs. Registration is on a first come, first served basis. Applicants must register their child/dependent during the registration period for the respective day camp program.**

\_\_\_\_\_ Applicants are required to complete day camp registration forms, including but not limited to medical forms, release of liability forms, photo and voice release forms, campers promise, etc., as required for enrollment in the day camp program.

\_\_\_\_\_ **Day camp participants must be present no less than 60% of the time for each week. Participants who are absent more than 40% of the time (2 out of 5 days per week), will be dropped for the remainder of the weeks. Exceptions will be considered on a case-by-case basis by the department director or a designee.**

**Print Applicant's Name:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**We prefer email.**

**Please be sure you send one attachment with a complete packet.**

**DO NOT send multiple emails with multiple attachments.**



**City of Glendale  
Community Services & Parks Department  
Day Camps Discount Application  
Winter Break Camps 2024-2025**



The deadline to submit this Application Packet for Winter Break Camps 2024-2025 is:

**Deadline – Friday, September 27, 2024, 5:00 P.M.**

**Email Preferred:** [MiLee@GlendaleCA.gov](mailto:MiLee@GlendaleCA.gov)

[Pacific Community Center](#)

[C/O Michelle Lee](#)

[501 S. Pacific Ave.](#)

[Glendale, CA 91204](#)

**Mail or In-Person Drop-Off:**

**DEPARTMENT USE ONLY**

Applicant's (Parent/Legal Guardian's) First and Last Name: \_\_\_\_\_

Child's First and Last Name: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_ Received By (CSP Staff): \_\_\_\_\_

Review Date: \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Reviewer's Signature: \_\_\_\_\_

Director or Designee's Signature: \_\_\_\_\_

Camp Location: \_\_\_\_\_

Camp Weeks: \_\_\_\_\_

Camp Options: Full Day | Half Day Morning | Half Day Afternoon | Before Care | After Care

Approved – Full Scholarship

Approved – 10%

Not Approved

Notes: