



YOUTH SUMMER CAMP



PARTICIPANT HANDBOOK & REGISTRATION PACKET



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Welcome!

We're excited to have your child(ren) in the Youth Summer Camp program. Thank you for trusting us to provide your child(ren) with a safe, organized, and enjoyable environment to explore, create, and have fun this Summer. Our Community Services Department team of recreation professionals aims to provide the highest quality experience for you and your child(ren) to foster their continued social, physical, personal, and creative growth. We look forward to all the unique, exciting, and fun experiences that await.

The Summer Camp will follow all guidelines and directives recommended by the San Bernardino County Department of Public Health, the California Department of Public Health, and the Centers for Disease Control and Prevention (CDC).

Summer Camp Coordinator Information

- Coordinator – Janelle Draper
1-909-774-2304, email: Youth@cityofrc.us
- Summer Camp Cell Number: 1-909-477-1267

Fee(s)

- Resident: \$286 / Non-Resident \$301 per child/per week (+non-refundable service fee and \$2 equipment fee).
- The sibling discount is \$25 off the advertised registration fee.
- Full registration and service fees are due at the time of registration.

Registration

- Registration began Monday, April 26th.
- Register **online** at RCpark.com (walk-in registration not available).
- All registrations are on a first-come, first-serve basis.
- A minimum of fourteen (14) children must be registered each week or that week of Summer Camp. Otherwise, it will be canceled.
- The registration deadline will be Tuesday, at noon for the upcoming week. If the minimum is not met parents/guardians will receive a cancellation notification Wednesday before 5:00 pm.
- It is encouraged that you register two (2) weeks before each start date. You may register for multiple weeks in advance.
- For more information, please call 1-909-477-2765 - Monday – Friday 7:00 am to 6:00 pm



Refund Policy

To receive a full refund (minus the service fee) requests must be made no later than two (2) weeks in advance via email. Registration paid with a credit/debit card is refunded within one week and applied to the card used.

Facility

Facility/Location	Address	Phone Number
Central Park Goldy S. Lewis Community Center	11200 Base Line Road	909.477.2780

Program Dates

Week	Program Dates	Times
Week 1	June 7 – June 11	7:30 am – 5:30 pm
Week 2	June 14 – June 18	7:30 am – 5:30 pm
Week 3	June 21 – June 25	7:30 am – 5:30 pm
Week 4	June 28 – July 2	7:30 am – 5:30 pm
*Week 5	*July 6 – July 9	7:30 am – 5:30 pm
Week 6	July 12 – July 16	7:30 am – 5:30 pm
Week 7	July 19 – July 23	7:30 am – 5:30 pm
Week 8	July 26 – July 30	7:30 am – 5:30 pm

**Week 5 will be prorated due to the observance of July 4th. No session on July 5th.*

Program Guidelines/Information

- Participants must be 6 to 12 years of age.
- Participants must be able to use the restroom without assistance from CSD Staff. Disposable type undergarments are not allowed.
- Participants must be signed in and out by an authorized adult stated on the participant’s Emergency Card. Parent/Guardian or authorized adult will sign in their child at the designated area. Participants may not be dropped off unattended in front of the site at any time. An authorized adult listed on the Emergency Card must sign out each participant. CSD Staff will then retrieve the participant from the classroom and hand them to their parent/guardian or authorized adult. Only authorized adults over the age of 18 with proper photo identification will be allowed to pick up a child. Please note parents/guardians will also be required to show photo identification to pick up their child(ren). If appropriate photo identification cannot be provided, the participant will not be released. Your child’s safety is our top priority. We thank you for understanding.
- Sign-in/Sign-out – 7:30 am sign-in, with sign-out no later than 5:30 pm.
- Parents/Guardians or authorized adults signing in/out participants must wear a face covering.



Program Guidelines/Information Continued

- Participants must wear a face covering while participating in the program.
- CSD Staff will check the temperature of each participant upon entry.
- Participants are responsible for their personal belongings. The City of Rancho Cucamonga nor CSD Staff are NOT responsible for lost, stolen, or damaged items.
- CSD Staff will make every effort to comply with San Bernardino County Department of Public Health, California Department of Public Health, and the Centers for Disease Control and Prevention (CDC) order(s), including maintaining the 3-foot physical distancing for all participants (See COVID-19 section).
- Participants should dress comfortably. Please no sandals, flip flops, or open-toed shoes.
- The maximum number of participants per class is fourteen (14) with two (2) CSD staff.
- Participants will not be permitted to attend Summer Camp if they, or any member of their household, has had a fever, cough, or shortness of breath within the last 24 hours, or if the participant has been in contact with anyone who has tested for COVID-19 within the last two weeks.

CSD Staff to Parent/Guardian Communication

- Summer Camp information will be communicated at the time of sign-in/out, via email and/or phone call. Please make sure all current contact info is correct and listed on your ActiveNet account and Emergency Card.

Breakfast, Lunch, Snacks, and Drinks

- Participants must bring their food, snacks, and drinks since there will be no snack bar on site.
- Food must be in a container with the participant's name listed on it. No refrigeration or heating of meals will be available.

Cleaning, Sanitizing and Disinfecting Requirements

- High touch surfaces such as tables, chairs, door handles, countertops, faucets, etc. will be disinfected regularly throughout the day.
- Drinking fountains will not be utilized. Participants are encouraged to bring water or a reusable water bottle.
- CSD Staff will disinfect and sanitize all surfaces of the facility with a professional cleaning solution every evening.
- Floors will be cleaned and disinfected daily.



Policies and Procedures

- **Medication(s):** CSD Staff is prohibited from dispensing medication without a doctor's prescription and a Medical Information Form completed and signed by the parent/guardian.
- **Lost and Found:** Due to COVID-19, lost and found items will not be left in the participant's cubby until the end of the week. Items left at the end of the week will be thrown out. **CSD Staff is not responsible for any lost or damaged personal items.**
- **Late Sign-Out:** If the participant is not signed out by the designated pick-up time a late fee will be applied. The fees are as follows: 1-15 minutes late = \$10 and \$1 for each additional minute thereafter. If a parent/guardian or authorized adult is running late, they must call Central Park and let CSD Staff know when they'll be arriving. A call does not dismiss parents/guardians or authorized adults from having to pay the late fee. The room clock determines late time. Repeated late pick-ups may result in a participant being removed from the program.
- **Emergency Card:** The Emergency Card authorizes emergency medical treatment for a participant and authorized adult that can sign out a participant from Summer Camp. Parents/Guardians MUST list themselves on the emergency card as well! Participants are required to have a completed Emergency Card on file.

The Parent/Guardian Acknowledgement Form and Emergency Card are to be completed and turned in to CSD Staff the first day the participant attends Summer Camp. To limit contact, parents/guardians may email the form to Youth@cityofrc.us.

Emergencies/Illness

- COVID – 19: Participants will be visually monitored throughout the day for symptoms related to COVID-19. If a participant is displaying any COVID-19 related symptoms they will be separated from their group and the parent/guardian will be called for immediate pick up of the participant. *Reinstatement to the program will require proof of a negative COVID-19 test.*
- Emergency: In case of a severe injury or illness, the parent/guardian or persons listed in order on the Emergency Card will be called immediately. If emergency medical treatment is necessary, CSD Staff will call the paramedics (even if a parent/guardian cannot be reached). The Emergency Card authorizes a participant to be treated by emergency medical personnel. Parents/Guardians will be responsible for all ambulance and medical costs.



Emergencies/Illness Continued

- Contagious Illness, Disease, or Condition: If the participant is ill, we ask that they stay home. If a participant contracts a contagious illness or condition (i.e. chickenpox or lice) contact the office immediately. Parents/Guardians are then required to supply CSD Staff with a doctor's note before a child returning to the program. All contagious disease and illness issues are handled confidentially and are addressed on a case-by-case basis. All parents/guardians will be notified if there is a contagious illness, disease, or condition via email and/or phone call with the information provided on the Emergency Card.
- Non-Emergency: In a non-emergency situation (i.e. sick child, minor injuries, etc.) the parent/guardian will be notified. For the safety of all participants, CSD Staff reserves the right to send a sick participant home and not permit them to return until accompanied by a medical notice indicating that they may safely participate in the program.



Preventing the Spread of COVID-19

CSD Staff will follow all guidelines and directives, recommended by the San Bernardino County Department of Public Health, California Department of Public Health, and the Centers for Disease Control and Prevention (CDC).

- Conduct temperature screenings
- Implement social/physical distancing strategies
- Clean and disinfect frequently touched surfaces and supplies before being shared
- Maintain an adequate ratio of participants to CSD Staff (ratio 2:14)
- CSD Staff and participants are required to wear face coverings
- Wash hands often with soap and water

COVID-19 Guidelines

- CSD Staff has assessed rooms to ensure that proposed activities can be conducted with necessary physical distancing prescribed by San Bernardino County Department of Public Health, California Department of Public Health, and the Centers for Disease Control and Prevention (CDC).
- Before arriving in Central Park, CSD Staff, participants, and parents/guardians must perform a self-conducted health screening by taking their temperature to ensure that they do not have a fever of 100.4°F or higher and must not display symptoms related to COVID-19 as outlined by the CDC. If a CSD Staff member has a fever of 100.4°F or higher or exhibits any symptoms of COVID-19, they must not report to the program site and should contact their supervisor.
- Upon arrival, program CSD Staff must receive a health screening, which includes taking their temperature with a no-touch thermometer. CSD Staff displaying symptoms of COVID-19, and/or with a temperature of 100.4°F or higher will be asked to leave the premises and will not be allowed to return until providing a medical release signed by a doctor.
- Sign-in/sign-out area will be located outdoors and sufficiently spaced and marked so that participants and parents/guardians can line up six feet apart.
- Sinks for handwashing and hand sanitizer will be available to participants and CSD Staff for use. An hourly handwashing/sanitizing schedule will be utilized by CSD Staff.
- Participants and/or CSD Staff that develop symptoms related to COVID-19 during programming will be immediately distanced from others in a primary resting/sick station.
- Participants will have breaks for a morning snack, lunch, and afternoon snack. All meals/snacks and beverages must be labeled and provided by parent/guardian; please note that food will not be



COVID-19 Guidelines Continued

available onsite. Breakfast, lunch, and snack areas will be set up to provide six feet of separation between each participant.

- If siblings are in the same group, they may have lunch at the same table.
- Participants will remain with the same group each week. Rotation of areas will only be performed if the area is cleaned and sanitized before another group utilizing the area.
- Visible signage will advise participants that they should: wear a face covering; maintain a minimum of three-foot distance from one another; and not engage in any unnecessary physical contact or avoid entering the facility if they have a cough or fever.
- CSD Staff conducting health screenings must wear a facial covering and disposable non-latex gloves (if available). The same gloves may be used to conduct all health screening checks provided this task is uninterrupted if no other surfaces were touched for the duration of the health screening process.
- Sites may be closed for 24 hours following a presumed positive and positive COVID-19 case. The site will reopen once determined by City that it is safe to do so.
- The Community Services Department will notify the Public Works Department immediately of the case and disinfection will commence.
- Grouping exposure will be reviewed and either the entire group/facility will be closed based on the contact tracing findings.
- Parent/Guardian will be notified through ActiveNet and/or email if any participants were potentially exposed but with no direct contact as informational only. The group(s) that has closed due to possible direct contact will receive a letter outlining the date of exposure and when a group is to re-open.

Steps that will be taken if a participant or CSD Staff tests positive for COVID-19?

- Identify participant and/or CSD Staff who may have had close contact with the ill individual for more than 15 minutes or those who may have had unprotected direct contact with body fluids or secretions of the ill individual starting from two days (48 hours) before symptoms appeared. Body fluids or secretions include saliva, sputum, nasal mucus, vomit, urine, or diarrhea. These people should home-quarantine for 14 days from the date of the contact. Please note, for confidentiality purposes, the name of the individual who may have COVID will not be shared.



COVID-19 Guidelines – Continued

- If a participant or staff develop symptoms while in quarantine to return to the program proof of a negative COVID-19 test or 14 days without symptoms. Must be approved by the Youth and Family Supervisor to return to the program.
- If CSD staff learns of a confirmed case of COVID-19 with potential exposure of CSD Staff or participants, the Department may contact the Public Health assigned liaison for consultation and guidance before communicating with all CSD Staff and participants.

Are there other reasons a participant or CSD Staff should stay home or get sent home?

- While the virus may be most contagious when the infected person is ill, some individuals may infect others even when they do not have obvious symptoms or any symptoms at all. Given that risk, participants who have been exposed to someone who has respiratory illness should remain home for 14 days for self-monitoring of symptoms. Home quarantine of an exposed person reduces the chance of spread to other participants and Staff. If no symptoms appear within 14 days, the participant or CSD Staff may return to the program after 14 days and symptom-free.
- If a participant or CSD Staff, for any reason, shares they are not feeling well, they should be sent home from Summer Camp and remain home for at least 24-hours for monitoring. The participant/CSD Staff may return to Summer Camp if they are symptom and fever-free, after 24-hours.
- A COVID-19 Intake Form is to be signed by the parent/guardian weekly. Participants may not participate if this form is not signed and submitted by the first day of programming.

Equipment

CSD Staff will minimize touchpoints between CSD Staff and participants and utilize established processes to clean and sanitize equipment and surfaces between touches wherever possible. Toys and equipment that cannot be cleaned and sanitized will not be used.

- Children's books and other paper-based materials are not considered high risk by the CDC for transmission but do require additional cleaning to be proactive in standards of disinfecting and sanitization.
- Toys, equipment, and games provided by The City will be cleaned, sanitized, and disinfected at the beginning and end of the day, as well as when used by different participants.



Summer Camp Rules for Participants

Summer Camp Policies, Rules, and Regulations are established so participants and CSD Staff have an enjoyable and safe experience.

- All participants will follow directions given by the CSD Staff.
- All participants will follow CDC Guidelines and wear a face covering while participating in the program.
- All participants will show respect and a positive attitude to all fellow participants and CSD Staff.
- All participants must keep their hands and feet to themselves.
- Pushing, shoving, hitting, kicking, etc., will not be tolerated.
- Name-calling and foul language will not be tolerated.
- Electronic games and devices are NOT permitted at Summer Camp. Participants may bring cell phones; however, they can only be used in emergencies.
- Personal items must have the child's name written on them. The City and CSD Staff will not be held responsible for lost/stolen personal items.
- Weapons or toys resembling weapons are not permitted at Summer Camp Program and will be confiscated and given to the parent/guardian at sign-out.
- Sharing or trading lunches are not allowed.
- Participants must walk and use their indoor voices inside the building.

Summer Camp Discipline Policy

Discipline Philosophy

The overall safety of the participants is always the highest concern to maintain a safe and fun environment. Setting limitations and guidelines for proper behavior is necessary to meet the needs of participants in our care without ignoring the demands of one individual.

Adjustment Steps

Minor incidences of disruptive behavior are usually handled immediately by talking to the participant about the expected behavior of Summer Camp. When disruptive behavior occurs, the following steps are taken:

Step 1– Reasoning

Every effort is made to help the participant understand the acceptable behaviors and rules at Summer Camp and how to resolve conflict. Depending on the severity of the behavior a, “Tomorrow’s a New Day” report may be filled out to inform the parent/guardian when the participant is signed out. The report is a brief description of the incident and the action taken.



Summer Camp Discipline Policy Continued

Step 2– Removal from a Specific Activity- “Redirection”

If reasoning does not redirect the unwanted behavior, the participant will be moved to another activity. A parent/guardian is notified of the child’s behavior and CSD Staff’s attempts at the redirection. At this time a, “Behavior Modification Report” will be filed and given to the parent/guardian at pick up.

Step 3– Participant, Parent/Guardian, and CSD Staff Conference

At this time, the parent/guardian becomes formally involved in the disciplinary process. The CSD Staff and a parent/guardian will discuss which specific behaviors need to be addressed with the participant. A “Positive Behavior” agreement will be drafted outlining which specific behaviors need to be altered and a time frame for these goals to be achieved.

Step 4– Removal from the Program

This occurs in cases of repeated or severe behavioral problems. CSD Staff will do their best to work with the parent/guardian and the participant to overcome any difficulties. However, CSD Staff reserves the right to remove any participant from the program when their behavior causes continuous disruption to the program and/or other participants.

Behavior Exceptions in Effect at all Times - For cases such as but not limited: to bullying, biting, hitting, spitting, or foul language to any child or CSD Staff person, the parent/guardian will be notified immediately for pick up. Participants that exhibit harmful or destructive behavior will be sent home. Refunds are not issued for participants sent home because of inappropriate behavior. CSD Staff is confident that with the rules that have been established and with the support of all parents/guardians in enforcing proper behavior, all participants and CSD Staff will have a safe and positive experience.



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Summer Camp Parent/Guardian Acknowledgement Form

Please sign the Parent/Guardian Acknowledgment Form and Emergency Card, no later than your child's first day of Summer Camp.

Participant's Last Name

Participant's First Name

I certify that I have read the Participant Handbook in its entirety. I also acknowledge that I understand and agree to abide by all guidelines and procedures of Summer Camp including, but not limited to, the following:

- My child must be signed in and signed out by the authorized adult that is stated on my child's Emergency Card. All authorized adults, including myself or other parents/guardians, must present proper identification when picking up my child.
- CSD Staff is not responsible for any lost or damaged personal items. My child's name must be written on all personal items. I ensure all items are taken home with me.
- If my child is picked up after the program closing time, a late fee will be charged. I understand that I am responsible for paying all late fees within 24 hours of their occurrence. My child cannot return to Summer Camp until all late fees are paid.
- Refunds will only be given if the withdrawal request is submitted 2 weeks before the start of the program.
- It is also important that I disclose any indication of having been exposed to COVID-19, or whether my child has experienced any signs or symptoms associated with the COVID-19 virus.

Parent/Guardian - Print Name

Parent/Guardian - Signature

Date



Summer Camp Emergency Card

Child's Name _____ Age _____ Home Phone (____) _____

Address _____ City _____ Zip Code _____

PARENT/GUARDIAN #1 _____

PARENT/GUARDIAN #2 _____

Primary Phone (____) _____ Primary Phone (____) _____

Secondary Phone (____) _____ Secondary Phone (____) _____

Email _____ Email _____

Emergency Contact

Individuals, we can contact if you cannot be reached (in order) **and ONLY** those authorized to pick up your child

Contact #3 _____ Phone(____) _____ Relationship _____

Contact #4 _____ Phone(____) _____ Relationship _____

Contact #5 _____ Phone(____) _____ Relationship _____

Conditions Requiring Special Emergency Care

Asthma: YES NO Diabetes: YES NO Epilepsy: YES NO ADD: YES NO
ADHD: YES NO Autism: YES NO Developmentally Disabled: YES NO Other: _____

Physician's Name _____ Phone Number () _____

Currently Under a Physician's Care: YES NO

Medical need being treated _____

Allergies _____

Medications (including dosage) _____

Hospital _____

Medical Release

I do hereby give permission for any certified emergency personnel, or health care professional to administer any type of medical treatment he/she deems necessary to the above-named child in case of emergency if I cannot be contacted. I understand that the City, its agents, and employees assume no financial obligation or Liability for the immediate medical treatment that they may provide for the child.

Signature of Parent/Guardian

Date



Summer Camp Participant Weekly Intake Form

Dear Parents/Guardians,

This disclosure form seeks information from parents/guardians regarding your child that the City of Rancho Cucamonga, Community Services Department must consider before admission is accepted for your child to attend Summer Camp.

As you are aware, a weak or compromised immune system can put your child at greater risk for contracting COVID-19. Please disclose any condition that may compromise his/her immune system to the check-in Staff. We may determine, in your child's best interest, they do not attend Summer Camp and/or other days.

It is also important that you disclose any indication of having been exposed to COVID-19, or whether your child has experienced any signs or symptoms associated with the COVID-19 virus.

Participant's Name:	Yes	No
Has your child had a fever in the last 72 hours above 100.4 °F?		
Has your child taken any fever-reducing medication in the past 24 hours?		
Has your child experienced shortness of breath or had trouble breathing in the last 72 hours?		
Does your child have a dry cough?		
Does your child have a runny nose?		
Has your child recently lost or had a reduction in their sense of smell?		
Does your child have a sore throat?		
Does your child have flu-like symptoms?		
Has your child been in contact with someone who has tested positive for COVID-19, or been in contact with someone who has COVID-19 symptoms?		
Has your child tested positive for COVID-19?		
Has your child been tested for COVID-19 and are awaiting results?		
Has a household member been tested for COVID-19 and are awaiting results?		
Has your child or household member traveled outside the United States by air or cruise ship in the past 14 days?		
Has your child or household member traveled within the United States by air, bus or train within the past 14 days?		

I fully understand and acknowledge the risks and cautions regarding a compromised immune system as it pertains to my child and have disclosed to the City of Rancho Cucamonga Summer Camp program any conditions in my child's health which may result in my child not being admitted to Summer Camp.

By signing this document, I, parent/guardian of _____ acknowledge the answers I have provided above are true and accurate.

Signature of Parent/Guardian

Date