



2022 SUMMER CAMP HANDBOOK & REGISTRATION PACKET



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Welcome

We are excited to have your child(ren) in the 2022 Summer Camp. 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 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.

Summer Camp Staff Information

- Community Services Coordinator, Jessal Salas
Email: Youth@cityofrc.us
- Summer Camp Cell Number: 1-909-477-1267

Staff Training and Certification Requirements

- CPR, AED, & First Aid Certification
- COVID-19 Training
- Heat Illness Prevention Training
- Harassment Training
- Injury and Illness Prevention Training
- Mandated Reporter
- General Summer Camp Training

Fee(s)

- Resident: \$286 / Non-Resident \$300 per child/per week (+non-refundable service fee and \$2 equipment fee).
- Sibling discount is \$25 off the total registration fee.
- Full registration and service fees are due at time of registration.

Registration Information

- Registration is on a first-come, first-serve basis.
- A minimum of fourteen (14) children must be registered each week or that week of Summer Camp 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 the Wednesday before at 5:00 pm.
- It is encouraged that you register two (2) weeks prior to 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 or in person. Registration paid with a credit/debit card is refunded within one week and applied to the card used. Registration paid with cash or check is refunded within 3 weeks via a mailed check.

Facility Information

Facility/Location	Address	Phone Number
Central Park Goldy S. Lewis Community Center	11200 Base Line Road	1-909-477-2780

Summer Camp Dates

Week	Summer Camp Dates	Times	Activity Code
Week 1	June 6 – June 10	7:30 am – 5:30 pm	23012
Week 2	June 13 – June 17	7:30 am – 5:30 pm	23013
Week 3	June 20 – June 24	7:30 am – 5:30 pm	23014
Week 4	June 27 – July 1	7:30 am – 5:30 pm	23015
*Week 5	July 5 – July 8	7:30 am – 5:30 pm	23016
Week 6	July 11 – July 15	7:30 am – 5:30 pm	23017
Week 7	July 18 – July 22	7:30 am – 5:30 pm	23018
Week 8	July 25 – July 29	7:30 am – 5:30 pm	23019

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

Program Guidelines/Information

- Children must be 6 to 12 years of age.
- Children must be able to use the restroom without assistance from staff. Disposable type undergarments are not allowed.
- Children must be signed in and out by a parent/guardian or authorized adult stated on the child's Emergency Card. A parent/guardian or authorized adult will sign-in the child at the designated area. Children may not be dropped off unattended in front of the site at any time. A parent/guardian or authorized adult must sign-out the child. Staff will retrieve the child from the classroom and hand them to their parent/guardian or authorized adult. **Please note:** parents/guardians or authorized adult will be required to show photo identification to pick up child(ren). If appropriate photo identification cannot be provided, the child(ren) will not be released. Your child's safety is our top priority. We thank you for understanding.
- Sign-in/Sign-out – sign-in no earlier than 7:30 am and sign-out no later than 5:30 pm.



- Children are responsible for their personal belongings. The City of Rancho Cucamonga nor staff are responsible for lost, stolen, and/or damaged items.
- Children should dress comfortably. No sandals, flip flops, and/or open-toed shoes.
- The maximum number of children per cohort is fourteen (14) with two (2) staff.
- Children 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.

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 information is correct and listed on your ActiveNet account and Emergency Card.

Breakfast, Lunch, Snacks, and Drinks

- Children must bring food, snacks, and drinks, since there will be no snack bar on site.
- Food must be in a container with the child's name. No refrigeration or heating of meals will be available.
- Drinking fountains will not be utilized. Children are encouraged to bring water or a reusable water bottle.

Cleaning, Sanitizing and Disinfecting Requirements

- Staff will disinfect and sanitize all surfaces of the facility on a daily basis with a professional cleaning solution.
- Floors will be cleaned and disinfected daily after camp.



Policies and Procedures

- **Medication(s):** 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:** Lost and found items will **not** be kept in the child's cubby until the end of the week. Items left at the end of the week will be thrown out. **Staff is not responsible for any lost or damaged personal items.**
- **Late Sign-Out:** If the child 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, please call the Summer Camp cell phone and let staff know when you will be arriving. A call **does not** dismiss parents/guardians from having to pay the late fee. The classroom clock determines late time.
- **Emergency Card:** The Emergency Card authorizes emergency medical treatment for a child and authorized adult who can sign-out a child from Summer Camp. **Please note:** Parents/guardians MUST list themselves on the emergency card as well! Children 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 staff the first day the child attends Summer Camp. Parents/Guardians may also email the form to \[Youth@cityofrc.us\]\(mailto:Youth@cityofrc.us\).](#)



Emergencies/Illness

- **Emergency:** In case of a severe injury or illness, the parent/guardian or authorized adult listed on the Emergency Card will be called immediately. If emergency medical treatment is necessary, staff will call 9-1-1 (even if a parent/guardian or authorized adult cannot be reached). The Emergency Card authorizes a child to be treated by emergency medical personnel. Parents/Guardians will be responsible for all ambulance and medical costs.
- **Contagious Illness, Disease, or Condition:** If your child is ill, we ask that they stay home. If your child contracts a contagious illness or condition (i.e., chickenpox or lice) contact the Community Services staff immediately. Parents/Guardians are then required to supply staff with a doctor's note before your child returns to Summer Camp. 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 children, staff reserves the right to send a sick child home and not permit them to return until accompanied by a medical notice indicating that they may safely participate in Summer Camp.

Summer Camp Rules for Children

Summer Camp Policies, Rules, and Regulations are established so children and staff have an enjoyable and safe experience.

- All children will follow directions given by the staff.
- All children will follow CDC Guidelines (as recommended/required).
- All children will show respect and a positive attitude to all fellow children and staff.
- All children 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. Children 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 staff will not be held responsible for lost/stolen personal items.
- Weapons or toys resembling weapons are not permitted at Summer Camp and will be



confiscated and given to the parent/guardian or authorized adult at sign-out.

- Sharing or trading lunches is not allowed.
- Children must walk and use their indoor voices inside the building.

Equipment

Staff will minimize touchpoints between staff and children 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 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 children.

Summer Camp Discipline Policy

Discipline Philosophy

The overall safety of the children is always the highest concern to maintain a safe and fun environment.

Adjustment Steps

Minor incidences of disruptive behavior are usually handled immediately by talking to the child 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 child 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 child is signed out. The report is a brief description of the incident and the action taken.

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

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

Step 3– Child, Parent/Guardian, and Staff Conference

At this time, the parent/guardian becomes formally involved in the disciplinary process. The staff and a parent/guardian will discuss which specific behaviors need to be addressed with the child. 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.

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



COVID-19 Guidelines & Addendum

The following guidelines are up to date as of March 30, 2022. Summer Camp will follow all guidelines and directives recommended by the Centers for Disease Control and Prevention (CDC), State and County public health agencies. Summer Camp COVID – 19 **Guidelines and Addendum** will be updated as CDC guidelines are provided/updated. The links to these public agency websites can be found at the bottom of this addendum section.

- Staff will assess rooms to ensure that proposed activities can be conducted with necessary space/physical distancing prescribed by the Centers for Disease Control and Prevention (CDC).
- COVID–19: Children will be visually monitored throughout the day for symptoms related to COVID-19. If a child is displaying any COVID-19 related symptoms they will be separated from their cohort and the parent/guardian or authorized adult will be called for immediate pick up of the child. *Reinstatement to the program will require proof of a negative COVID-19 test.*
- Prior to arriving to Central Park, staff, children, 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 staff 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.
- Sign-in/sign-out area will be designated, sufficiently spaced and marked so that children and parents/guardians can line up three feet apart.
- Sinks for handwashing and hand sanitizer will be available to children and staff for use at the following key times:
 - Arrival to the Central Park
 - Before and after eating
 - Before and after participating in activities (indoor and outdoor)
 - After using the restroom
- A child(ren) and/or staff that develop symptoms related to COVID-19 during programming will be immediately distanced from others in a primary resting/sick station.
- Children 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 available onsite. Breakfast, lunch, and snack areas will be set up to provide six feet of separation between each child.



- Staff will make every effort to comply with the Centers for Disease Control and Prevention (CDC) order(s), including maintaining the 3-foot physical distancing during activities and 6-foot physical distancing while eating.
- If siblings are in the same cohort, they may have breakfast and/or lunch at the same table.
- Children will remain with the same cohort each week. Rotation of areas will only be performed after the other cohort has left the area.
- Visible signage will advise children that they should: 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.
- Staff will conduct health screenings.
- Classrooms 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 occur.
- Exposure will be reviewed, and the entire cohort/classroom will be closed based on the contact tracing findings.
- Parent/Guardian will be notified if any children were potentially exposed but with no direct contact as informational only. The cohort(s) that has closed due to possible direct contact will receive a letter outlining the date of exposure and when a cohort is to re-open.

Steps that will be taken if a child or staff tests positive for COVID-19?

- Identify child and/or 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 5 days from the date of the contact. **Please note:** for confidentiality purposes, the name of the individual who may have COVID-19 will not be shared.
- If a child or staff develop symptoms while in quarantine to return to Summer Camp proof of a negative COVID-19 test or 5 days without symptoms. Must be approved by the Youth and Family Supervisor to return to Summer Camp.
- If staff learns of a confirmed case of COVID-19 with potential exposure of staff or children, the Community Services Department may contact the City's Human Resources for guidance before communicating with all staff and children.



Policy and Procedure for COVID-19 Positive Case(s) and Exposure

- ALL registered participants OR those with the specific cohort will be contacted via phone to be notified of the COVID-19 positive case(s), exposure, and protocols that will be in place.
- A COVID-19 letter will be provided at the time of pick-up.
- If available, a COVID-19 at-home test kit OR resources of testing sites will be provided at the time of pick-up.
- ALL staff and participants should test on the 5th day of exposure and report results to the Community Services Coordinator via email at youth@cityofrc.us or via phone (909)477-1267.
- ALL staff and participants will be required to wear a mask for 10 days from exposure. Staff will be monitoring participants for any developing COVID-19 symptoms.

****Policies and procedures are subject to change without notice.***

Are there other reasons a child or 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, children who have been exposed to someone who has respiratory illness should remain home for 5 days for self-monitoring of symptoms. Home quarantine of an exposed person reduces the chance of spread to other children and staff. If no symptoms appear within 5 days, the child or staff may return to Summer Camp after 5 days and symptom-free.
- If a child or 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 child/staff may return to Summer Camp if they are symptom and fever-free, after 24- hours.
- A Child Weekly Intake Form is to be filled out by the parent/guardian weekly.

Preventing the Spread of COVID-19

Staff will follow all guidelines and directives, recommended by the Centers for Disease Control and Prevention (CDC).

- Staying home if sick or having symptoms of COVID-19
- Physical distancing, including cohorts
- Handwashing and covering coughs and sneezes
- Engaging in outdoor activities whenever possible
- Cleaning and disinfecting



- Contact tracing in combination with isolation and quarantine
- Conduct temperature screenings
- Implement physical distancing strategies
- Maintain an adequate ratio of staff to children (ratio 2:15)
- Wash hands often with soap and water

Public Health Agency links

Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-guidance.html>

State of California Department of Public Health: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>

San Bernardino County Department of Public Health: <https://sbcovid19.com/schools/>



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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

Child's Last Name

Child's First Name

I certify that I have read the Handbook and Registration Packet 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.
- 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 (minus service fee) 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

Signature of Parent/Guardian

Date



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



Child 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.

Child'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

