

2019

YUCAIPA
SUMMER
CAMPS
PROGRAM

Parent Information Packet

Dear Parents/Guardians,

Welcome to the 2019 City of Yucaipa Summer Camp Program. Our Summer Camp program provides activities that foster growth and development by instilling self-confidence and respect for others. The program will engage campers in fun and interesting activities that change daily, create an exceptional summer experience for your camper(s) and inspire memories that will last a lifetime. Each week your camper(s) will have an opportunity to meet new friends and discover a different theme with a variety of new ideas through team building, fitness, science, sports, games, crafts, and so much more.

We look forward to providing your camper(s) with a memorable, fun-filled summer. If you have any questions or comments regarding any of the information found in this packet, please feel free to contact the Community Services Coordinator, Jesse Cervantes, at (909) 790-7460 ext. 324, or visit us at the Yucaipa Community Center located at 34900 Oak Glen Road, Yucaipa, CA 92399.

Thank you,

The Community Services Department



Registration

Registration for Yucaipa Residents begins Saturday, April 6, at 8:30 a.m. at the Yucaipa Community Center. Non-resident registration begins Saturday, April 13. Proof of residency is required when you register; a California ID is sufficient. **Registration is accepted on a first-come, first-served basis.** Space is limited.

Forms

Registration forms must be completed and submitted to the Yucaipa Community Center prior to the first day of attendance in the Camp Program. Campers whose parents/guardians do not complete/submit all required forms, with staff verification, will not be permitted to participate in the program and will be issued a refund (minus any non-refundable fees). *No Exceptions.*

The following forms **MUST** be completed and turned in prior to attending the Yucaipa Summer Camp Program:

- Signed Registration Packet and Agreement Form
- Release of Medical and Liability Form
- Authorization to Pick-Up Form & Emergency Contact List
- Seasonal Camp Late Pick-Up Form (acknowledge with initial)

Staff

We take pride in hiring Camp Recreation Leaders that have experience and enthusiasm working with children. They receive specialized training to meet the behavioral, emotional, and physical needs of each age group. Our Camp Recreation Leaders' sole purpose is to build relationships with campers and foster their growth. Recreation leaders emphasize the importance of teamwork, safety, respect, and building a strong culture of inclusion.

Recreation Leader to camper ratios:

- One Recreation Leader for every ten TK – Kindergarteners
- One Recreation Leader for every fifteen 1st - 3rd graders
- One Recreation Leader for every twenty 4th- 8th graders

All staff are required to pass a background check, are CPR/First Aid certified, have attended a camp orientation training, and will be provided continual training throughout the Summer season.

Administrative Staff

Community Services Supervisor	Nick Johnson 909-790-7460
Community Services Coordinator	Jesse Cervantes 909-790-7460, ext. 324

Program Details

- Dates and Times:
 - Yucaipa Summer Camps will consist of 9 sessions to be held from Monday, June 10, to Wednesday, August 7, 2019.

Session	Dates	Days
1	6/10/19 - 6/14/19	Monday – Friday
2	6/17/19 - 6/21/19	Monday – Friday
3	6/24/19 - 6/28/19	Monday – Friday
4	7/1/19 - 7/3/19	Monday - Wednesday
5	7/8/19 – 7/12/19	Monday – Friday
6	7/15/19 – 7/19/19	Monday – Friday
7	7/22/19 – 7/26/19	Monday – Friday
8	7/29/19 – 8/2/19	Monday – Friday
9	8/5/19 – 8/7/19	Monday – Wednesday

- Camp is offered between the hours of 6:30 a.m. – 6:00 p.m.
- Beginning at 6:01 p.m., a late fee will be charged at the rate of \$1.25/minute/camper
 - The late fee will be placed on the camper’s account and must be paid in full prior to your camper returning to the program.
 - After the 3rd offense, the camper will be dismissed from the summer camp program.
- Locations:
 - *Adventure Camp – Grades TK-3*
 - Yucaipa Community Center, **34900 Oak Glen Road. Yucaipa, Ca 92399**
 - *Splash Camp – Grades 4-8*
 - 7th Street Camp Room, **12385 7th St, Yucaipa, Ca 92399**
- Ages and Grades: Campers currently in grades TK – 8 for the 2019/2020 school year are eligible to attend the seasonal camps.
 - Campers will be grouped according to age/grade and led by their designated Recreation Leader as an independent group.
 - Campers will enjoy time together at lunch and during other planned activities.
 - Note: Depending on the session’s enrollment, groups may be combined.

Fees

Summer Camp Fees			
Grade	Days Per Session	Resident Fee	Non-Resident Fee
TK/Kindergarten	2	\$70.00	\$91.00
1 st – 8 th	2	\$65.00	\$84.50
TK/Kindergarten	5	\$135.00	\$175.50
1 st – 8 th	5	\$125.00	\$162.50

- **No refunds or credits will be issued for camp.**
- Payments can be made at the front desk of the Yucaipa Community Center or online (www.yucaipa.org).
- County assistance will not be accepted for Summer Camp.

Attendance and Program Check-In/Out Procedures

- Parent/Guardian, or other authorized person listed on the Authorization to Pick-Up Form, is required to sign his/her camper in upon arrival.
- Campers must report to the designated site check-in location upon arrival. It is not required that your camper arrive at the designated start time; however, campers are not permitted to be dropped off earlier than 6:30 a.m.
- At the conclusion of the day, the camper's parent/guardian/authorized person is required to sign the camper out of the Daily Check-In/Out Sheet by providing a signature, departure time, and photo identification.
- If someone other than the parent/guardian picks up a camper from the site, staff will compare his/her photo identification with the camper's Authorization to Pick-Up Form to ensure the person is authorized to pick up the camper.
- A camper will not be released to an individual that is not listed on the Authorization to Pick-up Form or does not have proper photo identification. All persons authorized to pick up must be 18 years of age or older.
- Campers are **not** permitted to walk home. Campers will not be released from Camp until an authorized adult signs the camper out.

Dress Code and Personal Items

Campers will participate in physical activities that may include permanent paint, clay, marker, etc. Campers should dress accordingly. The City of Yucaipa will not be responsible for damage to clothing or other personal items. Campers are required to wear close-toed shoes. Offensive or inappropriate clothing is not permitted. Please ensure that all personal items (i.e. backpacks, lunch boxes, jackets, etc.) are clearly marked with the camper's full name.

Dress Code and Personal Items(cont.)

Please keep all personal belongings at home. This includes all electronic devices such as gaming systems, iPods, and cell phones. Your camper will NOT have an opportunity to use these electronic devices at Camp. Camp staff reserves the right to temporarily confiscate these items and release them to those authorized to pick up at the end of the day. City of Yucaipa staff will not be responsible for damage or theft of these devices.

Medication/Illness

Medication will not be administered by any Camp staff member. Please do not bring campers who are suffering from symptoms of illness to camp. Campers with obvious signs of illness will be sent home. The City of Yucaipa has a no lice/no nit policy. Campers can and will be checked for lice by staff. If any suspected positive cases of lice or nits are found, the parent/guardian will be called, and the child will need to be picked up from camp immediately. A camper may not return to camp until they are lice and nit free.

Lost and Found

If an item has been lost, please check the lost and found located at the camp site. After **one week**, all unclaimed items will be donated to a local charity.

Participation

- Only registered campers will be permitted to participate.
- The Summer Camp Program is designed to promote group participation. Campers are expected to follow instructions and participate in all regularly scheduled activities.
- The Summer Camp Program operates using ratios of campers to staff that does not include individualized supervision.

Inclement Weather

Inclement weather including, but not limited to rain, high winds, excessive heat, and lightning may restrict outdoor camp activities. Poor air quality may limit/modify outdoor activities. All activities are subject to change.

Program Rules

Campers must follow the rules of the program.

- Disruptive, disrespectful, or damaging behavior toward other campers, Camp staff, and/or equipment is reason for dismissal.
 - We encourage parents/guardians to discuss concerns with the Coordinator overseeing your Camp.
- Stealing, vandalism, fighting, cursing, foul play, not following directions will not be tolerated.
 - Parents/Guardians will be held responsible for any costs/damages inflicted upon the facility, park, and/or private property or equipment.

Program Rules(cont.)

- **Conduct Violation Consequences*:**

1st - Verbal warning, guidance, and parental contact

2nd - Behavior contract, suspension, and parent meeting with Camp Coordinator

3rd - Dismissal from program

***Consequences are subject to change due to severity of content**

Participants in the Summer Camp Program are expected to:

- Listen to and obey all Camp staff.
- Be responsible for all personal belongings.
- Use a quiet/indoor voice when inside.
- Put away games/activities when finished.
- Refrain from littering.
- Refrain from fighting; aggressive behavior will not be tolerated.
- Speak to a Camp staff member if a problem arises.
- Refrain from foul language and name calling.
- Walk, don't run, through buildings.
- Refrain from climbing on trees, chairs, tables, or building equipment.
- Follow all program rules and regulations listed.

Snacks and Lunches

- The Yucaipa-Calimesa Joint Unified School District Summer Food Program will provide campers with lunch each day, from June 10th – July 26th. It is encouraged that you provide your camper(s) with a morning and afternoon snack.
- Camper(s) who wish to bring their own lunch and opt out of the Summer Food Program may do so at their own discretion.
- Parents/Guardians are encouraged to send camper(s) with a water bottle in order to keep camper(s) hydrated throughout the day.
 - Please have your camper(s) name clearly written on their water bottle.
 - If a camper forgets their water bottle, water igloos will be available.
- Please specify any food allergies when completing the allergy section on the Camper Information Form.
- Camp staff will carefully review camper's paperwork for all food allergies. Camp staff will take precautions to prevent the campers contact with allergen(s), however, the City of Yucaipa's Summer Camps are NOT an allergen free environment.

**City of Yucaipa Community Services Summer Camp Program
REGISTRATION PACKET & PARENT AGREEMENT FORM**

PLEASE SIGN AND RETURN THIS PORTION

Participant's Name: _____ Age: _____ M F
Address: _____ City: _____ ZIP: _____
Grade in Fall 2019: _____ School: _____ Date of Birth: ____/____/____
Mother/Guardian's Name: _____ Cell: _____
Father/Guardian's Name: _____ Cell: _____

PROGRAM POLICIES

Please initial the following:

- _____ I have read and agree to abide by the Parent/Participant Rules and Policies.
- _____ My designated person(s), or I, will pick up my camper on time, at the end of the program each day. As of one minute past the pick-up time (6:00 p.m.), a late fee will be charged at the rate of \$1.25 per minute/per camper.
- _____ All person(s) authorized to pick up my camper are 18 years of age or older and listed on the release form.
- _____ I will notify my camper's Site Supervisor of any changes to the emergency contact information.
- _____ I understand that enrollment is on a first-come, first-served basis and a list of registered campers will be kept on file, as well as those on a waiting list. If my child is on the waiting list, I will await notification as to my child's first day of participation.
- _____ I understand that fees must be paid at time of registration and there will be no refunds or credits.
- _____ I understand that disruptive, disrespectful, and damaging behavior will not be tolerated and will be a reason for discipline and/or dismissal from the program.
- _____ For the safety of my camper, I will make sure he/she wears closed-toed shoes daily.
- _____ I understand that electronic devices or toys are ***not*** allowed (iPods, portable games, cell phones, etc.).
- _____ I understand that I am responsible for ensuring that my camper has a daily snack and lunch.
- _____ I understand that, at any time, campers may be grouped together for activities including, but not limited to, movies, crafts, sports, etc.
- _____ I understand as the parent/guardian, I will be held responsible for any costs/damages inflicted by my camper upon the facility, park, and/or private property or equipment.
- _____ I understand that I may not drop off my camper until camp program assigned start time of 6:30 a.m., and I, or my designated person, has signed my camper in.
- _____ I understand that no camper will be released to walk home and will make sure to have an authorized person pick up my camper by assigned pick-up time.

I have read and understand the Registration Packet and Parent Agreement Form and will go over it with my child to ensure they understand and abide by the rules.

Parent/Guardian's signature: _____ Date: _____

City of Yucaipa Community Services Summer Camp Program
RELEASE OF MEDICAL AND LIABILITY AND ASSUMPTION RISK

Participant's Name: _____

Does your child have any special medical conditions? No Yes (If yes, please list)
(Diabetes, seizures, asthma, etc.)

Does your child take any medications? NO YES (If yes, please describe)

Does your child have any allergies? NO YES (If yes, please describe)

Does your child have limitations to physical activity? NO YES (If so, please describe)

Medical Release: I do hereby give permission for any certified professional or health care professional to administer any type of treatment he/she deems necessary to the above child in case of any emergency and in the case that I cannot be contacted.

Doctor's Name: _____ Hospital: _____ Telephone: _____

I, _____ on behalf of myself or _____ my minor child, hereby waive, in advance, any and all actions or causes of action and claims for injury or property damage which I may have, or which may hereafter accrue to me, my heir or other successors as a result of my participation in any activity, or activities incidental there to (hereafter referred to as the "activity") sponsored by the City of Yucaipa.

This release is intended to discharge the City of Yucaipa, its officers, officials, employees and volunteers, and any other involved municipalities or public agencies from and against any and all liability arising out of or connected in any way with my participation in the event, even though that liability may arise out of the negligence or carelessness on the part of persons or cities mentioned above. I further understand that accidents and injuries can arise out of the event; knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all of the persons or agencies mentioned above who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages. It is further understood and agreed that this waiver, release, and assumption of risk is to be binding on my heirs and assigns.

I agree to be photographed, and/or agree to have my child(ren) photographed and release the use of the photographs for publicity of the City of Yucaipa publications and other public information material.

I hereby represent that I understand and am familiar with the nature of the activities in which I (or my child) will participate in this recreation program. I personally read and understand this release.

Parent/Guardian Signature: _____ Date: _____

City of Yucaipa Community Services Summer Camp Program

AUTHORIZATION TO PICK UP and EMERGENCY CONTACT LIST

Please list all individuals who are authorized to pick up your child/children.

MOTHER/GUARDIAN AND FATHER/GUARDIAN MUST BE INCLUDED ON THIS FORM. (Note: Your emergency contact should live within 25 miles of the center your child attends camp. If your child requires an inhaler or special medication, and it is difficult for you to make yourself available, your emergency contact is the person you will leave these items with).

All individuals must be at least 18 years of age with a valid photo I.D. at the time of pick-up. *Staff will always attempt to contact a Parent/Guardian first. In the case the parent cannot be reached, staff will contact the emergency contact in the order listed.

Name: _____ Relationship: Mother/Guardian

Driver's License #: _____ Contact Number: _____

Alternate Number: _____ *Is this person an emergency contact?* ____ yes ____ no

Name: _____ Relationship: Father/Guardian

Driver's License #: _____ Contact Number: _____

Alternate Number: _____ *Is this person an emergency contact?* ____ yes ____ no

Name: _____ Relationship: _____

Driver's License #: _____ Contact Number: _____

Alternate Number: _____ *Is this person an emergency contact?* ____ yes ____ no

Name: _____ Relationship: _____

Driver's License #: _____ Contact Number: _____

Alternate Number: _____ *Is this person an emergency contact?* ____ yes ____ no

Name: _____ Relationship: _____

Driver's License #: _____ Contact Number: _____

Alternate Number: _____ *Is this person an emergency contact?* ____ yes ____ no

**Only individuals listed on this sheet will be authorized to pick up your child. Additional sheets may be attached if necessary.*

I grant permission for the above-mentioned individuals to pick up my child from camp. I release all liability and responsibility from the City of Yucaipa for any issues that may develop from such persons taking my child from the premises.



Seasonal Camp Late Pick-Up Form

Child's Name:

Date:

_____ Child(ren) * \$1.25 * _____ Mins. late = \$_____

Parent Name:

Home Address:

Home Phone Number:

Cell Phone Number:

Employee:

Print Name

Date

Parent/Guardian/
Authorized Person

Print Name

Date

All late payments must be paid in full before returning to the next scheduled program day.

OFFICE USE ONLY

Date Inputted:

Staff Name:

Amount Paid:

The City of Yucaipa Late Fee Policy

In the case of late pick-up, a late fee will be charged at the rate of **\$1.25 per minute/per camper** starting at 6:01 p.m. The late fee will be placed on the camper's account. This fee must be paid prior to your camper returning to the program. After the third offense, the camper will be dismissed from the program.

Signature _____

Date _____

Initial: _____