



YOUTH SUMMER CAMP



HANDBOOK & REGISTRATION PACKET



TABLE OF CONTENTS

WELCOME	3
PROGRAM INFORMATION	3 - 4
YOUTH SUMMER CAMP COORDINATOR	
FEES	
REGISTRATION INFORMATION	
REFUND POLICY	
FACILITY INFORMATION	
YOUTH SUMMER CAMP DATES	
PROGRAM GUIDELINES/INFORMATION	4 - 5
STAFF TO PARENT/GUARDIAN COMMUNICATION	5
BREAKFAST, LUNCH, SNACKS, AND DRINKS	5
.	
CLEANING, SANITIZING AND DISINFECTING REQUIREMENTS	5
POLICIES AND PROCEDURES	6
MEDICATION	
LOST AND FOUND	
LATE SIGN-OUT	
EMERGENCY CARD	
EMERGENCIES/ILLNESS	7
PREVENTING THE SPREAD OF COVID-19	8
COVID-19 GUIDELINES	9 - 10
YOUTH SUMMER CAMP RULES FOR CHILDREN	11
EQUIPMENT	11
YOUTH SUMMER CAMP DISCIPLINE POLICY	12
FORMS TO BE COMPLETED	14 - 16
PARENT/GUARDIAN ACKNOWLEDGEMENT FORM	
EMERGENCY CARD	
CHILD WEEKLY INTAKE FORM	



Welcome

We are excited to have your child(ren) in the Youth 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.

The Youth Summer Camp will follow all guidelines and directives recommended by the Centers for Disease Control and Prevention (CDC).

Youth Summer Camp Coordinator Information

- Coordinator – Janelle Draper
1-909-774-2304, email: Youth@cityofrc.us
- Youth 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 Information

- Registration began Monday, April 26th.
- 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 Youth 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 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 Information

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

Youth Summer Camp Dates

Week	Youth Summer Camp 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

- 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 the 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.
- Parents/Guardians or authorized adults signing in/out must wear a face covering.



Program Guidelines/Information Continued

- Children must wear a face covering while participating in the Youth Summer Camp.
- Children will not be required to wear face covering while participating in water activities.
- Staff will check the temperature of each child upon entry.
- Children are responsible for their personal belongings. The City of Rancho Cucamonga nor staff are responsible for lost, stolen, or damaged items.
- Staff will make every effort to maintain physical distancing:
 - At least 3 feet between all children and staff within the same cohort
 - At least 6 feet between all children and staff outside of their cohort
 - At least 6 feet while eating and drinking
- Children should dress comfortably. Please no sandals, flip flops, 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 Youth 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 child has been in contact with anyone who has tested for COVID-19 within the last ten (10) days.

Staff to Parent/Guardian Communication

- Youth 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 their food, snacks, and drinks since there will be no snack bar on site.
- Food must be in a container with the child'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. Children are encouraged to bring water or a reusable water bottle.
- Staff will disinfect and sanitize all surfaces of the facility with a professional cleaning solution.
- Floors will be cleaned and disinfected daily.



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: Due to COVID-19, lost and found items will not be left 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, they must call the Youth Summer Camp cell phone and let staff know when they will be arriving. A call does not dismiss parents/guardians from having to pay the late fee. The classroom clock determines late times.
- Emergency Card: The Emergency Card authorizes emergency medical treatment for a child and authorized adult that can sign out a child from the Youth Summer Camp. 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 Youth Summer Camp. To limit contact, parents/guardians may email the form to Youth@cityofrc.us.



Emergencies/Illness

- 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.*
- 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 the paramedics (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 the child is ill, we ask that they stay home. If a child contracts a contagious illness or condition (i.e., chickenpox or lice) contact the Community Services Coordinator immediately. Parents/Guardians are then required to supply staff with a doctor's note before a child returns to the Youth 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 the Youth Summer Camp.



Preventing the Spread of COVID-19

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

- Strongly encourage vaccination for all eligible staff.
- Staying home if sick or having symptoms of COVID-19
- Universal and correct use of well-fitted face covering that cover the nose and mouth
- Physical distancing, including cohorting
- 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 2:14)
- Staff and children are required to wear face coverings
- Wash hands often with soap and water



COVID-19 Guidelines

- Staff has assessed rooms to ensure that proposed activities can be conducted with necessary physical distancing prescribed by the Centers for Disease Control and Prevention (CDC).
- 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 located outdoors and 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
 - After handling garbage
- 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.
- 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: 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.
- Staff conducting health screenings must wear a face covering.
- 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.



COVID-19 Guidelines Continued

- The Community Services Department will notify the Public Works Department immediately of the case and disinfection will commence.
- 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 10 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 Youth Summer Camp proof of a negative COVID-19 test or 10 days without symptoms. Must be approved by the Youth and Family Supervisor to return to the Youth 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 Public Health assigned liaison for consultation and guidance before communicating with all staff and children.

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 10 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 10 days, the child or staff may return to Youth Summer Camp after 10 days and symptom-free.
- If a child or staff, for any reason, shares they are not feeling well, they will be sent home and remain home for at least 24-hours for monitoring. The child/staff may return 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.



Youth Summer Camp Rules for Children

Youth 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 are required to wear a face covering while participating in Youth Summer Camp, except during water activities.
- 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. Children may bring cell phones; however, they can only be used in emergencies and will be kept in the staff's Red Backpack
- 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 and will be confiscated and given to the parent/guardian or authorized adult at sign-out.
- Sharing or trading lunches are 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 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 children.



Youth Summer Camp Discipline Policy

Discipline Philosophy

The overall safety of the children 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 children 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 child about the expected behavior of Youth 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 Youth 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 that 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.



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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 Youth 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 Youth 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 Youth 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 Youth 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 Youth 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 Youth Summer Camp program any conditions in my child's health which may result in my child not being admitted to Youth 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

