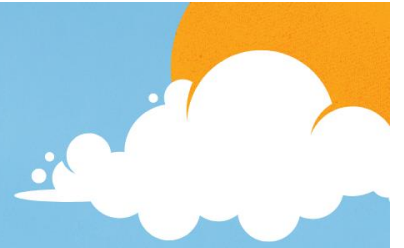
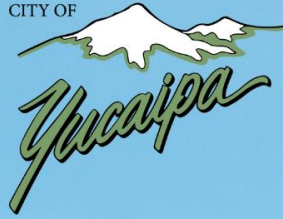


CITY OF



# SUMMER

*Camp*



ARTS ~ GAMES ~ CRAFTS ~ SPORTS

# REGISTRATION HANDBOOK



Parents/Guardians

Welcome to the 2022 Yucaipa Summer Camp Program. We are excited to have you join us for a fun camp experience filled with a variety of exciting activities, arts and crafts, and games for your child(ren) to enjoy. Camp will engage campers in fun and interesting activities that change daily.

We are looking forward to providing your child(ren) with a memorable, fun-filled school break. If you have any questions or comments regarding any of the information found in this packet, please feel free to contact the Yucaipa Community Center at (909) 790-7460, or visit us at 34900 Oak Glen Road, Yucaipa, CA 92399.

Thank You,

Yucaipa Camp Staff

## **Safety Precautions**

Staff will be taking extra safety precautions during Camp. We will continue to monitor guidelines from the CDC, State of California and the County of San Bernardino. Below is a list of precautions we will implement during camp.

- We will have one camp location at the Yucaipa Community Center.
- Campers will be required to stay within their assigned group; each group will be determined by the age of the campers.
- Each camper must bring their own bag of supplies to use during the week, so they will not be sharing communal art supplies or toys. Supplies needed: 1 school glue, 1 pack markers, 1 pack crayons, 1 scissors, 2 pencils, 2 pens.
- Increased outside play during appropriate weather conditions.
- Cleaning and sanitation practices have been increased.
- We highly encourage parents or guardians to take their child's temperature and complete a health check before dropping off their camper(s) each day.
- If a child develops symptoms, they will be isolated, and they will have to be picked up. There will be a strict 72-hour sick policy. If your child has a fever, they cannot return until they are 72-hours fever free without the aid of medicine, as recommended by the CDC.
- We will have increased hand sanitizer stations and designated hand-washing times. All campers will be expected to practice proper hand-washing techniques.

## **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 fifteen (15) campers
- All staff are required to pass a background check and have attended camp training.

## **Program Details**

Summer Camp will be held at the Yucaipa Community Center. Summer Camp will consist of eight (8), one-week camps. Week 1: June 13 – June 17, Week 2: June 20 – June 24, Week 3: June 27 – July 1, Week 4: July 5 – July 8 (No Camp July 4), Week 5: July 11 – July 15, Week 6: July 18 – July 22, Week 7: July 25 – July 29, Week 8: August 1 – August 5.

Campers currently in grades TK – 6<sup>th</sup> for the 2021/2022 school year are eligible to attend. Campers will be grouped according to age/grade and led by their designated Recreation Leader as an independent group.

## Registration

Registration is accepted online at Yucaipa.org/enroll or in person at the Yucaipa Community Center. **Registration is accepted on a first-come, first-served basis.** Space is limited.

## Fees

- \$135 per camper/per week (additional 30% non-resident fee may apply)
- **No refunds or credits will be issued for camp.**
- County assistance will not be accepted for Camp.

Camp is offered between the hours of 7:00 a.m. - 6:00 p.m. 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 seasonal camp program.

## 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 be issued a refund (minus any non-refundable fees) and will not be permitted to participate in the program. *No Exceptions.*

The following forms **MUST** be completed and turned in prior to Camp.

- Signed Registration Packet and Agreement Form
- Release of Medical and Liability Form
- Camper Information Form
- Authorization to Pick-Up Form & Emergency Contact List
- COVID-19 Liability Form
- Seasonal Camp Late Pick-Up Form (acknowledge with initial)

## Attendance and Program Check-In/Out Procedures

- Campers must report to the designated site check-in location upon arrival. It is not required that your camper arrives at the designated start time; however, campers are not permitted to be dropped off earlier than 7:00 a.m.
- Parent/Guardian signature and photo identification are required. 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.
- Parent/Guardian, or other authorized person listed on the Authorization to Pick-Up Form, is required to sign his/her camper in upon arrival. 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.

- Campers are **not** permitted to walk home. Campers will not be released from Camp until an authorized adult signs the camper out.
- Please do not bring campers who are suffering from symptoms of illness to camp. Campers with obvious signs of illness will be sent home.
- Camp has a no lice/no nit policy. Campers can 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.

### **Dress Code and Personal Items**

Campers will participate in 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 effects. Campers are required to wear close-toed shoes. Offensive or inappropriate clothing is not permitted. Please ensure that all personal effects (i.e. backpacks, lunch boxes, jackets, etc.) are clearly marked with the camper's full name.

Please keep all personal belongings at home. This includes all electronic devices such as gaming devices, portable music players, 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**

Medication will not be administered by any Camp staff member.

### **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.

### **Participation**

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

## **Program Rules**

Campers must follow the rules of the program.

- Disruptive, disrespectful, or damaging behavior toward other campers, staff, and/or equipment is reason for dismissal.
  - We encourage parents/guardians to discuss concerns with the Camp 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.

### **Conduct Violation Consequences\*:**

1<sup>st</sup> - Verbal warning, guidance, and parental contact

2<sup>nd</sup> - Behavior contract, suspension, and parent meeting with Camp Coordinator

3<sup>rd</sup> - Dismissal from program

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

Participants in the Camp Program are expected to:

- Listen to and follow direction from 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 or verbal confrontations; 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.
- No climbing on trees, chairs, tables, or building equipment.
- Follow all program rules and regulations.

## **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 also limit/modify outdoor activities. All activities are subject to change.

## **Snacks and Lunches**

- Lunch and snacks are NOT provided.
- Parents are required to send their child(ren) with a "sack lunch" (this may be enclosed in a lunch pail) daily.
- You are encouraged to provide your camper(s) with a morning and afternoon snack.
- Parents/Guardians are encouraged to send camper(s) with a water bottle to keep camper(s) hydrated throughout the day.

- Please have your camper(s) name clearly written on their water bottle.
- 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 Camp Program is not an allergen free environment.

# SAMPLE CAMP SCHEDULE

7:00 – 7:30 a.m.	Check-in Center Activities
7:30 – 8:00 a.m.	Ice Breaker
8:00 – 8:30 a.m.	Indoor Game
8:30 – 9:15 a.m.	Activity
9:15 – 9:30 a.m.	Snack
9:30 – 10:00 a.m.	Game
10:00 – 10:30 a.m.	Art
10:30 – 11:00 a.m.	Outdoor Game
11:00 – 11:30 a.m.	Craft
11:30 a.m. – 12:45 p.m.	Lunch
12:45 – 1:15 p.m.	Group Project
1:15 – 2:00 p.m.	Reading / Story Time
2:00 – 2:45 p.m.	Indoor Game
2:45 – 3:15 p.m.	Outdoor Game
3:15 – 3:45 p.m.	Snack
3:45 – 4:15 p.m.	Arts & Crafts
4:15 – 5:15 p.m.	Game / Indoor Activity
5:15 – 6:00 p.m.	Afternoon Round-up / Clean up



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

**PLEASE SIGN AND RETURN THIS PORTION**

Participant Name: \_\_\_\_\_ Age: \_\_\_\_\_ M  F

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

**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 (i.e., 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 7:00 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 - Camp Program

## CAMPER INFORMATION FORM

Participant Name: \_\_\_\_\_ Age: \_\_\_\_\_ M  F

Does your child have a sibling attending camp? YES / NO If yes, name of sibling: \_\_\_\_\_

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)

## RELEASE OF MEDICAL AND LIABILITY AND ASSUMPTION RISK

**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.

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.**

Doctor's Name: \_\_\_\_\_ Hospital: \_\_\_\_\_ Telephone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Yucaipa Community Service 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

Cell Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Is this person an emergency contact? \_\_\_\_\_ yes \_\_\_\_\_ no

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Name: \_\_\_\_\_ Relationship: Father/Guardian

Cell Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Is this person an emergency contact? \_\_\_\_\_ yes \_\_\_\_\_ no

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Is this person an emergency contact? \_\_\_\_\_ yes \_\_\_\_\_ no

---

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Is this person an emergency contact? \_\_\_\_\_ yes \_\_\_\_\_ no

---

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell 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.**

CITY OF YUCAIPA COMMUNITY SERVICES DEPARTMENT  
(One Participant Per Form)

COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

While COVID-19 can cause mild symptoms in some individuals, it can lead to severe illness and even death in others. Adults over age 65 and people of any age with serious underlying medical conditions including, but not limited to, HIV, asthma and other respiratory conditions, and pregnancy, may be a higher risk for more serious complications from COVID-19.

The City of Yucaipa has put in place preventative measures to reduce the spread of COVID-19; however, the City cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending community recreation programs could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending the Camp program and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 by attending Camp may result from the actions, omissions, or negligence of myself and others, including, but not limited to, City employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s participation in this Program. On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the City, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the City, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any City program.

I hereby represent that I understand and am familiar with the nature and inherent risks associated with the activities in which I (or my child) will participate in this recreation program.

---

Participant Name

Date

---

Parent/Guardian Signature

Date



# 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 5:01 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: \_\_\_\_\_