



**SUMMER DAY CAMP 2019  
INFORMATION & POLICIES PACKET**

The City of Diamond Bar, Parks & Recreation Department welcomes you to Summer Day Camp! Summer is a time for having fun, making new friends and participating in exciting adventures. Day Camp is offered for ten weeks, starting June 3 and concluding August 9. This program is designed for children ages 6-12 who can thrive in an exciting setting, cooperate with others, and participate in a group environment. Our Recreation staff to camper ratio is 10:1 (10 campers for every 1 recreation staff).

**Registration Information:**

Monday, March 11 - Diamond Bar residents

Monday, March 25 - Open Registration

Day camp is limited to 100 campers per week and participants can be registered for any number of individual weeks, based on availability. A waiting list will be established when registration capacity is reached. All weeks must be paid in full at the time of registration.

A completed Day Camp Registration form (including the City of Diamond Bar's signed waiver) is due at the time of registration. Packets with the registration form are available online at [www.diamondbarca.gov/sdc](http://www.diamondbarca.gov/sdc) or at the Diamond Bar Center and City Hall.

**Refunds:**

Requests for refunds must be submitted in writing to the Parks & Recreation Department at least two weeks or more prior to the start of the week of camp in which you are requesting a refund and will be subject to a \$15 administrative fee. Any other request will only be considered when the spot can be filled and will be subject to a \$15 administrative fee.

Weekly camp activities include two excursions per week except week 5, one pool trip and daily activities such as arts and crafts, indoor and outdoor sports, games and much more.

<b>Day Camp location:</b> Heritage Park Community Center 2900 S. Brea Canyon Diamond Bar, CA 91765 909.839.7069	<b>Day Camp registration:</b> Diamond Bar Center 1600 Grand Avenue Diamond Bar, CA 91765 909.839.7070
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**For questions please contact:**

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909.839.7062

**Carol Herrera**

*Mayor*

**Steve Tye**

*Mayor Pro Tem*

**Andrew Chou**

*Council Member*

**Ruth M. Low**

*Council Member*

**Nancy A. Lyons**

*Council Member*

## **Day Camp Information**

**Parents Informational Meeting:** Tuesday, May 21, 2019 @ 6pm. Diamond Bar Center (1600 Grand Ave) All new and returning parents welcome.

### **General Program Information**

Summer Day Camp operates for ten weeks from June 3 - August 9, 2019. Participants can register for any number of individual weeks, based on availability. Each week is limited to 100 campers.

### **Hours of Operations**

Camp hours are from 7:00 a.m. - 6:00 p.m. Monday through Friday with the exception of Thursday, July 4th 2019 (no camp). Campers may be dropped off and picked up at any time during the hours of operation except on excursion days. Specific drop off times will be listed for each excursion for the week.

### **Staff to Camper Ratio**

The staff to camper ratio is 1 to 10 for both onsite and offsite. (1 recreation staff for every 10 campers)

### **Can I register my friend(s) and/or extended family from out of state or overseas?**

Yes, however they must be residing at your residence during their weeks at camp. All of their required registration forms must be filled out by their parent(s) and/or legal guardians and list you as their emergency contact. (Please make it known on registration form who the first point of contact is.)

### **Camp Shirts**

Each participant will receive one (1) day camp tee-shirt. Campers that sign up for five (5) or more weeks will receive one (1) additional tee-shirt. Camp shirts worn as a safety measure to ensure that all day camp participants are easily recognizable during excursions. Participants are required to wear the current day camp tee-shirt on all major and minor excursions. In the event that your child forgets to wear their camp shirt, they will be issued a "loaner" shirt. Additional shirts may be purchased for \$10.00 each at the Diamond Bar Center, shirts will be distributed at camp.

### **How are groups arranged at camp and will all my children stay together?**

All campers will always be at the same location; however, they will be separated into different groups based upon their age. A typical way this would be done is ages 6-8 would be together, ages 9-10 together, and ages 11-12 together. Although they all do similar activities staff does tailor each one for the specific age group. Again, the goal is to ensure that campers are having fun and can successfully complete activities. In addition, there are daily all camp activities such as singing songs, indoor/outdoor games and lunch time.

### **What does a typical weekly schedule at Day Camp look like?**

A weekly calendar will be available at camp and on the City's website for print for each week of camp. Calendars are available the Friday, before the start of each week. The calendars outline weekly activities, provide reminders and specific drop off times for excursion days. All 10 weeks are themed and will have corresponding activities and crafts.

**Monday** – On site at Heritage Park all day.

**Tuesday** – Major Excursion: Please arrive on time and send camper with backpack, sack lunch, money for lunch or souvenirs. Camper must wear camp t-shirt for excursion.

**Wednesday** – Minor Excursion: Please send camper with backpack, sack lunch, money for lunch or souvenirs. Camper must wear camp t-shirt for excursion.

**Thursday** – Swim at the local pool. Please make sure to bring sack lunch, swimsuit, towel and change of clothes.

**Friday** – On site at Heritage Park all day.

**What does my child need to bring every day to camp?** (Please make sure to label everything)

1. Lunch: Each child is required to bring a sack lunch unless told otherwise for excursions dates. Please send non-perishable items, lunches will not be refrigerated or heated. It is also important to remember to mark your child's lunch with his or her name so each lunch is easy to identify.

2. Water: Please send your child with a reusable bottle. There will be water stations for refilling while on site at camp.

3. Backpack/Bag (that can be hung): Filled with sunblock, sack lunch, snack items and personal belongings.

### **Day Camp Excursions (Major/Minor)**

Day Camp excursions take place every Tuesday and Wednesday. Participants and Day Camp Staff will travel via school bus to each excursion. Staff will separate campers by age and assign each staff member to a group of 10 campers. Please note that you will not be allowed to arrange a special drop-off and or pick-up with any day camp staff unless it's an emergency. If your child attends the excursion with day camp, they must remain with staff until safely back at camp.

Please make every effort to have campers at camp by the posted time for all excursions. Due to early departure times and late return times, be sure to check your weekly calendar daily. Also, please check for special instructions regarding lunches. Some excursion locations do not permit outside food or water, money for lunch and water will be necessary. Money for souvenirs, lockers, etc. is optional and each child will be responsible for holding their own money. Staff will assist any camper who needs help when making monetary purchases.

If you do not wish for your child to go on the excursion, please note there will be no on-site camp during the day of the excursion and your week will not be prorated.

### **Can I attend the excursion with my child?**

Unfortunately, we cannot accept parent/guardian volunteers for day camp excursions. We will provide trained and experience staff for all excursions to ensure organized supervision and safety procedures are being followed.

### **Additional Safety Measures**

We require participants to wear wristbands on all excursions. The wristbands will have the following information: City of Diamond Bar Summer Day Camp 909.839.7070 in case of an emergency. All participants must wear closed-toed athletic type shoes at all times. We recommend that every camper have water shoes for water related trips.

### **Remind App**

The Remind app is a free application used to communicate between day camp staff and parents. Parents will be encouraged to sign-up for weekly text message announcements. Each week a new text code will be provided, once you've enlisted you will receive daily and/or weekly updates for that week only.

## **Day Camp Policies**

### **Camper Age Requirements**

Camp is designed for participant's ages 6-12 years old. Campers must be ages 6 – 12 for the week(s) they are registered for. (For example: If your child turns 13 in the middle of summer they will only be able to attend the week(s) prior to turning 13. If your child turns 6 in the middle of summer camp, they will only be able to attend day camp once they have turned 6.). A birth certificate must be available upon request.

### **Does my child need to speak English to attend Day Camp?**

Yes, all participants need to be able to understand safety instructions and directions given by staff in case of an emergency onsite and offsite. We do ask parent(s) and/or legal guardian to inform staff at time of registration if there are concerns about language barriers, we want to ensure that camp is an enjoyable and safe experience for everyone. A verbal assessment may be performed to evaluate language concerns.

### **Check-In & Check-Out Procedures**

All campers must be signed in and out each day of camp by a parent or guardian. Written permission is required if someone other than the parent or a person listed on the emergency form will be picking up the child. Please be prepared to show I.D. upon request. In addition, as a reminder, please review with your child who is allowed to pick them up. The check in & out logs will be located inside the community center and a staff member will be present to oversee the process.

### **Drop off & Pick up Time Procedures**

Campers may be dropped off as early as 7am and picked up as late as 6pm. There will be a penalty fee for campers dropped off early and/or picked-up late. A charge of \$5 (per camper) for each 10 minutes before 7am or after 6pm. Fees will be strictly enforced and no warnings will be given. After fifteen minutes if you are not on site to pick up your child and no contact has been made our staff members, we will begin making every attempt to contact you and the individuals listed as emergency contacts. If we are not successful with any contact, after one hour, the Los Angeles County Sheriff's Department will be called to assist with the situation. Every effort will be made to reach the parent/emergency contact. If we are not successful, your child will remain safely in the care of the Sheriff's Department.

Lastly, your child will not be readmitted to Day Camp until all fees have been paid in full. Fees will be paid through the Diamond Bar Center, staff will not accept payments on site.

### **Cell phones and electronic devices**

Cell phones and electronic devices are allowed at camp; however, your child will be responsible for all of their belongings at all times. Cell phones and electronic devices will be allowed for campers to use during free play and downtime. Please note, if you decide your child can bring a cell phone or electronic device to camp, we recommend that your child only use their cell phone to communicate with you and for emergency purposes. Staff will not monitor the usage or content of what they are doing or looking at on their phone or electronic devices. However, if it is reported by anyone (camper, staff, volunteer) that your child is misusing their cell phone or device in anyway; looking or listening to inappropriate images, videos or music, texting other campers (bullying), taking inappropriate photos or disrupting camp activities at any time etc. Staff will take away the phone or device without question and only return to parent at the end of the day. Staff will review the Camper Rules with the parent and your child will no longer be allowed to have a phone or electronic device at camp. No warnings will be given.

Other personal items: games, toys, clothing, again your child is responsible for their own items. If you do not want an item to get lost, taken or broken, please do not send it to camp. Please label everything.

### **Medication & Allergies**

A medication form must be completed by a parent before medication can be stored at day camp. Staff can only hold medication, they cannot administer. Please make every effort to give your child medication before and after day camp hours. Medication must be received in the original prescription bottle with the child's name and specific directions clearly printed. No plastic bags or other containers will be accepted. Please make staff aware of all allergies (examples: grass, peanut butter, etc.) and if your child has an EPI-PEN. In addition, allergies must be listed on the day camp registration form or documented by staff. Please make an effort to have duplicate medications at home in case they are forgotten at camp. If your child has a fever or isn't feeling well please keep them home. Staff will not administer over the counter medications.

If you or your minor child require special assistance to participate in an activity, class or event, please notify the Parks and Recreation Department at the time of registration or call 909.839.7070.

### **Illness & Immediate Medical Attention**

Should your child become ill or (minor – non life threatening) injured during camp, parents/legal guardians will need to pick up their child within one hour of staff contacting them. If parents/legal guardians are not available, staff will contact individuals listed on the emergency form.

If a child needs immediate medical attention, the following steps will be taken. Emergency Medical Assistance (911) will be called. Staff will then make every attempt to contact a parent/legal guardian. If they cannot be reached, attempts to contact persons listed on the emergency form will be made. If the child needs to be taken to the hospital by an emergency vehicle, neither the City of Diamond Bar nor recreation staff will assume any financial responsibility for this action or other medical fees.

## Camper Rules

Please assist the Summer Day Camp staff by reviewing with your child the rules listed below. Summer Day Camp staff is looking forward to providing your child with a fun, memorable, and safe summer camp experience. Each camper has a responsibility to act in a way that assures a positive experience for all. All campers are required to follow these rules.

### Camper Rules

- Campers shall be respectful of other campers, volunteers, and staff.
- Campers shall follow directions and instructions from volunteers and staff.
- Campers will adhere to any guidelines and special directions given by outside staff when on excursions.

### Prohibited Behaviors

- Endangering the health and safety of themselves, other campers, and/or staff or volunteers.
- Stealing, damaging, or failing to care Heritage Park Community Center or personal property.
- Continual disruption of camp.
- Refusal to follow the camper rules and staff instructions.
- Using profanity or inappropriate language or displaying clothing or other personal items with offensive materials.
- Bullying or acts of aggression or violence.

### Steps taken for failure to follow Camper Rules and or Prohibited Behaviors

1. Staff will first give a verbal warning and redirect the camper to a more appropriate behavior.
2. The camper will receive a second verbal warning and a time-out period from activities. Staff will also discuss with the camper why and what the inappropriate behavior was and document incident.
3. If the behavior persists, staff will discuss the problem or issue with a parent/guardian and a signed acknowledgment form of the incident will need to be completed staff and signed by both parties. The written document will include what the behavior problem is, what steps have been taken to correct the problem, a recommendation from staff and a reminder of "Step 4" if the problem persist.
4. If the problem continues, an immediate phone call to the parents or guardian will be made to have the camper picked up from camp. If parents/legal guardians are not available, staff will contact individuals listed on the emergency form until someone can be reached. Camper will also not be allowed back at camp for the remainder of the week.
5. If camper is enrolled in multiple weeks: Staff will determine when or if camper can return to camp.

**Special Note:** If a camper's behavior at any time threatens the immediate safety of him/her, other campers, volunteers or staff, the parent/guardian will be notified and expected to pick-up the child immediately. If parents/legal guardians are not available, staff will contact individuals listed on the emergency form.

Failure to comply with the Camper Rules may result in the suspension for that week and or possible future weeks from the program. There will be no refunds given for campers who are removed from the program due to violations of the Camper Rules. Refund fees will be applied as written in the Summer Camp Information and Policies packet.