



INFORMATION & POLICIES PACKET COVID-19 SAFETY MEASURES IN PLACE SUMMER DAY CAMP 2020

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. Although as a community we are facing challenging times, our goal is to ensure your child has an amazing and safe time while they are with us. To help ensure their safety the City of Diamond Bar will be following all Los Angeles County Department of Public Health guidelines as well as the Centers for Disease Control guidance for child care.

Registration Information:

NOW OPEN!

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.

Register Online: www.diamondbarca.gov/sdc

Week 6	Dates: July 6 - 10	Activity Code: 2706-1
Week 7	Dates: July 13 - 17	Activity Code: 2707-1
Week 8	Dates: July 20 - 24	Activity Code: 2708-1
Week 9	Dates: July 27 - 31	Activity Code: 2709-1
Week 10	Dates: August 3 - 7	Activity Code: 2710-1

Day Camp will operate from 8 a.m.-5 p.m. at the Diamond Bar Center.

Weekly camp activities include daily activities such as arts and crafts, indoor and outdoor games, and much more.

Refunds:

Requests for refunds must be submitted in writing to the Parks & Recreation Department at least one week 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. All other cases will be considered by a case by case basis.

The content and policies listed in this policy are subject to change at any time. Parents and participants will be provided updates as necessary.

For questions please contact:

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Steve Tye
Mayor

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Andrew Chou
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Day Camp Information

General Program Information – New Location at the Diamond Bar Center

Summer Day Camp operates for five weeks from July 6 - August 7, 2020 at the Diamond Bar Center. Participants can register for any number of individual weeks, based on availability. Enrollment is limited, waiting lists will be formed once a week is full. \$175 for residents and \$180 for non-residents. Due to extra costs associated with COVID-19 the price remains the same as traditional camp and all excursions and pool trips have been eliminated.

Hours of Operations

Camp hours are from 8:00 a.m. - 5:00 p.m., Monday through Friday. Campers may be dropped off and picked up at any time during the hours of operation. Specific drop off/pick up guidelines will be e-mailed to parents prior to the start of registered week(s) of camp.

Staff to Camper Ratio

The staff to camper ratio is two recreation staff for every 12 campers (2 to 12).

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

Campers will stay on site at the Diamond Bar Center for the entire week of camp. Campers will be separated into different groups based upon their age as best as possible, and siblings will stay together. A typical way this would be done is ages 6-8 would be together, ages 9-10 together, and ages 11-12 together. Once campers have been assigned to their group, they will stay with them for the entire week and not intermingle with the other groups. Each group will have a designated room for indoor activities (crafts, indoor games, lunch, etc.) that will remain the same for the entire week. The same recreation staff members will also be assigned to each group for the week.

What measures will be taken to slow the spread of COVID-19 while at camp?

- Campers and parents/guardians will be educated on COVID-19 guidelines and child conduct prior to attending camp.
- Parents will be required to sign a waiver at the time of registration. See copy attached.
- Campers and Staff will be required to participate in daily health screenings upon reporting to camp including temperature checks and a verbal questionnaire (signage with questions will be available at check in). See attached draft Health Screening form.
- Temperature must be less than 100.4° F.
- Campers and staff will practice social distancing, including dedicating one table per camper spaced 6ft apart. Campers must keep 6 ft distance from others at all times.
- Campers and staff must wear a facial mask during camp. Facial covering may be removed when participating in active sports and when eating or drinking. Participants must provide their own reusable or disposable mask each day.
- Campers and staff must wash or use hand sanitizer to clean their hands upon entry into camp room and between activities.
- Multi use touch points will be minimized to reduce contact amongst individuals.
- Visitors and volunteers will not be allowed to enter the Diamond Bar Center.
- Each camper will have their own set of equipment and supplies (craft materials, athletic balls, yoga mat, etc.), whether provided by staff or camper. See camper supply list for details.
- Staff provided equipment, will be cleaned, sanitized and disinfected after every individual camper use.
- Campers that develop symptoms during camp will be asked to leave. If a camper must wait for a ride or a parent to check-out, they will be asked to move to a pre-designated isolation area to keep away from others. Refund or return to camp will be addressed case-by-case.

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 and provide reminders. Below is a daily outline of a camp day.

Monday	Group One	Group Two	Group Three
8:00-9:00	Sign-in / Free Inside Play	Sign-in / Free Inside Play	Sign-in / Free Inside Play
9:00-9:45	Game	Game	Game
9:45-10:30	Outdoor Activity	Craft	Craft
10:30-11:15	Craft	Outdoor Activity	Indoor Activity
11:15-12:00	Indoor Activity	Indoor Activity	Outdoor Activity
12:00-1:00	Lunch / Free Inside Play	Lunch / Free Inside Play	Lunch / Free Inside Play
1:00-1:45	Outdoor Activity	Indoor Activity	Indoor Activity
1:45-2:30	Indoor Activity	Outdoor Activity	Game
2:30-3:15	Game	Game	Outdoor Activity
3:15-4:00	Indoor Activity	Indoor Activity	Indoor Activity
4:00-5:00	Pick up / Free inside Play	Pick up / Free inside Play	Pick up / Free inside Play

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 lunch. 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. **Supplies:** Please send your child with all the required items on the supply list and anything extra requested at the beginning of each week.
3. **Backpack/Bag:** Filled with hand sanitizer, lunch, snack items, extra mask, and supplies.

Additional Safety Measures

- Signage will be posted to require all to wear facial coverings and to maintain proper social distancing within the facility.
- Campers and parents/guardians will be educated on COVID-19 guidelines and child conduct prior to attending camp.
- Parents must call the Recreation Office, 909-839-7070 if they, or their child, may have come into contact with an individual who has tested positive for COVID-19. The situation will be noted for tracking purposes and addressed case-by-case.
- Restrooms and hand sanitizer will be accessible so campers and staff can clean hands upon entry and between activities.
- Individual rooms will have hand sanitizer or hand washing facilities.
- Restrooms are accessible during camp hours and markings will be placed to ensure participants who are waiting to enter the restroom are six feet apart. Restrooms, including faucets, toilets and urinals will be cleaned and disinfected frequently and depending on frequency of use.
- Drinking fountains will not be utilized, please pack extra water bottles labeled with a name.
- All areas used for camp activities will be cleaned, sanitized and disinfected regularly. The Diamond Bar Center will not be open to the general public or for other purposes during Day Camp hours.
- All participants must adhere to camp rules and new safety measures. Failure to follow these rules or measures may result in removal from the program.

E-mail Reminders

Weekly reminders will be sent to parents via e-mail through the City's online recreation registration system from recreation@diamondbarca.gov. Please be sure to provide your most up to date email and phone number on your account to receive camp updates and reminders. Ensure your spam filters allow for emails from this email address.

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 understand 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. 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 when registering 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 Diamond Bar 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 8am and picked up as late as 5pm. There will be a penalty fee for campers dropped off early and/or picked-up late. A charge of \$10 (per camper) for each 15 minutes before 8am or after 5pm. 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.

Drop off and pick up locations will be staggered between groups to avoid crossover, an e-mail with specific instruction for your campers assigned groups will be e-mailed prior to the start of registered week(s) of camp.

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 and will be stored in backpack when not in use. 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 or staff) 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.

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 and disinfect everything prior to bringing to camp.

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, dairy, etc.) and if your child has an EPI-PEN. In addition, allergies must be listed when registering for day camp. 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 – non COVID-19 symptoms or (minor – non life threatening) injured during camp, parents/legal guardians will need to pick up their child immediately or 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 looks 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 and staff.
- Campers shall follow directions and instructions from staff.
- Campers will adhere to any guidelines and special directions given by staff and other employees of the City.
- Campers will follow all COVID-19 requirements including practicing social distancing, wearing a face covering and washing/sanitizing their hands frequently.

Prohibited Behaviors

- Endangering the health and safety of themselves, other campers, and/or staff.
- Not following COVID-19 guidelines.
- Stealing, damaging, or failing to care for the Diamond Bar Center's 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. The camper will receive a 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.

2. 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 by 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 3 if the problem persist.

3. 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.

4. 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, 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. Also, if camper is consistently non-compliant with COVID-19 related guidelines, staff will address issue immediately and assess if camper can remain at camp.

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.