



City of Lemon Grove



DAY CAMP

PARENT GUIDELINES

Designed for K-8th graders
Completion of Kindergarten required for summer enrollment

Lemon Grove Recreation Center

3131 School Lane, Lemon Grove, CA 91945



**City of Lemon Grove
Community Services Division**

 **Contact Us**
619-952-7430

 **For More Information**
iarmenta@lemongrove.ca.gov

www.lemongrove.ca.gov

Welcome to the City of Lemon Grove's

Day Camp Program

We are pleased that you and your child have chosen to participate in our program.

Day Camp aims to:

- Provide safe and enjoyable activities of high quality.
- Enrich children with experiences beyond the standard curriculum.
- Offer positive role models in our staff.
- Strive to ensure that each child has a great experience at Day Camp.

RULES OF CONDUCT:

It is a privilege to utilize the facilities and equipment at the Lemon Grove Recreation Center. Participants are welcome at the Recreation Center if they meet the appropriate age requirements for scheduled activities and actively engage in sanctioned activities.

To maintain a safe and pleasant environment for everyone using the Recreation Center, it is important that all participants adhere to the following rules. These rules also apply to participants when accompanying staff on field trips, as well as to all Recreation Center buildings, grounds, and parking areas operated by the City of Lemon Grove and the Lemon Grove School District. Failure to comply with the Rules of Conduct may result in not being allowed to Day Camp. (or other City program privileges.)

- Abstain from using drugs, alcohol, tobacco, vape, E-cigarettes.
- Abstain from using weapons.
- Avoid using foul or inappropriate language.
- Fighting and rough play will not be tolerated.
- Bullying will not be tolerated.
- Always display courteous and respectful behavior towards staff and other participants.
- Children are not permitted to leave City premises unless signed out by a parent/guardian or an approved individual on their emergency contact list. **There are no exceptions.**
- Participants must wear appropriate clothing and tennis shoes. **Crocs, sandals, dress shoes, boots, flip flops etc., are not allowed.**
- No food or drinks are permitted inside the gym or game rooms.
- Refrain from sitting on game tables or closed bleachers.
- Only utilize recreation equipment and supplies for their intended purpose.
- Bicycles, scooters, skateboards, roller skates, rollerblades, electric scooters, and bikes are prohibited from being ridden on the premises.
- Electronics, including phones, are not allowed. A designated phone is available if needed.
- Offices and supply rooms are off-limits and accessible only to authorized staff.
- Candy, soda, cup noodles, popcorn, and large bags of chips are not permitted.

In addition, participation in City programs may be denied to any child who has been suspended or expelled from the Lemon Grove School District. As a parent or guardian, you agree to personally adhere to the Rules of Conduct while present at The Lemon Grove Recreation Center Day Camp program areas. Furthermore, you acknowledge that failure to comply with these rules may result in the revocation of your child's privileges to participate in the DAY CAMP.

OPERATING HOURS Day Camp is open from 6:30 a.m. to 6:00 p.m., Monday through Friday, and is closed on all City, State and Federal holidays. The hours for field trips during the summer vary on a weekly basis. Please consult with staff for the specific hours each week.

REGISTRATION PAYMENTS: The registration deadline is every Wednesday before the week of attendance. While your child may be registered for the program, please be aware that if payment is not received by the Wednesday preceding the week of attendance, admission for your child will be denied.

Accepted forms of payment include cash, check, Master Card, Discover or Visa. If paying by check, please make check payable to the **City of Lemon Grove**, and it is important to **write your child's name and the corresponding week of camp** on the check to ensure proper crediting. In the event that a payment is declined or returned during Day Camp, you will be promptly notified by staff, and only cash will be accepted for future payments.

ABSENCES: If your child is unable to attend for any reason, please notify City staff as soon as possible. A child may have unlimited absences; however, please note that there is **no refund** for days not attended and these days **cannot be carried over** to another time.

SUMMER FIELD TRIPS: Campers must attend either Monday or Tuesday to be eligible for the Wednesday field trip. To secure a spot for your camper, payment must be made no later than the Wednesday preceding the week they will attend. Field trips have limited capacities and will be allocated on a first-paid basis. Our day camp staff reserves the right to decline a child's participation in field trips due to behavioral or security reasons. Each field trip will have a specific capacity determined by the facility we will be visiting. Each field trip will have a designated arrival time every week, which must be adhered to in order for your child to participate. Failure to do so will prevent your child from attending the field trip on that day. Your child will receive a Camp Shirt during their first fieldtrip, and it is required that they wear it for every field trip. Replacement shirts can be purchased for \$10 each, subject to availability. **NO EXCEPTIONS.**

DAILY CHECK-IN AND CHECK-OUT PROCEDURE: Only registered parents/guardians are allowed to check-in and check-out campers, and **photo identification must be presented – no exceptions.** For the safety of your child, it is necessary to sign them in and out with a complete and legible signature each day. Failure to do so may result in the loss of Day Camp privileges.

AUTHORIZED PICK-UP: Under no circumstances will a child be permitted to leave with anyone other than a documented parent/guardian without written authorization – no exceptions. Please ensure that any individuals listed on your child's registration form are prepared to show photo identification when picking up your child. Only individuals aged 16 and above with photo identification are permitted to check-in or check-out children attending Day Camp.

PARENT RESPONSIBILITIES: The City of Lemon Grove has a healthy eating/snack policies. Parents or guardians are required to provide their child with a nutritious lunch and snacks each day. Please send an appropriate amount of food for your child. Our staff will encourage your child to eat their meals and snacks, but

we will never force them to consume any particular foods. Please **DO NOT SEND** candy, soda, popcorn, or cup noodles in your child's packed meals as these items are not allowed at camp.

We have a refrigerator available for storing juice, milk, and other perishable foods. Please note that overnight storage is not permitted, and the refrigerator will be emptied at the end of each day. Additionally, we have a microwave oven for warming food. If your child has any food allergies, kindly inform our staff in writing and ensure that the information is placed in your child's program folder.

COMMUNICATION BETWEEN PARENTS/GUARDIANS AND STAFF: Ongoing communication between our staff and yourself is of utmost importance. We recognize the significant role you play as your child's primary caregiver and will make every effort to regularly discuss your child's progress with you. You are welcome to visit our Day Camp site at any time, provided you check-in at our office. Parent/guardian conferences can be scheduled with staff upon request. Please notify us as soon as possible if any of the following apply to your child:

- Any relevant medical diagnoses that our staff should be aware of?
 - Please explain the medical diagnosis and provide a list of any warning signs or behaviors that our staff should watch out for.
- Court orders that we should be aware of?
- Any food allergies?
- Any medical allergies?
- Any limitations that our staff should be aware of?
- Any recent changes in your child's life that may affect their behavior?

As always, Staff will make every effort to work with children and families.

EMERGENCY CONTACT INFORMATION: If there are any changes to your child's emergency contact information, such as a change of address, job, or telephone number, please inform City staff as soon as possible. We will promptly assist you in making any necessary updates to your child's registration form. Please note that only the primary and secondary contacts are authorized to make changes.

MEDICATION: Medication cannot be administered at the camp.

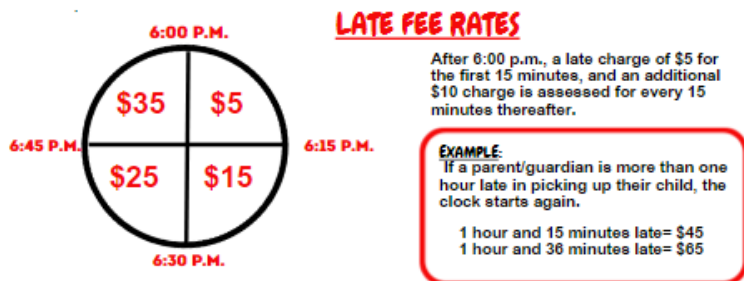
ILLNESS / ACCIDENTS: If your child becomes ill, they will be isolated from other children and you will be contacted to pick them up. If we are unable to reach you, we will reach out to individuals listed in your authorization packet. In the event of an injury to your child, our staff will take necessary actions to ensure emergency medical treatment, which will be your responsibility to cover. We will make every effort to contact you

LATE FEES If you pick up your child after 6:00 p.m., a late charge of \$5.00 will be assessed for the first 15 minutes, and an additional \$10 charge will be incurred for every subsequent 15-minute interval. Being late three times during the Camp may result in your child being dismissed from the program. If City staff has not been contacted by a parent or guardian at 6:00 p.m., they will make a phone call to the designated parent or guardian.

If no response is received by 6:15 p.m., the other authorized individuals listed on the child's registration form will be contacted

If by 7:00 p.m., none of the authorized individuals on the child's registration form have reached out to City staff, we will consider the child abandoned and The Lemon Grove Sheriff's Department will be contacted. Please refer to the accompanying graph for an explanation of late fees.

CONSEQUENCES OF DELAYED PICK-UPS 1. If a child is picked up after 6:00 p.m. for the first time, a verbal warning will be issued to the parent/guardian and a late fee of \$5 for the first 15 minutes, and an additional \$10 for every subsequent 15 minutes, will be charged. 2. If a child is picked up after 6:00 p.m. for the second time, a written warning will be given to the parent/guardian, and the same late fee structure mentioned in point 1 will be applied. 3. If a child is picked up after 6:00 p.m. for the third time, a second written letter will be sent to the parent/guardian, containing a warning that their child will face suspension from the program if late pick-up occurs again. Additionally, the applicable late fees mentioned in point 1 will be charged. 4. If a child is picked up late for the fourth time, the parent/guardian will no longer have access to this program, and the child will be suspended from further participation. Please note In addition, participation in City programs may be denied to any child who has been suspended or expelled from the Lemon Grove School District. As a parent or guardian, you agree to personally adhere to the Rules of Conduct while present at City recreation program areas. Furthermore, you acknowledge that failure to comply with these rules may result in the revocation of your child's privileges to participate in the DAY CAMP and other City recreation programs.



Late fees must be paid in full prior to a child's attendance at camp. A child will not be permitted to return to day Camp until all late charges have been settled

DISCIPLINARY PROCEDURES: Discipline is administered on a case-by-case basis. Disciplinary actions may range from verbal warnings to expulsion from Day Camp (and other programs offered by the City of Lemon Grove Community Services Department.) Any fees paid for a camper who is suspended or expelled will be forfeited and will not be refunded

IMPORTANT NOTICE – In the event that a child or parent/guardian exhibits aggressive or violent behavior towards City staff, any participant/parent/guardian, or property, it may result in immediate termination of Day Camp and other Community Services program privileges. This includes, but not limited to, bullying, harassment, verbal or physical.

Please inform our staff of any medical diagnoses or behaviors that may require attention. It is important to note that while our staff members are trained in CPR, they are not specifically trained. Sharing any warning signs, triggers, or other relevant information can greatly assist our team.

Please understand that if we believe we are unable to adequately care for your child, it may be necessary for us to cancel their registration.

CITY STAFF QUALIFICATIONS: All Day Camp Staff undergo a thorough screening process that includes undergoing reference checks, and a thorough background check. Camp staff are also Mandated Reporters for any neglect or abuse of any kind.

CITY POLICIES: As the City of Lemon Grove Day Camp Program operates on school grounds, we must comply with the policies and rules of the Lemon Grove School District.

PERSONAL ITEMS: No additional items, including cell phones, toys etc, are to be brought from home. A phone is available at the camp for your child to make calls or for you to contact them. Please note that the City is not responsible for lost, stolen, or damaged personal belongings. The Day Camp phone number is (619) 825-3828. If your child brings personal items from home, staff will place it in the office until a parent/guardian sign them out. Please make sure you sign the Day Camp Parent/Guardian acknowledgement document that you have received these guidelines.

If you have any Questions, please feel free to contact me:

Isabel Armenta, Community Services Specialist: iarmenta@lemongrove.ca.gov

CITY OF LEMON GROVE'S DAY CAMP

Parent/Guardian acknowledgement document

I, _____, the parent/guardian of _____, hereby confirm that I have read, reviewed, and comprehensively understand the guidelines set forth by the City of Lemon Grove's Day Camp for parents. My child and I pledge to adhere to all rules outlined and acknowledge the repercussions for failing to do so.

Primary Parent/Guardian

Secondary Parent/Guardian

Print name

Print name

Signature and date

Signature and date

Received by:
