



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



Call/Text
619-952-7430



E-Mail
commserv@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, please take the time to read over all information carefully before signing the *Acknowledgement Document* on Page 6. Contact information can be found on Page 5.

We accept applications for children in grades K-8; completion of kindergarten is required for summer enrollment.

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 encouraged to use the Recreation Center if they meet the established age requirements for scheduled activities and actively take part in approved programs.

To ensure a safe and enjoyable environment for all users of the Recreation Center, it is essential that all participants adhere to the following guidelines. These guidelines also apply to participants when they accompany staff on field trips, as well as to all buildings, grounds, and parking areas operated by the City of Lemon Grove and the Lemon Grove School District. Noncompliance with the Rules of Conduct may result in the loss of privileges for the Day Camp or other City programs.

- Abstain from using weapons.
- Avoid using foul or inappropriate language.
- Bullying, rough play, and fighting will not be tolerated.
- Always display courteous and respectful behavior towards staff and other participants.
- Children may only leave City premises if a parent/guardian (or an approved individual listed on their emergency contact list) signs them out. No exceptions will be made.
- 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 & smart watches, 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, uncooked ramen, popcorn, shell-on seeds/nuts 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 ability to attend 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. Any changes to operating hours will be advertised ahead of time.

- Sign-In: 6:30 a.m. to 10:00 a.m.
- Sign-Out: 3:00 p.m. to 6:00 p.m.
- SUMMER ONLY: On field trip days, the sign-in & sign-out windows will vary on a weekly basis.

Please address any questions/concerns about our operating hours with staff.

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. **Please note that summer field trips have a varied capacity based on the activity, and this may be reached before the registration deadline. If paying after this point, your child will only be registered to attend camp on the non-field trip days of the applicable week. Please consult with staff beforehand.**

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. **Please submit all payments at City Hall (3232 Main St. Lemon Grove, CA 91945), payments will not be accepted at the Recreation Center.** 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. **Additionally, if a parent or guardian does not contact the Recreation Center regarding absences for days preceding a field trip, the camper will be unable to attend that respective field trip.** See below for more.

SUMMER FIELD TRIPS: **Campers must attend camp either Monday or Tuesday to be eligible for the Wednesday field trip.** To secure a spot for your child, payment must be made no later than the **WEDNESDAY** preceding the week they will attend. For example, if you wish to attend Week 2 of Day Camp, payment must be submitted by Wednesday of Week 1. **Field trips have limited capacities** and will be allocated on a first-paid basis. Day Camp staff reserves the right to decline a child's participation in fieldtrips due to behavioral or security reasons. Each field trip will have a specific capacity determined by the facility we will be visiting. Each fieldtrip will have a designated arrival time every week, which must be adhered to in order for your child to participate. **If your child does not arrive by the designated sign-in time, staff may decline their participation in the field trip. Parent/guardians will not receive a refund if their camper misses the field trip sign-in time. Staff do not maintain a waitlist for field trips.** Your child will receive a Camp Shirt during their first field trip, 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 sign-in and sign-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 PICKUP: 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 sign-in or sign-out children attending Day Camp.

PARENT RESPONSIBILITIES: The City of Lemon Grove has a healthy eating/snack policy. 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, uncooked ramen, popcorn, shell-on seeds/nuts and large bags of chips 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 heating food. Meals that require heating should take no longer than 3 minutes to heat.

If your child has any food allergies, please complete the relevant section on the youth registration form to inform staff about any dietary restrictions for campers.

COMMUNICATION BETWEEN PARENTS/GUARDIANS AND STAFF: Ongoing communication between our staff and parents/guardians is essential. We acknowledge the important role you play as your child's primary caregiver and will strive to regularly update you on your child's progress. Parent/guardian conferences can be arranged with staff upon request. **Please inform 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 be aware of.

- Any medical allergies?
- Any food allergies?
- Any limitations that our staff should be aware of?
- Any court orders that we should be aware of?
- Any recent changes in your child's life that may affect their behavior?

Staff will make reasonable efforts to accommodate children and their families.

EMERGENCY CONTACT INFORMATION: If there are any changes to your child's emergency contact information, such as a change of address or telephone number, please inform 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. **If a camper has an inhaler, the camper is responsible for administering it. Staff members are trained only in CPR and first aid.**

ILLNESS / ACCIDENTS: If your child becomes ill, they will be isolated from other children and you will be contacted to pick them up. If staff are unable to reach you, they will reach out to individuals listed in your registration packet. **In the event of an injury to your child, our staff will take the necessary actions to ensure prompt emergency medical treatment, and parents or guardians will be notified immediately. We will make every effort to contact you as soon as possible.**

LATE FEES: **If a camper is picked up after 6:00 p.m., a late fee of \$5.00 will be applied for the first 15 minutes, with an additional \$10 charge for each subsequent 15-minute interval. Accumulating three late pickups during the Camp may lead to your child's dismissal from the program. If staff have not received communication from a parent or guardian by 6:00 p.m., they will reach out to the designated parent or guardian. Should there be no response by 6:15 p.m., staff will then contact the other authorized individuals listed on the child's registration form.**

If none of the authorized individuals on your child's registration form have reached out to staff by 7:00p.m., 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 PICKUPS: If a child is picked up after 6:00 p.m. for the first time, a verbal warning will be issued to the parent or guardian with no charge. If a child is picked up after 6:00 p.m. for the second time, a written warning will be provided to the parent or guardian, along with a late fee of \$5 for the first 5 minutes and \$10 for each additional minute thereafter. In the event that a child is picked up after 6:00 p.m. for the third time, a second written notice will be sent to the parent or guardian, advising that their child may face suspension from the program if late pickup occurs again. The relevant late fees will also be assessed at this time. **If a child is picked up late for the fourth time, the parent or guardian will lose access to this program, and the child will be suspended from further participation.** Additionally, please note that 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 comply with the Rules of Conduct while present at City recreation program facilities. Furthermore, you acknowledge that failure to adhere to these rules may result in the revocation of your child's privileges to participate in the DAY CAMP and other City recreation programs. Children will be denied participation in the program until any applicable late fees are Paid.



Late fees must be paid in full prior to a child's attendance at camp, a child will not to 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 Division). 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 of Lemon Grove employees, property, or any participant/parent/guardian, it may result in immediate termination of Day Camp and other Community Services program privileges. This includes, but is not limited to, bullying, making threats, and verbal or physical harassment.

Please inform our staff of any medical diagnoses or behaviors that may require attention. 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 trained in First Aid / CPR and are also Mandated Reporters for neglect or abuse of any kind. Staff do not provide specialized nor one-on-one care.

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.

REFUND POLICIES: The City of Lemon Grove will issue a refund if a camper is unable to attend camp for the following reasons: medical issues, family emergencies, or relocation. To request a refund, please complete the refund request form. **Please note that parents and guardians will not receive a refund if a camper is removed from the program, suspended from the program, or arrives late for field trip sign-in.** All requests must be submitted within 14 days of the program's conclusion. It is important to retain a record of your receipt, as well as the weeks and dates of attendance, in order to process the refund.

PERSONAL ITEMS: No additional items, including cell phones, cameras, smart watches, 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 store them in the office until your child is signed out. **On the next page, please make sure to sign the Day Camp Parent/Guardian acknowledgement document as confirmation that you received these guidelines.**

If you have any questions, please feel free to contact us:

Community Services Specialist

- (619) 952-7430 / CommServ@lemongrove.ca.gov

Recreation Center Office (During Camp Sessions Only)

- (619) 825-3828 / 3131 School Lane, Lemon Grove, CA 91945

City Hall, Front Desk

- (619) 825-3800 / 3232 Main Street, Lemon Grove, CA 91945 / SAmavisca@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

Submitted to:

(Staff Use Only)