



# San Dimas KIDS FUN CLUB

Spring 2025  
March 31 – April 4, 2025

## INFORMATION & POLICIES PACKET SPRING DAY CAMP 2025

The City of San Dimas, Parks & Recreation Department welcomes you to Spring Day Camp! Spring is a time for having fun, making new friends and participating in exciting adventures.

### Registration Dates:

February 10, 2025 – March 26, 2025, First Come First Serve

### Camper Age Requirements

Camp is designed for participants in grades 1<sup>st</sup> – 5<sup>th</sup>

### Register Online: [www.sandimasca.gov](http://www.sandimasca.gov)

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.

Please note that excursion registrations are separate from KFC registration. Excursions are not included in KFC registration; you must sign up separately for excursions to participate; space is limited. Campers who are not registered for the field trip will still be able to attend camp at the Ladera Serra Park Building.

Day Camp will operate March 31 – April 4, from 7 a.m.-6 p.m. in the Ladera Serra Park Building, located at 975 Calle Serra in San Dimas. 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 \$10 administrative fee. All other cases will be considered by a case-by-case basis. All refund requests can be done at the Parks and Recreation front desk, over the phone during business hours or by email to [parksrecreation@sandimasca.gov](mailto:parksrecreation@sandimasca.gov). All Payments made by cash/check/credit card will be refunded by check to original payee listed on receipt.. Allow 3 to 4 weeks for refund to be reviewed and processed.

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:

Javier Guadarrama, Recreation Coordinator  
909.394.6284 | [jguadarrama@sandimasca.gov](mailto:jguadarrama@sandimasca.gov)

### **General Program Information**

Spring Day Camp operates from March 31 – April 4, 2025, at the Ladera Serra Park Building. Participants can register for based on availability. Enrollment is limited, waiting lists will be formed once a week is full. Registration fee is \$150 per week.

### **Hours of Operations**

Camp hours are from 7:00 a.m. - 6:00 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 one recreation staff for every ten campers (1 to 10).

### **Activities**

Each camp is supervised by trained Recreation Leaders who will provide activities including crafts, games, and sports. The room, games, toys, program supplies belong to all program participants. Proper care and clean up are part of our program. Cooperation is needed for clean up; putting things away, returning toys, supplies and equipment when finished and before leaving.

### **Reasonable Accommodation**

The City of San Dimas is committed to providing reasonable accommodation to those with special needs (ex: medical, physical, and behavioral). Should a camper require accommodation, please submit a Reasonable Accommodation Request Application prior to registering. Accommodation request form may take up to two (2) weeks for review.

### **Meals**

All Campers must bring their lunch and snacks, no food will be provided. Please provide a sack lunch and enough snacks for your camper with plenty of water for the day. There is no access to a microwave or refrigerator. Please plan nutritious lunches. We prefer that campers do not bring candy. Parents/legal guardians must note on the Consent for Emergency Medical Treatment form any food related allergies the camper may have.

### **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 \$20 (per camper) before 7am or after 6pm. Fees will be strictly enforced, and no warnings will be given. If you are not on site to pick up your child by 6pm and no contact has been made to 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 45 minutes, 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. Payments can be made at the City Hall (245 E. Bonita Ave.) or the San Dimas Recreation Center (990 W. Covina Blvd.)

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

A weekly calendar that outlines activities and provides reminders will be emailed the Friday before the start of camp. Below is an example daily outline of a camp day. Below is an example of the daily outline of a camp day, subject to change.

<b>Time</b>	<b>Activity</b>
7:00-8:00	Sign-in / Free Play - Indoor
8:00-8:45	Game
8:45-9:30	Outdoor Activity
9:30-10:15	Indoor Activity

10:15-11:00	Outdoor Activity
11:00-11:45	Game
12:00-1:00	Lunch / Free Play
1:00-1:45	Indoor Activity
1:45-2:30	Game
2:30-3:15	Outdoor Activity
3:15-4:00	Indoor Activity
4:00-4:45	Outside Activity
4:45-6:00	Pick up / Free Play – Grass Area

### Health and Illness

- Do not send your camper to camp if there is evidence of any type of illness, or infectious or communicable disease. They will not be allowed to stay if any signs of fever, cough etc.
- If a camper should become ill while at camp, the staff will contact the parents/legal guardians or others authorized on the emergency form. It is expected that the camper will be picked up immediately. The camper will be excluded from activities with other campers until he/she is picked up.
- Camper with an infectious or communicable disease will be excluded from the program. They may return to the program with written proof from a doctor that they no longer pose a health hazard.
- It is the responsibility of parents to inform KFC staff in writing of special medical conditions, including allergies, relative to camper participating in the program. **Should a camper require accommodation, please submit a Reasonable Accommodation Request Application prior to registering. Accommodation request form may take up to two (2) weeks for review.**
- Suspected cases of camper abuse or neglect will be reported to the appropriate authorities.
- Infectious diseases, such as strep throat, chicken pox, etc. be reported to staff. Parents/legal guardians must call the Recreation Office, 909-394-6230 if they or their camper, may have come into contact with an individual who has tested positive for COVID-19.

### Medication & Allergies

Please make every effort to give your camper medication before and after day camp hours. Please make staff aware of all allergies (examples: grass, peanut butter, dairy, etc.) and if your camper has an EPI-PEN. In addition, allergies must be listed when registering for day camp. Staff will not administer over the counter medications. Staff can only hold medication, they cannot administer. 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. Medications will not be stored 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 909.394.6230.

### 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 after staff notification. 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 San Dimas nor recreation staff will assume any financial responsibility for this action or other medical fees.

### Head Injury Policy

The San Dimas Parks & Recreation Department has recently implemented a Head Injury Policy for the Kids Fun Club program. Under this policy, any participant who experiences head trauma

will be evaluated. In the event of such an incident, the parent or guardian of the participant will be contacted immediately via phone.

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

**Food:** Each child is required to bring a lunch and snacks. 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.

**Backpack/Bag:** Filled with hand sanitizer, lunch, snack items, extra mask, and supplies.

The San Dimas Parks and Recreation Department is not responsible for lost or stolen items. It is advised that camper do not bring valuables to the program (electronics, toys, etc.). If they do, it is at their own risk. All items and belongings should be labeled with camper's name.

**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.

**Additional Safety Measures**

- Signage will be posted to require all to wear facial coverings and to maintain proper social distancing within the facility.
- Parents must call the Recreation Office, 909-394-6230 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.
- 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.
- 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. Camp area 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.

**Camper Rules**

Please assist the Spring Day Camp staff by reviewing the rules listed below with your child. Spring Day Camp staff look forward to providing your child with a fun, memorable, and safe Spring 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 all staff.

- Campers will adhere to any guidelines and special directions given by staff and other employees of the city.

### **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 facility 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.

### **Behavioral Modification Approach**

Generally, behavioral issues with campers are handled with a verbal warning and discussion with staff members. If the issue continues, or becomes excessive, parent contact will be made by the Kids Fun Club Coordinator. Other consequences due to disciplinary problems may include: exclusion from activities, exclusion from day(s) of camp, or expulsion from the program. Refunds are not given due to disciplinary problems.

### **Discipline**

Staff will provide and maintain clear, reasonable limits for camper's behavior. Positive behaviors will be reinforced, and negative behaviors identified and redirected. Campers will be helped to recognize and identify their feelings as valid and acceptable. Staff members will intercede if a camper's behavior is harmful to him/herself or others. Staff will plan ahead to try and prevent problems.

Your camper will be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature. The following are steps that will be taken as a result of abusive behavior:

Abusive behavior is defined as:

A. Physical abuse - That which does harm to another's person or possession (i.e. hitting, biting, kicking, pushing, spitting), includes also victimless and disruptive behavior.

B. Verbal abuse - that which is offensive and/or degrading to another individual (i.e. name calling, swearing).

The following steps will be taken as a result of abusive behavior:

- 1st Offense- Verbal warning
- 2nd Offense- Privilege of equipment usage will be revoked
- 3rd Offense- Time Out - participant is not allowed to communicate with other participants or staff. They must remain quiet.
- 4th Offense- Parent is called. Parents will be asked to speak with their participant and calm them down. A report will be written by the Recreation Staff and submitted to the Parks and Recreation Department.
- 5th Offense- Parent is called and must remove the participant from the program immediately.

### **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. Failure to comply with the Camper Rules may result in the suspension from the program. There will be no refunds given for campers who are removed from the program due to violations of the Camper Rules.



City of San Dimas  
Parks & Recreation Department  
**2025 Kids Fun Club Spring Registration Form**

<b>Child's Last Name:</b>		First:	Middle:
Gender:	Birthday:		Age:
Current Grade:	School of Attendance:		Phone Number:
<b>Child's Last Name:</b>		First:	Middle:
Gender:	Birthday:		Age:
Current Grade:	School of Attendance:		Phone Number:
<b>Child's Last Name:</b>		First:	Middle:
Gender:	Birthday:		Age:
Current Grade:	School of Attendance:		Phone Number:

<b>Mother's Last Name:</b>		First:	Middle:
Street Address:		City:	Zip Code:
Cell Phone:	Work Phone:	(Ext.)	Home Phone:
E-mail Address:			

<b>Father's Last Name:</b>		First:	Middle:
Street Address:		City:	Zip Code:
Cell Phone:	Work Phone:	(Ext.)	Home Phone:
E-Mail Address:			

<b>Medical Information:</b>	
<input type="checkbox"/>	Allergies: _____
<input type="checkbox"/>	Is your child taking any medications*? _____ _____ (If yes please explain)
<input type="checkbox"/>	Is there anything we should be aware of? _____ _____
<i>(For example, any medical or behavioral diagnoses)</i>	
*If medications need to be delivered or supervised by Kids Fun Club Personnel, please fill out a Physician's Request for Administration of Medicine Form located at the Front Counter*	

**Names of persons other than parents authorized to take child from facility or to contact in case of emergency (Child will not be allowed to leave without written authorization from parent/guardian):**

Full Name:	Phone:	Relationship:	Emergency Contact Authorized to pick-up
Full Name:	Phone:	Relationship:	Emergency Contact Authorized to pick-up
Full Name:	Phone:	Relationship:	Emergency Contact Authorized to pick-up

**WAIVER, RELEASE AND DISCHARGE OF LIABILITY**

**By signing this form, I understand that:**

I have read and understand all the information provided to me understand that my participation, or that of the minor in my custody as registered, in the above-mentioned event/class exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue the City of San Dimas for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of the City of San Dimas or any other participants in the event/class. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless City of San Dimas from any and all claims, demands actions or suits arising out of or in connection with my participation in the event/class. I also agree and acknowledge that participant may be photographed while participating, and release use of the photographs for reproduction in City sponsored publications.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

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

**DECLARATION**

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California that I am the parent or legal guardian of Minor. I further declare that I shall indemnify and hold harmless the City of San Dimas from and against any and all Claims resulting from, incident to, or arising out of Minor's participation in the event/class, any and all risks assumed by Minor and me above, and/or the breach of any promises, covenants, and/or representations made by me herein and/or in the above Release.

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

**CITY OF SAN DIMAS IMAGE RELEASE**

I hereby consent to and authorize the use and reproduction of any and all video and/or photographic images. I give permission to the City of San Dimas to photograph or videotape me and I agree to release such photographs and/or video to be the sole property of the City of San Dimas. These images will be used in a variety of City media (print, video, social media) to promote City programs and services. Furthermore, I agree that I will not receive any compensation for such use.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



City of San Dimas  
Parks and Recreation Department

# "Kids Fun Club"

## CODE OF CONDUCT

Please review the following basic program rules with your camper. Signatures required below.

1. Participants are required to return registration and code of conduct forms signed by themselves and a parent prior to participation at the Kids Fun Club. Code of conduct form will include the following program rules.
2. Participants may not possess, sell, use or furnish, nor be under the influence of any alcoholic beverage, intoxicant or controlled substance. Tobacco products are also prohibited. Consequences will include suspension or expulsion from the program and involvement of the Sheriff's Department.
3. Participants may not possess dangerous objects, including but not limited to weapons, firearms, knives, explosives or replicas thereof. Consequences will include expulsion from the program and involvement of the Sheriff's Department.
4. Participants shall demonstrate respect toward staff, other participants, program equipment and supplies, and the facility. Consequences of infraction will result in suspension from the program. Participants may not cause, or threaten to cause physical harm to another person. Intimidation, threats, harassment, and roughhousing are prohibited.
5. Participants may not yell or use profanity, offensive language or obscene gestures.
6. Dress guidelines: Participants must wear closed toe or tennis shoes at all times. Clothing that advertises or promotes alcohol, tobacco, drugs, sexual activity, or suggests obscenity or anti-social behavior is not allowed. Derogatory messages or messages that disparage any individual or group are not allowed.
7. Participants may not deliberately damage or destroy property/supplies of the City or other participants.

I have read and agree to the terms listed in the "Kids Fun Club" Code of Conduct. Failure to comply will result in disciplinary action.

PARENT/LEGAL GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

CAMPER'S NAME (Print) \_\_\_\_\_ DATE: \_\_\_\_\_

CAMPER'S SIGNATURE \_\_\_\_\_