



San Dimas KIDS FUN CLUB

Winter 2026-2027
December 28th – December 30th

INFORMATION & POLICIES PACKET WINTER DAY CAMP 2026-2027

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

Registration Information:

November 3, 2026 – December 11, 2026 on Civic Rec, starting at 8:00 a.m. The following forms **must be completed** for enrollment to be complete:

1. Program Registration Packet and Waiver Form
2. Kids Fun Club Code of Conduct Form

Camper Age Requirements

Camp is designed for participants in grades 1st – 5th

Register Online: www.sandimasca.gov

A waiting list will be established when registration capacity is reached. Program fee must be paid in full at the time of registration.

Day Camp will operate **December 28 – December 30, from 7 a.m.-6 p.m.** at Ladera Serra Park, 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.

CANCELLATION, REFUND, OR TRANSFER POLICY

General Rules:

1. Fees are based on **enrollment** not attendance. There will be no refund for absences, vacation or illness.
2. Any bank service charge for returned checks will be due and payable by the parents within one week of notification. All further payments must be made by cash, money order, or credit card.
3. There will be a penalty fee for campers dropped off early and/or picked-up late. A charge of \$20.00 (per camper) before 7:00am or after 6:00pm. Fees will be strictly enforced and no warnings will be given and applied to their account online.
4. No money will be refunded upon suspension or dismissal from the Kids Fun Club by the Recreation Department.
5. **Please keep your receipts for tax purposes. The City of San Dimas Tax I.D. No. is 95-2104508.**
6. A parent/legal guardian who drops off a camper at camp, whose fees are not paid and current, will be called to pick up their camper **immediately**.
7. Parents/legal guardians are not to send day camp payments with their camper.

Cancellations & Refunds:

Requests for refunds must be submitted in writing to the Parks & Recreation Department **ONE WEEK or more prior to the start of the week (Monday) of camp in which you are requesting a refund.** All other cases will be considered on 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.

Check Refund: Payments made by cash/check/card will be refunded by check to original payee listed on receipt. Allow 3 to 4 weeks for refund to be reviewed and processed. A \$10 service fee will be deducted from your refund.

Credit Refund: A full credit refund will be put back onto your CivicRec account, that can be used for future activities within the San Dimas Parks & Recreation programs.

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

Day Camp Information

General Program Information

Winter Day Camp operates from **December 28 – December 30, from 7 a.m.-6 p.m.**, at Ladera Serra Park. Participants can register based on availability. Enrollment is limited, waiting lists will be formed once a week is full. Registration fee is \$90.

Drop Off/Pick Up Policy

All campers must be signed in and out of KFC by an authorized person. **Please be prepared to show I.D. upon request.** Camper will be released only to individuals indicated on the Identification and Emergency form. All campers must be picked up by closing time (6:00 pm).

A charge of \$20 (per camper) will be applied before 7:00am or after 6:00pm hours. Fees will be strictly enforced and no warnings will be given. If you know you will be late, plan for one of the authorized persons to pick up your camper and then contact the staff to inform them. Lastly, your camper will not be readmitted to Day Camp until all fees have been paid in full.

Staff to Camper Ratio

The staff to camper ratio is one recreation staff for every ten campers (1 to 10).

Activities

Winter camp is supervised by trained Recreation Leaders who will provide activities including crafts, games, and sports. The room, games, equipment, and 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

Please provide a sack lunch and snack for your camper with plenty of water for the day.

Peanut free lunches and snacks are required. There is no access to a microwave or refrigerator.

1. **Ladera Serra Park:** All Campers must bring their lunch. Please plan nutritious lunches. We prefer that campers do not bring candy.
2. Parents/legal guardians must note on the Consent for Emergency Medical Treatment form any food related allergies the camper may have.

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

A weekly calendar that outlines activities and provides reminders will be available at camp the Friday before the start of each week. Below is an example daily outline of a camp day.

Time	Activity
7:00-8:00	Sign-in / Free Play - Indoor
8:00-9:00	Indoor Activity
9:00-10:00	Snack / Outdoor Activity
10:00-11:00	Outdoor Activity
11:00-12:00	Indoor Activity
12:00-1:00	Lunch / Free Play
1:00-2:00	Indoor Activity
2:00-3:00	Outdoor Activity
3:00-4:00	Snack / Indoor Activity
4:00-5:00	Outdoor Activity
5:00-6:00	Pick up / Free Play – Indoor

What health measures will be taken while at camp?

- Campers and staff are not required but strongly to wear a facial mask during camp.
- Campers and staff are strongly encouraged to wash or use hand sanitizer between activities.
- Visitors and volunteers will not be allowed to enter Ladera Serra Park or Marchant Park buildings.
- Staff provided equipment, will be sanitized at the end of the day.

Health and Illness

1. 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.
2. 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.
3. Campers 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.
4. It is the responsibility of parents/legal guardians 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.
5. Suspected cases of camper abuse or neglect will be reported to the appropriate authorities.
6. Infectious diseases, such as strep throat, chicken pox, etc. must be reported to staff. Parents/legal guardians must call the Recreation Office, 909-394-6230.

Head Injury Policy

The San Dimas Parks & Recreation Department has recently instituted a Head Injury Policy for the Kids Fun Club program. According to this policy, any participant who sustains head trauma will undergo evaluation. In the event of such an occurrence, the parent or legal guardian of the participant will be promptly notified via telephone. Should our staff observe multiple symptoms indicative of a concussion, emergency medical services will be summoned to conduct a thorough assessment of the child. We kindly request that you save our camp location's phone number in your mobile device so that we may swiftly communicate with you if necessary.

Illness and Immediate Medical Attention

Should your camper become ill or injured (minor – nonlife threatening) during camp, parents/legal guardians will need to pick up camper immediately after staff notification. If parents/legal guardians are not available, staff will contact individuals listed on the emergency form.

If camper 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 camper 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.

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.

Personal Belongings

The San Dimas Parks and Recreation Department is not responsible for lost or stolen items. It is advised that campers **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.

Camper Rules

Please assist the Winter Day Camp staff by reviewing with your camper the rules listed below. Each camper has a responsibility to behave in a way that assures a positive experience for all. All campers are required to follow these 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 health requirements including washing/sanitizing their hands frequently

Prohibited Behaviors

- Endangering the health and safety of themselves, other campers, and/or staff.
- Stealing, damaging, or failing to care for site park or personal property.
- Continual disruption of camp.
- Refusal to follow the camper rules and staff instructions.
- Using profanity, 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/legal guardian 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 themselves 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:

1. 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.
2. 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 - camper is not allowed to communicate with other participants or staff. They must remain quiet.
- 4th Offense- Parent/legal guardian is called. Parent/legal guardian will be asked to speak with their camper and calm them down. A report will be written by the Recreation Staff and submitted to the Parks and Recreation Department.
- 5th Offense- Parent/legal guardian is called and must remove the camper 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/legal guardian will be notified and expected to pick-up the camper 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.**

TERMINATION POLICY

NOTE: No money will be refunded upon suspension or dismissal by Recreation Department.

Participation in Kids' Fun Club may be terminated for the following reasons:

1. The Recreation Coordinator and/or Recreation Supervisor decides that the program is not able to effectively serve the needs of a camper or cope with a camper's behavior patterns.
2. Chronic late pick up of camper by parents/legal guardians or other persons given such responsibility.
3. Failure to provide current information.
4. Deliberate destruction and/or damage to City property or property of others. *

*The City of San Dimas reserves the right to invoice parents/legal guardians for restitution/repair for damage/repairs of City property to include materials and labor.



City of San Dimas
Parks & Recreation Department
2026-2027 Kids Fun Club Winter Registration Form

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

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

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

Parent 1 Last Name:		First:	Middle:
Street Address:		City:	Zip Code:
Cell Phone:	Work Phone: (Ext.)		Home Phone:
E-Mail Address:			Primary Language:

Parent 2 Last Name:		First:	Middle:
Street Address:		City:	Zip Code:
Cell Phone:	Work Phone: (Ext.)		Home Phone:
E-Mail Address:			Primary Language:

Medical Information:	
☐ Allergies: _____	
☐ Is your child taking any medications*? _____ (If yes please explain)	
☐ Is there anything we should be aware of? _____ (For example, any medical or behavioral diagnoses)	
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 _____