



Office Use Only	
Date Received	_____
Medical Alert:	<input type="checkbox"/>
Unauthorized Pick Up:	<input type="checkbox"/>
Staff Initials:	_____

City of Moreno Valley Day Camp Registration Form

Child's Name #1: _____

Gender: Male Female

Birth Date: _____

Child's Name #2: _____

Age: _____

Gender: Male Female

Birth Date: _____

Parent / Guardian #1: _____

Address: _____

(Street Number)

(City)

(Zip Code)

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail Address _____

Parent / Guardian #2: _____

Address: _____

(Street Number)

(City)

(Zip Code)

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail Address: _____

I give my child(ren) _____ permission to participate in the Moreno Valley Day Camp program that is being sponsored by the City of Moreno Valley Parks and Community Services Department. I hereby certify that my child(ren) are in good health and I have health insurance with _____.

I give permission for the minor(s) in my custody to participate in the above mentioned activity and hereby waive, release, and discharge any and all claims or right to claim damages for any personal injury or property damage which may have, or which may hereafter occur to participant as a result of said minor's participation in said activity. This release is intended to discharge in advance the promoter's sponsors, employees, officials, and any other involved municipalities or other public entities from and against any and all liability which may arise out of negligence or carelessness on the part of the persons/entities mentioned above.

(PRINTED NAME)

(SIGNATURE)

(DATE)

Pick-Up Authorizations:

Any person(s) listed below as an emergency contact/authorized pick-up must be at least 18 years of age and must bring proper identification (i.e. driver's license) at time of pick-up.

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

List anyone below who is not authorized to pick up your child(ren):

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

Health Information:

Participant's Primary Physician/Doctor: _____

Telephone Number () _____

Will your child need to take prescription medications while at camp? YES / NO (Circle One)

If yes, please list any prescription medication below and describe its purpose. Medication dispensed to your child must be brought to camp in its original prescription container. Over-the-counter medication will not be accepted. Staff will hold medication in office but will not administer.

Prescribed Medications:

Other Medical Conditions (Please Describe, i.e. diabetes, allergies, etc.):

Physical or Developmental Disabilities (Please Describe):

Any Other Instructions or Precautions:

Parent Handbook

Welcome

The City of Moreno Valley Parks and Community Services Department welcomes you to Valley Day Camp! Camp is a place for having fun, making new friends, and participating in exciting adventures. This program is designed for children ages 5-12 who can thrive in an exciting setting, cooperate with others, and participate in a group environment.

We strongly encourage and promote communication and teamwork in order to give the best possible care to our campers as well as to be a source of support, resources, and growth for each of our families. We will make our best efforts to get to know you and your child.

We are very excited and ready to provide the best possible camp experience for you and your child. If you have any questions, comments, or concerns regarding any of the information found in this handbook please feel free to contact the following:

Genesis Pulido, Assistant Recreation Coordinator, at (951) 413-3706

Melissa Bray, Assistant Recreation Coordinator, at (951) 413-3692

Andrea Rodriguez, Community Services Coordinator, at (951) 413-3283

Teen S.P.O.T: (951) 413-3692

Camp phone number: (951) 214-9876

Alternatively, visit us at the Conference and Recreation Center located:

14075 Frederick St.
Moreno Valley, CA 92553
(951) 413-3280

Valley Day Camp Location

Conference and Recreation Center
@ Teen S.P.O.T

14075 Frederick St, Moreno Valley,

Thank you,

- Recreation Staff

Program Guidelines, Policies, and Procedures

The following guidelines, policies and procedures must be followed in order to provide the best possible experience for everyone:

Hours of Operation

Valley Day Camp for Summer operates June 10 to August 9, 2024 running on weekly sessions. Participants can register for any number of individual weeks based on availability. Camp hours are from 7:00am-6:00pm Monday- Friday with the exception of June 19, or July 4 & 5(no camp).

There is a built in grace period to the scheduled departure times. We understand that you may be up to 15 minutes late for a pick-up. Please use this grace period only if you must. If you expect to be more than 15 minutes late, please contact one of the phone number in page 3.

If you are late picking up your child and you arrive after 6:15pm, a late fee of \$5.00 per child is charged starting at 6:16pm. An additional fee of \$5.00 is assessed for every additional 15 minutes that you are late. The late fee will be added to your account and will need to be paid prior to your child returning to camp. Failure to pay "late pick-up" fees may be the cause of termination from the program.

If the child is not picked up by 6:30pm and no notification or contact has been made from the parent or guardian, staff will begin making every attempt to contact you and the individuals listed as authorized pickups. If we are not successful, the child(ren) will be placed in the care of the Moreno Valley Police Department. The parent will need to contact the Police Department to regain custody of the child(ren). After the third occurrence of late pickups, the child(ren) may be removed from the program.

Registration

- Children will be registered on a first come, first served basis. Registration spaces are limited
- Children must be registered in advance, weekly.
- REFUNDS must be requested **prior** to the start of the registered week.
- TRANSFERS will be considered on a case-by-case basis.
- **A 20% processing fee will be assessed for all refunds and transfers.**

Admission

The Camp is operated on a non-discriminatory basis, according equal treatment and access to services without regard for race, color, religion, sex, national origin, ancestry, or disability.

It is the policy of the Moreno Valley Day Camp to enroll children based on their ability to function in a large group setting. The parent is expected to seek all available support for their child, such as assessments, screenings, and therapeutic interventions, as well as to share the child's history, individualized family or educational services plan with the staff. If necessary, inclusion support will be required; it is not always possible for the Camp to provide extra staff to assist a child with special needs. A care provider must accompany participants with a need for the maintenance or use of a special medical apparatus.

Dress Code and Personal Belongings

Camp is an activity-based program; as a result, campers will participate in physical activities that may include paint, clay, markers etc. Campers should be dressed accordingly. Offensive or inappropriate clothing is not allowed. Closed toed shoes are mandatory. We want your camper to remain comfortable and cool, for safety, reasons flip-flops or backless sandals will not be allowed except for specified activities. Please ensure that all backpacks, lunch boxes, jackets, towels, etc. have your camper's name clearly marked on the item.

If camper has a phone or any other electronics and is, ask more than once to be put away camp staff reserves the right to temporarily confiscate these items and release them to those authorized to pick up at the end of the day. Camp staff will not be responsible for damage or theft of these devices.

Sign In and Sign Out Procedures

Campers may be dropped off as early as 7:00am and picked up no later than 6:00pm. All campers must be signed in and out each day by a parent or guardian. Parents/Guardians are required to check-in their campers daily with the camp leaders.

Upon pick up, your child must be signed out daily. At pick up time, a pre-authorized adult listed on the registration form must pick up your child. Please inform all authorized pick up persons to be prepared to show and I.D. upon request.

In addition, please review with your child(ren) who is allowed to pick them up. The sign in sheets will be located inside your child's designated camp location and a staff member will be present to oversee the process.

If one parent/guardian requests that the other parent be removed from the authorized pick up list, parents need to let the camp leaders know.

Please do not bring campers suffering from symptoms of illness or injury. Campers with obvious signs of illness will not be allowed into camp for that day. A doctor's note may be required for those who have been out due to illness in order to return to camp.

Campers may arrive at any time during camp hours, but are not allowed to be dropped off earlier than the designated start time.

Campers are not permitted to walk home. Campers will not be released from location until an authorized adult signs them out.

Snacks/Lunches

Meals and Snacks: Valley Day Camp will be providing a daily AM and PM snack for each participant. It is required that you provide your child with lunch or meals needed for each camp day. Please ensure you have noted any known food allergy on the registration form. A microwave is available to warm up food

Food Allergies: Please specify any food allergies on the Registration Form and inform camp staff of these allergies. While we carefully review camper's paperwork to be informed on food allergies, we cannot guarantee that contact with allergens such as peanuts, dairy, and gluten will not occur.

Daily Activities

Participation: Children are motivated to participate in recreational activities including, but not limited to arts & crafts, cooperative games, educational enrichment, team sports, and special events. If a child does not wish to participate in scheduled activities, he or she will not be forced to play. City of Moreno Valley Kids Camp is set up to promote participation. For these reasons, it is highly encouraged that ALL campers engage in ALL regularly scheduled activities. Summer Camp operates using a ratio of campers to staff that does not include individualized supervision; therefore alternative programming will not be provided. We place children in groups based on their ages. Each group leader assists children within their group with activities designed for the children's interests and skills. We pay special attention to providing challenges that will help them achieve confidence in themselves as capable doers, thinkers, and competent in all areas of development (Cognitive, Physical, and Social-Emotional).

Program Staff

Our staff members provide daily activities under a 10:1 ratio. City staff that are both C.P.R. & First Aid Certified trained and experienced implement the program.

Disciplinary Rules

The main goal of the Valley Day Camp staff is to provide a safe, comfortable and fun environment for your child (ren). The staff will continually work on encouraging positive socialization between the children and stress the importance of respect for oneself, their peers and their camp staff. Staff encourage you to go over the following rules with your child(ren) prior to starting in the camp.

The following rules apply to all participants enrolled in the program:

1. RESPECT the staff. Listen, be polite, and always inform the staff of problems as they occur.
2. PARTICIPATE in organized activities.
3. OBEY ALL CAMP RULES. No swearing, horseplay, inappropriate behavior/gestures, etc.
4. Stay within the designated BOUNDARIES. Children must remain within the building and playground areas, unless otherwise supervised. Children who willfully defy this rule will be referred to the AM and PM site lead.
5. KEEP YOUR HANDS & FEET TO YOURSELF. Fighting will not be tolerated.
6. SHARE EQUIPMENT. The use of the equipment we provide is a privilege.
7. BE A GOOD SPORT. NEVER PUT OTHERS DOWN.

Disciplinary Action(s)

Campers must follow the rules of the program. Disruptive or damaging behavior toward other campers, camp staff, and/or equipment is reason for dismissal. We encourage parents/guardians to discuss concerns with the Community Services Coordinator overseeing your camp. Stealing, vandalism, fighting, cursing, foul play, not following directions, etc. will not be tolerated.

Conduct Violation Consequences*:

1st – Verbal warning

2nd – Written warning, guidance, and parental contact

3rd – Suspension, and camper will be sent home if necessary

4th – Dismissal from program

Parent/Guardian will be held responsible for any cost/damages inflicted upon facility, park, and/or private property or equipment. No refunds given to campers who are dismissed from the program.

***Consequences subject to change due to severity of content.**

Minor Infractions: This includes pushing, grabbing or kicking another child, verbal arguments, disobeying a leader and going out of bounds.

GUIDANCE STEPS:

- (1) Talk and give warning/consequences
- (2) Reduction of free time;
- (3) Immediate sit down with site lead or camp staff

Major Infractions: This includes fighting or aggressive behavior towards other children or staff, blatant disobedience, foul language or gestures, racial slurs, going out of bounds, leaving the premises without permission, and use or possession of drugs or alcohol. Consequences may include any one of the following: exclusion from field trips, suspension for a day or more, and/or possible removal from the program.

Parents will be notified when infractions occur. Major infractions will require a conference with the Assistant Community Services Coordinators. A conference for repeated infractions will be arranged with the parent/guardian, Community Services Coordinator, and the Community Services Supervisor before the child is removed from the program. Please be aware **NO CHILD** can hit a staff for any reason – no matter how young.

Please keep in mind that these policies are necessary for us to provide a safe environment for your child(ren). Continual disregard for the policies could result in suspension and or removal from the program.

Serious Infractions:

- (1) Possession of any firearm, knife, explosive or other dangerous object considered a weapon.
- (2) Intentionally engaging in harassment, threats, or intimidation directed against another child or staff member. (i.e.; "I am going to hit you").
- (3) Stating or implying possession of a weapon, even if, upon review, the statement is determined to be unfounded.

There will be an immediate suspension from the program for individuals who, upon review, staff determines have committed a serious infraction listed above. If subsequent violations of (2) or (3) occur, participants could be removed from the program. Committing a serious infraction listed in (1) will be grounds for immediate removal from the program.

Termination of Enrollment

Failure to provide the necessary paperwork- We cannot serve children safely if we do not have accurate information.

If a child has a difficult time, adjusting to the program the parents will be notified and solutions will be tried. In the event that the child's adjustment is not satisfactory for his/her benefit, or for the safety of others, the Community Services Supervisor may request that the parent seek a different type of activity or program for the child.

Suspension and/or termination may occur for any, but not limited to the following reasons:

- Inappropriate behavior towards program staff, other City employees, or other parents – i.e. use of inappropriate language, being verbally, physically threatening, or intimidating, and any physical aggression and/or damage to property.
- Disregard or refusal to follow program policy or procedure.

Health/Safety/Medications

Minor Injuries

The recreation center is equipped with first aid kits. All accidents that involve your child will be brought to your attention. Minor accidents, such as a scratch from a fall, our staff will provide routine First Aid measures, such as washing the wounds and applying bandages. You will be notified of the actions taken.

Serious Accidents or Illness

In the event of an emergency warranting medical attention or considered life, threatening staff will call the appropriate Emergency Personnel. Parent/guardian and emergency contacts will be notified. Upon recommendation of the paramedics, children may be taken to the nearest emergency hospital for treatment.

The possibility of an accident should underscore the importance of always keeping the staff informed of your schedule while your child is with us, and to keep your cell phone in good working order.

Inclement Weather

Inclement weather including, but not limited to rain, high winds, excessive heat and lightning may restrict outdoor camp activities.

Poor Air Quality may limit/modify outdoor activities.

Allergies

All allergies, food, or otherwise, must be reported upon enrollment. Special arrangements should be made and clarified by the parent in writing. The beginning of camp brings so much for all of us to learn, and we try to eliminate mistakes.

Children Who Are Sick

Children who are ill may not attend. They need to be at home where they can regain their health and rebuild their resistance to diseases. Please call 951.413.3753 if your child will be absent. If your child becomes ill at the center, you will be notified.

ied as soon as possible and are required to pick up your child immediately.

Preventing the Spread of Illness

If we become aware of a contagious illness that has affected one or more children within the program, notification will be made to the parents of all children who may have had contact with the affected child during the contagious period. This does not include minor colds or gastro-intestinal viruses.

Medications

If you have indicated on your registration form that your child is required to take prescription medications while at camp, please bring medications in original prescribed containers. Staff will be able to store and lock this medication inside the camp office but cannot administer the medication at any time.

Child Abuse Reporting

Under California law, child abuse is a crime. Children need protection because they are vulnerable and often unable to speak for themselves. The California Child Abuse Reporting Law, along with other state laws, provides the legal basis for action to protect children and to allow intervention by public agencies if a child is maltreated. All CITY STAFF are mandated reporters.

California law defines child abuse as any of the following:

- A child is physically injured other than by accidental means;
- A child is subjected to willful cruelty or unjustifiable punishment;
- A child is abused or exploited sexually;
- A parent or caretaker who fails to provide adequate food, clothing, shelter, medical care or supervision neglects a child.

Any child may be victimized. Child abuse crosses all socioeconomic, ethnic, cultural, occupational, religious, and age groups. It can occur in the child's home or outside the family. Tragically, it happens most often at home, and usually the child knows the abuser. Generally, the abuser is a caretaker. A caretaker can be a parent, stepparent, relative or a childcare provider.

Parent Concerns or Grievances

All concerns should be addressed as soon as possible. It is usually best to discuss a concern directly with the person who can address the situation. In some cases, the staff would be the person who can help a resolution. In other cases, it may be the camp Site Lead, or the Assistant Community Services Coordinators. Parents are encouraged to make an appointment with the appropriate person and to openly discuss the matter of concern.

(Print name)

(Signature)

(Date)

Photo Policy

On occasion, staff or independent photographers of the City of Moreno Valley may take photographs or videos of participants in our programs, at city parks, or during special events. Please be aware that these are for the Department's use in future brochures, pamphlets, or other city marketing materials. I hereby give permission for the City of Moreno Valley to videotape and/or photograph my child(ren) participating in these various Parks and Recreation classes, events, or programs. These videos and photographs are to be used to promote the programs to the community of Moreno Valley. The videos will be edited and televised on MVTV-3 and its related media entities at the discretion of the Media & Communications Division, and the photographs will be used in various print mediums. It is further understood and agreed that this waiver, release and assumptions of risk is to be binding on my heirs and assigns.

