



*City of Claremont
Recreation and Human Services Department
Youth Programs*

Camp Claremont

2025 Parent Handbook

Please review this packet with your camper.
Registration waiver is through ActiveNet or the Alexander Hughes Community Center.

WELCOME TO CAMP CLAREMONT

Welcome to Camp Claremont! Please take the time to read this handbook accurately, as the information is critical for Camp Claremont staff and you to effectively care for your child this summer. **Please take time to read through the entire handbook and familiarize yourself with the information. After reading through the entire handbook, we hope it will give you a complete understanding of how our program operates and answer any questions you may have.**

POLICY AND PROCEDURE

Participants Served

Participants ages 5-12 years old

Volunteers ages 13-18 years old

Your child must have completed kindergarten to register for camp, and volunteers must have completed 7th grade to apply. Volunteers must go through a selection process, and acceptance is not guaranteed.

Fees apply.

Program Hours and Location

Camp Claremont is offered in one-week segments. Daily sign-in and sign-out will be held at ***Taylor Hall: 1775 N Indian Hill Blvd.*** Camp will start each day at 8:00 a.m. and will end at 1:00 p.m. There will be **no care before or after camp.**

Handbook and Registration Information

Registration and enrollment can be done online and in person at the Alexander Hughes Community Center: 1700 Danbury Rd. Scholarships are available, and you must apply and be pre-approved before registering your child for camp. **Proof of residency/enrollment in CUSD or other Claremont schools is required.* If you are interested in scholarship information, please contact the Alexander Hughes Community Center at (909) 399-5490.

At the time of registration, you must:

- 1. Complete the online registration in its entirety.**
- 2. Check each week you want to register your child for, sign, and date.**
- 3. Show proof of Claremont residency or proof of CUSD school enrollment.**

Rate and Fees

Scholarships are available, and you must apply and be pre-approved before registering your child for camp.

\$15 one-time non-refundable registration fee.

\$75 per week, per child.

\$15 Individual Jerseys (optional)

**Communal jerseys are available and must be worn daily for the entire Camp.*

\$10+ Afternoon Late Fee (if picked up after 1:00 p.m.)

\$30 Volunteer

Payment Policy

If you register in person, there is a one-time \$15 registration fee per child. Due to the popularity of our camp, space is limited, and we encourage you to check all boxes and register for all weeks ahead of time. Weeks fill up quickly, and once they are maxed out, the week will be closed with no exceptions.

Sign-In Procedure

When you bring your child to camp, you must ensure they sign into the appropriate group and location. Campers will not be permitted to sign themselves into camp unless specified by the parent/guardian by filling out a log correspondence with the staff member from the appropriate group.

Sign-Out Procedure

Only those authorized names on the registration/emergency form will be allowed to pick up your child. No child will be released at any time to an unauthorized person. You are responsible for updating your child's pick-up list with the names and contact information needed. Written permission on a log correspondence must be provided for your child to be released to anyone other than those authorized on the registration/emergency form.

Late Sign-In and Pick-Up Policy

Please note: Morning drop-off is between 8:00 a.m. and 8:15 a.m. No late drop-offs are allowed. The program ends promptly at 1:00 p.m. each day. After a grace period of 5 minutes, a late fee of \$10 will be applied if campers are picked up 5-15 minutes late. After 15 minutes, an additional \$1 fee will be applied per minute. **There will be no care before or after camp.**

**If a parent/guardian is running late, it is imperative they call the Alexander Hughes Community Center: (909)399-5490 and/or the Youth Activity Center (909)399-5360 and inform staff when to expect an arrival. A call does not excuse parents/guardians from paying the late fee. The clock at the program site determines the late time. Continuous tardiness may result in a child being removed from the program.*

Early Release

Parents must check in with the on-site supervisor before their child is released for safety purposes.

MEDICAL AWARENESS

Medical Awareness

The City does not have access to any medical or contact information you may have provided to any Claremont Unified School District school.

Food Allergies

Camp Claremont has a snack bar where participants can purchase food, and the program frequently hosts workshops and events where food is offered free of charge. If your child has food sensitivities, please speak with them about refraining from eating at camp. It should be noted that the City does **not** have medical supplies such as epi-pens and inhalers. If your child is carrying these supplies, it should be noted on the waiver in the appropriate section.

Medication

Please note that if your child has a medical need, you must provide your child with any necessary medication in the event of a medical emergency. Our facilities do not store medication for participant use. If your child requires any medicine, they are responsible for self-administering it.

Accidents and Emergencies

Please update your child's file with current phone numbers and names of people who may be contacted to pick up your child when we cannot reach you. Please list a contact who lives locally.

Band-Aid First Aid

The most common type of first aid needed at camp is Band-Aid First Aid. If something serious should happen, staff is instructed to remain calm and call 9-11 if needed. Staff will inform parents of all significant injuries verbally or in writing on an Ouch Report, filled out and logged by staff. If any other serious injuries occur, we will call for immediate notification to the parents/guardian and, if needed, emergency services. Staff can take care of most minor injuries quickly and carefully and may be communicated during check-out.

ADDITIONAL INFORMATION

Activities

All activities, other than field trips, will occur onsite. All activities are age-appropriate, themed weekly, and fun-filled, including arts and crafts, sports and games, nutrition, special events, music, assemblies, virtual events, special guests, camp spirit, and more!

Heat and Sun Exposure

Please note: It is summertime, and we will be outside for much of the day. We encourage participants to apply sunblock each morning before arriving at camp and pack sunscreen in their backpacks so they can reapply as necessary. Staff will not be held responsible for providing, applying, or reminding campers to apply sunblock. We also encourage participants to bring a bottle of water daily.

Snack Bar

Please make sure your child eats a substantial breakfast before coming to camp. You must send your child a snack/lunch and plenty of fluids daily (no glass or microwaveable food items). We do not provide breakfast or lunch for the children. There will be a snack bar onsite, where campers can purchase snacks and hot items during snack time only, from 10:00 a.m. to 10:20 a.m. The snack bar will be open during snack time daily. There will be no lunchtime. Campers are encouraged to pack a heavy snack/lunch for snack time.

Dress Attire

Campers should wear light clothing and closed-toe shoes and bring water bottles and snacks. All participants must wear jerseys daily. Communal jerseys are available at no cost. *Optional:* Individual jerseys are available for \$15 to purchase.

Movies

Movies will be shown during the summer. The films shown will be either G or PG-rated.

Personal Belongings/Cell Phones

All clothes, backpacks, lunch boxes, etc., must be labeled. Your child is responsible for their belongings. Please ensure personal toys, trading cards, gaming systems, etc., and all other valuable items are left at home. Trading cards are prohibited from the program. Cell phones must be turned off, put away during activities, and only used during snack time if necessary. The City of Claremont is not responsible for lost, stolen, or damaged items.

Lost and Found

Although the City of Claremont assumes no responsibility for lost articles, we make attempts to return all lost articles at the end of the day. Items left behind will be placed in lost and found at the end of the camp day. Please make every effort to check the lost and found area before departing for home. Any items not claimed by the end of camp will be donated.

Additional Programming

For families that want additional programming after 1:00 p.m., the Recreation and Human Services Department offers youth-focused contract classes that meet various needs and interests. For more information or to register, please visit www.Claremontca.gov. If you have any questions, please call the Alexander Hughes Community Center at (909) 399-5490.

BEHAVIOR GUIDELINES

Camp Claremont and its staff aim to provide each child with a well-rounded, positive experience and ensure that we take all the necessary steps to ensure the safety and well-being of every child in our program. Adherence to our rules will enhance your child's experience and enjoyment in camp.

Participant Guidelines

1. Always keep your hands, feet, and objects to yourself.
2. All participants must always stay with their group.
3. Respect all staff, volunteers, participants, and equipment.
4. Tell a staff member when they need to use the restroom.
5. Try every activity at least once every day.
6. Clean up after themselves, including all games and trash.
7. All outside electronic devices and games are not allowed.
 - a) Cell Phones are only to be used during snack time.
8. No running inside.
9. No foul language.
10. HAVE FUN!

Playground Safety Guidelines

- All participants must stay within the woodchips/sandbox.
- No going outside of the perimeters and sight of staff/volunteers.
- No playing on the zip line.
- All participants must always stay with their group.
- All participants must slide down the slide feet-first only.

DISCIPLINARY PROCEDURE

Unacceptable Behavior

- Fighting, profanity, disruptive behavior, immoral conduct, or degrading remarks will not be tolerated.
- Disrespectful behavior shown to any staff member, other participants, volunteers, or other people will not be tolerated at any time.
- Destruction or vandalism of facility materials or property will not be tolerated.
- Harassment and/or bullying of other participants, staff, or volunteers will not be tolerated at any time.
- Stealing from any participant or staff member will not be tolerated.

Discipline Procedure

Suppose a participant does not follow our rules and guidelines. In that case, the redirection policy will be implemented as follows: staff may use their discretion as to how many verbal warnings and redirection periods will be issued before an office visit is required.

- The staff member will speak with the participant and inform them of their unacceptable behavior. We will positively redirect and encourage a solution for handling the situation to avoid the same or related problems.
- If the participant continues to break the rules, **they will be logged in the behavior log and receive a disciplinary notice.**
- If the unacceptable behavior continues, the participant will be redirected to another group.
- At this time, depending on the incident and the severity, the situation may be grounds for any one of the following:
 - The participant may be sent to the office for a conference with the supervisor.
 - The parent/guardian will receive a phone call or conference with the supervisor.
 - The participant may be sent home.
 - The participant may be suspended from camp for the days the supervisor feels necessary.
 - The participant may be expelled from the program.

Please note: *If a participant is suspended from camp at any time, there will be no refunds and no transfers between weeks approved after payment is submitted.*