



Dear Parent/Guardian:

Welcome to **La Mesa Day Camp, an Endless Summer of FUN to Remember!** We provide a place to grow, learn, develop friendships, explore and make memories in a safe and structured atmosphere.

Attached you will find your Parent/Guardian Guide and Camp Rules. After you carefully read this guide, please discuss it with your child(ren).

YOU MUST COMPLETE & SIGN the DAY CAMP INFORMATION CARD PRIOR TO your child(ren) attending Camp. This form is available online [www.cityoflamesa.us/camps](http://www.cityoflamesa.us/camps), at the Community Center office or Nan Coutts Cottage during regular camp hours. Turn in your completed emergency card the first day your child attends camp.

For general information, you may call Community Services at 619.667.1300. For more detailed information, call Recreation Supervisor Joshua Gomez at 6-9.667.1307. City offices are open Monday through Thursday, 7:30 a.m. to 5:30 p.m.

JUST A REMINDER.....

ENROLLMENT, PAID IN FULL, is required BEFORE your child(ren) can attend Camp.

Day Camp Fills Quickly. We cannot save space in camp without payment and there is no reduction of fees if your child does not attend all days.

TO REGISTER: You can enroll online at [www.cityoflamesa.us/camps](http://www.cityoflamesa.us/camps), click on the orange "Register Online" button. By registering online you will receive immediate confirmation. There ARE NOT any additional fees to register online. Other options: mail or drop off your enrollment form at the Community Center office, 4975 Memorial Drive, La Mesa, 91942, Monday through Thursday, 7:30 a.m. to 5:30 p.m., or Fax your enrollment to 619.464.3761. No enrollments or payments will be accepted at Day Camp.

MAILED, FAXED OR DROPPED OFF REGISTRATIONS will be processed on a space available basis. E-Mail confirmations will be send. You will be notified if camp is full. **Register online** to receive immediate confirmation. Registrations will not be accepted at Nan Coutts Cottage, Day Camp, or Extended Care.

LATE ENROLLMENT REQUESTS are subject to approval prior to your child attending camp.

Choose weeks carefully. There is a \$10 fee for each requested transfer, change or refund up to one week prior. After first day of camp, partial refund if the spot can be filled with someone from the waitlist.

Each Monday, pick up the Parent Newsletter at camp to find out about needed food items, field trips and special events.

We always are looking for parents / friends that would love to share their career with the children at camp. Thank you for giving us this opportunity to serve you. We look forward to the Best Summer Ever!

Sincerely,

Joshua Gomez  
Recreation Supervisor

# LA MESA DAY CAMP - SUMMER 2019

## PARENT/GUARDIAN GUIDE

- CAMP FEES:** Participants must be pre-enrolled. **Camps fill quickly.** You can enroll online at [www.cityoflamesa.us/camps](http://www.cityoflamesa.us/camps), click on the orange "Register Online" button or use the drop box at the Community Center (office is open Monday through Thursday, 7:30 a.m. to 5:30 p.m.) by mail, or Fax 619. 464.3761. One week prior a \$10 fee applies to changes, transfer or refunds. After first day of camp, partial refund if the spot can be filled with someone from the waitlist. Enrollment will ONLY be accepted online or at the Community Center until camps are full.
- CAMP HOURS:** Themed activities are Monday through Friday; 9:00 a.m. to 3:00 p.m. Campers may take advantage of **Extended Care** hours before and after Day Camp, 6:30 - 9:00 a.m. and 3:00 - 6:00 p.m. at no additional cost.  
**EXTENDED CARE:** Opens at 6:30 a.m. and closes at 6:00 p.m. Staff will contact person(s) at numbers listed on the Camp Emergency Card for any child remaining on site after closing. If no one can be contacted by 6:30 p.m., staff will contact the La Mesa Police Department to pick your child up. Late fees will apply; see LATE FEES below.  
**LATE FEES:** **\$5.00 per child for first 15-minutes then \$5.00 per child for every 5 minute increment there after** will be imposed IF your child is picked up after 6:00 p.m. Your promptness in picking up your children will avoid the need for additional fees. If you know you will be late, please notify staff ahead of time or call the office at 619.667.1300 (Monday-Thursday 7:30 a.m. to 5:30 p.m.). Pay additional fees to extended care staff at the time the additional fees are incurred (exact change or personal checks only). Children may not return to camp until all fees are paid.
- LUNCH, SWIMMING and FIELD TRIPS:** Children need to bring a healthy lunch and two (2) snacks to camp each day, plus two (2) water bottles-labeled with their name. Children need a swim suit and towel everyday except field trip days or otherwise specified. Field trips are on Fridays unless noted. Use a bag or backpack to carry lunches and swimming apparel. Sunscreen and hats are highly recommended. **Please mark all belongings with your child's name.**  
**Lost and Found Box:** Please check it daily; periodically unclaimed items will be given to a worthy charity. Community Services is not responsible for any lost items. At the end of each day, make sure your child leaves with everything he or she has brought to camp, as well as completed craft projects.
- SUNSCREEN:** The day camp program spends a lot of time outdoors; therefore sunscreen is an important component of your child's health. Please apply sunscreen to your children daily and send sunscreen - labeled with their name - with them to camp. The City of La Mesa Program staff is not responsible for application of sunscreen. The Day Camp Program has a small supply of SPF 30 or higher sunscreen for participants as needed throughout the day.
- SIGN-IN and SIGN-OUT:** **All parents/guardians must sign their children in and out each day.** Please sign your child's name, your name and time. The sign in/out sheet will be either on the table or in the possession of your child's counselor. All authorizations to pick your child(ren) up at the end of the day must be listed on the camp info card. A special one-time only form is available from camp. **ID's required at time of pick-up.**
- AGE LIMITS:** **La Mesa Day Camp** is for children ages 5 thru 13 by the first day of attendance. Children will be divided into groups according to age. Groups are formed from the chronological age order on our enrollment lists. We cannot guarantee the placement of your child with their siblings or friends. All children interact as a large group several times throughout the day.
- CRAFTS and FOOD EVENTS:** Each week we have special crafts or food events. At the beginning of each week, you will be made aware of the special event and any items needed from home to share/donate (e.g., costumes or special food items). Parent participation is highly important!!! Please check the Newsletter or with the staff daily for notices and important information.
- MEDICATIONS:** If your child needs medication at camp either PRESCRIPTION OR OVER-THE-COUNTER, a Medication Guidelines packet will be provided. This packet must be completed and turned in before staff can store any medication. All medication must be in the original bottle and accompany directions and times to be given. The container will be placed on the table. It will be the child's responsibility to take the medication from the container and administer it themselves. A staff member shall be present. All medication must be given to the staff upon the child's arrival at camp to lock it up.
- EMERGENCY PROCEDURES:** Most accidents require only a band-aid and a hug. If a child gets a minor cut or scrape, we will not notify parents immediately, but we will try to point out the cut and explain what happened when you pick up your child from camp. In the unlikely event of a serious accident requiring emergency treatment, the people listed on the Camp Emergency Card will be contacted. A phone call will also be made to the Community Services office so staff can answer any questions if a family member calls. A child will be transported to the nearest hospital for treatment if it is necessary. Emergency medical services will be called first in the event of serious or life threatening situations. Day Camp staff is trained in First Aid and CPR.

If you have any questions, please call Joshua Gomez, Recreation Supervisor at 619.667.1307 or the Community Services office at 619.667.1300.

# LA MESA DAY CAMP RULES - SUMMER 2019

## CAMP RULES

**Please review these rules with your child(ren). Thank you!**

- 1) Be respectful to fellow campers and staff.
- 2) Play safely and fairly.
- 3) Stay in assigned areas and know where your leader is located.
- 4) Bring a nutritional lunch, two (2) healthy snacks, and two (2) water bottles or refillable to camp each day. **Sodas, chewing gum and candy/bars are not allowed at camp. La Mesa Day Camp highly encourages healthy food choices.**
- 5) Notify camp staff if you are hurt or see something, or someone, that bothers you.
- 6) Wear appropriate shoes for camp activities. Tennis shoes are best, NO sandals or open-toe shoes.
- 7) To maintain camp cleanliness - please remember to pick up your trash after lunch and crafts.
- 8) Day Camp is not responsible for any of these items: money, valuables, electronic hand held games/music devises cell phones or make-up. Prior permission is needed from Day Camp Staff.
- 9) Please arrive to camp with sunscreen on, also bring and use sunscreen as needed (See previous page under Sunscreen #3). Staff is not allowed to apply sunscreen on children.

## POOL RULES

- 1) Listen to all lifeguards and day camp leaders.
- 2) Locker rooms are for changing only.
- 3) When using the restroom, tell a leader and take a buddy.
- 4) Take a shower before you enter the pool.
- 5) Everyone must suit out daily and apply sunscreen even if they are not swimming.
- 6) Long hair must be pulled back.
- 7) Goggles can be used during public swim, masks that cover the nose may not.
- 7) The 2-foot area of the pool is reserved for 5 - 6 year olds.
- 8) Jump feet first and dive only in the designated areas.
- 9) No dunking or piggyback rides allowed in the pool.
- 10) Swimmers will be tested each Monday by a lifeguard to use the diving board and deep end of the pool. Wristbands will be given out to those children that pass the swim test and must be worn all week. Swimmers that do not pass the test on Monday can retest.
- 11) Bring a towel and only use your own towel.
- 12) Shoes, t-shirt or cover up must be worn to the pool; this is a perfect time for flip flops.

## BUS RULES

- 1) Board the bus and take your seat from the back to the front, three to a seat.
- 2) Always sit facing the front of the bus with your back resting on the back of the seat.
- 3) Keep your hands, head, clothes, and all belongings inside the bus at all times.
- 4) No food, gum or drinks are allowed in the bus.
- 5) Listen when the bus driver and leaders speak. All campers must be quiet for important announcements and when crossing railroad/trolley tracks.
- 6) Leave windows alone until the driver tells you that you may put them down.
- 7) Speak in a quiet voice – only seatmates should be able to hear you.

## DISCIPLINE RULES

Children are recognized for showing "Good Character."

Should the need for disciplinary action arise, these are the steps that will be followed:

- 1) The child shall receive a verbal warning for an improper action.
- 2) If the child continues to act inappropriately, he/she shall be given a second warning with privileges taken away.
- 3) The third warning the parent shall be contacted with a possible conference.
- 4) Children that receive repeated disciplinary action might not be allowed to attend the offsite field trip due to safety concerns. Other childcare arrangements must be made at the parent's expense.
- 5) Extreme disciplinary problems shall result in dismissal from camp.

SPECIAL NOTE: **La Mesa Day Camp** boundaries and any other important rules will be discussed each Monday with the children and as needed.

# DAY CAMP

## DAILY SCHEDULE

- 6:30–8:30 AM            SIGN IN ( ALL GROUPS) - NAN COUTS COTTAGE  
FREE CHOICE INDOOR ACTIVITIES
- 8:30-9:00 AM            FREE CHOICE OUTDOOR ACTIVITIES
- 9:00 AM                    CAMP BEGINS ( GROUPS #1-6\*)
- 9:00 – 9:30 AM        ATTENDANCE & ANNOUNCEMENTS & CAMP SONGS
  - 9:30-10:00 AM        AM SNACK
  - 10:00 AM–12:30 PM    GROUP ROTATIONS ~ CRAFTS, GAMES, SPORTS
- 9:00 AM-12:30 PM        CAMP BEGINS ( GROUPS #7-8\*)  
YOUTH-BASED VENUE AND ACTIVITIES
- 12:30-3:15 PM            ALL GROUPS #1-8\*
- 12:30-1:00 PM        LUNCH - COTTAGE
  - 1:00-1:30 PM        POOL PREP/ POOL RULES \*\* REVIEW/WALK TO POOL
  - 1:30-2:45 PM        POOL TIME
  - 2:45-3:15 PM        SHOWER/DRESS/RETURN TO COTTAGE/PM SNACK
- 3:15-6:00 PM            ALL GROUPS #1-8\* - EXTENDED CARE - COTTAGE  
FREE CHOICE INDOOR/OUTDOOR ACTIVITIES

PICK UP/SIGN OUT LOCATIONS FOR EXTENDED CARE AFTER 3:00 PM  
(UNLESS POSTED OTHERWISE):

MONDAY - WEDNESDAY: COTTAGE  
THURSDAYS:            COMMUNITY CENTER (MOVIE DAY)  
FRIDAYS:                COTTAGE

- \* GROUPS #1-8 ARE AGE-BASED
- \*\* LA MESA MUNICIPAL POOL