

Camp Kids Klub



Parent Manual Summer 2023

Welcome to Camp Kids Klub!!

We hope you find this information helpful for this summer! Please feel free to contact us at (626) 941-5583 if you have any additional questions. We are looking forward to a fantastic summer. Thank you!

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Camp Kids Klub's Goal

It is Camp Kids Klub's goal to provide a fun and safe atmosphere which nurtures personal growth through a variety of hands-on experiences, exciting field trips and challenging activities. We look to create an environment that fosters a strong self-identity, individual expression, teamwork, and genuine respect for others. We believe that a positive camp experience can greatly assist a child's social, physical, emotional and intellectual development.

Camp Kids Klub Staff

Camp Kids Klub takes pride in its staff. All of our counselors are fingerprinted and background checked by the Department of Justice prior to employment, as well as CPR and First Aid certified. All of our staff members attend over 40 hours of staff training and are caring counselors with lots of experience.

Weekly Themes

Each week, CAMP KIDS KLUB has a fantastic fun theme designed to provide a fun and educational camping experience throughout the summer. Not only do we try to explore the particular theme in every activity during that week, but we devote an entire day—each week—for staff and campers to express their creativity in a THEMED DRESS-UP & COSTUME CONTEST!!

Themes for this summer are:

Week 1: Welcome to the Jungle	Week 2: Wild Wild West
Week 3: Holidays in the Summer	Week 4: Olympic Week
Week 5: Tropical Getaway	Week 6: International Week
Week 7: Lost in Space	Week 8: Silly Science
Week 9: Wizarding World Week	

Camp Times

FORMAL CAMP ACTIVITIES BEGIN EVERY DAY AT 9:00 AM. Every child is expected to be at camp by that time. Your child is welcome to arrive at Camp as early as 7:30am for morning activities and breakfast. Formal camp activities will end each evening at 4:30pm, but you may pick up your camper as late as 6:00pm. Some field trips and specialty camps may have earlier drop-off, or later pick up times and will be listed on the weekly schedule.

***VERY IMPORTANT: Pick-up for all field trips that are scheduled to arrive after 6:00pm will be at Kids Klub Pasadena.**

Early Morning Care & Evening Care

Morning Care is available for all campers and camp programs for an additional fee at Kids Klub Pasadena at 6:30am and at Kids Klub San Gabriel at 7:00am. When dropping off your child for camp before 7:30am, you must do so at Kids Klub Pasadena or Kids Klub San Gabriel/Rosemead. Your child will be transitioned to Camp at 7:30am.

If you know ahead of time that your child will be needing Evening Care (Only at our Pasadena Location), then please call our Pasadena office to make a reservation at (626) 795-2501.

Drop-Off & Pick-Up Procedures at Kids Klub Pasadena & Kids Klub SGR

ALL PARENTS/ GUARDIANS/AUTHORIZED REPRESENTITIVES MUST USE THEIR UNIQUE 6-DIGIT PIN TO SIGN IN/OUT THEIR CAMPER. PLEASE CONTACT US IF YOU DO NOT HAVE A PIN.

When dropping-off at Kids Klub Pasadena and San Gabriel/Rosemead you must always park, walk your child in, sign-in, and then walk your child inside to a Kids Klub Counselor. When picking up, you must always park, walk through the front entrance, locate your child, and then sign-out.

Drop-Off & Pick-Up Procedures at Kids Klub South Pasadena

ALL PARENTS/ GUARDIANS/ AUTHORIZED REPRESENTITIVES MUST USE THEIR UNIQUE 6-DIGIT PIN TO SIGN IN/OUT THEIR CAMPER. PLEASE CONTACT US IF YOU DO NOT HAVE A PIN.

We are pleased to offer a convenient drop-off/pick-up car-line between the hours of 7:30 am - 9:00 am and 4:30 pm – 6:00 pm at Kids Klub South Pasadena in the driveway located off of Oak Street. There is ample campus parking that may be used as well. When dropping off or picking up at all other times, you will need to park in this lot, sign-in at the camp office, and then walk your child to his/her appropriate class.

Authorization Release

ALL PARENTS/ GUARDIANS/AUTHORIZED REPRESENTITIVES MUST USE THEIR UNIQUE **6-DIGIT PIN** TO SIGN IN/OUT THEIR CAMPER. PLEASE CONTACT US IF YOU DO NOT HAVE A PIN.

If your child is going to be picked up by someone other than a parent or guardian, you must provide the Camp with written authorization. The person authorized to pick up your child must be prepared to show identification. Campers will not be released if proper identification is not presented. **NO EXCEPTIONS!!**

Sign-In and Sign-Out

You are responsible for signing your camper in and out every single day. There is a Sign In/Out IPAD at the front desk at all locations as well as in the drive-thru area. Anyone who does not sign in/out may be billed until closing.

Absences

The camp office would greatly appreciate a call if your child is going to be absent, especially on days when field trips are planned. There is an answering machine to take your call when we are not in the office. **NO MAKE-UP DAYS OR CREDITS** will be given for any reason.

Field Trip Policy

If your child does not want to, or cannot attend a particular field trip for any reason with their age-specific component, then he/she **MAY NOT** attend camp or Kids Klub that day. **ABSOLUTELY NO EXCEPTIONS!**

Most field trips leave promptly at 9:15am and return to Kids Klub by 4:15pm. Exceptions to these times will be listed on the weekly schedule. If your camper is late and misses the bus, it will be your responsibility to get the camper to the field trip. Late campers may not be left at Camp/Kids Klub on a field trip day.

Schedule Changes

Any changes to your child's schedule must be made in writing. All changes must be brought to the front desk. To change a week(s), switch to another week(s), or cancel a week(s) fees may apply. Please consult the table below.

Fees are for each request that is processed regardless of the number of weeks involved. Fees do not apply when adding additional weeks of camp, or by any changes initiated by Kids Klub based on a pending waitlist request by you.

ALL REQUESTS MUST BE IN WRITING

Date	Switch	Partial Cancel	Refund
Before March 31st	\$0	\$0	Full Balance
April 1 st – June 1 st	\$25 (per switch)	\$100	Full minus \$250
After June 1st	\$25 (per switch)	No Refunds or Credits	No Refunds or Credits

After June 1st, there are NO REFUNDS OR CREDITS!

Release of Information

Camp Kids Klub may use photographs of your child in various marketing materials. You have the option to decline this use on the Emergency Information Form. All other camper information (applications, medical forms, etc.) is kept confidential.

Clothing

Summer requires a special wardrobe of shorts and short-sleeved shirts. We **REQUIRE** campers to wear **STURDY, CLOSED-TOE SHOES; NO SANDALS/THONGS/CROCS ARE PERMITTED AT CAMP!!** YOUR CHILD MAY BRING A PAIR OF SANDALS/THONGS TO WEAR AT THE BEACH OR POOL, **BUT THEY MAY NOT WEAR THEM TO CAMP!** PLEASE LABEL ALL OF YOUR CHILDREN’S CLOTHING. We recommend using permanent markers, iron-on/sew-on labels. Please be sure to use your child’s first and last name. **ALL CAMPERS MUST WEAR THEIR RED CAMP T-SHIRT ON OFF-SITE TRIP DAYS! NO EXCEPTIONS!**

Component	Red Camp T-Shirt Days
Kids Klub Pasadena	Tuesdays
Kids Klub San Gabriel	Tuesdays
South Pasadena Pioneers (K-2 nd)	Thursdays
South Pasadena Mountaineers (3r-5 th)	Tuesdays, Wednesdays, & Fridays
South Pasadena Teens on the Move (6 th – 9 th)	Monday, Tuesday, Wednesday, & Friday.

Personal Items

NO **PERSONAL ITEMS** ARE ALLOWED AT CAMP KIDS KLUB! Examples: Toys, **cell phones**, video game devices, tablets/iPads, cards, balls, etc. Items get lost very easily. When children bring personal items, it causes a lot of disruptions in the group. **EXCEPTION:** Campers may have **previously specified** days that personal items will be allowed. These days will be written on the activity schedule and parents/campers will be informed in advance.

Money at Camp

Your child has the option of bringing spending money on field trip days, but we ask that they do not bring more than \$25. Furthermore, we do not guarantee that your child will get to go souvenir shopping, but if there is time, we will give them the opportunity to buy a souvenir or food item during the trip. We provide snacks and lunch on all field trips, so it is not necessary that campers bring their own money.

Lost And Found

Everything brought to Camp Kids Klub should be labeled with your child's name. Kids Klub is not responsible for lost items. There is a lost and found on campus.

Sunscreen

It is imperative that your child covers their body in sunscreen lotion every day before camp. **We will apply sunscreen to all campers throughout the day**, but it is extremely helpful if campers come to camp with sunscreen already applied.

Water Play, Swimming, and Beach

Entering K- 2nd Graders: Water play Wednesdays. Water play includes a large water slide, water toys, and sprinklers for campers to enjoy. **Please send your child to camp WEARING their bathing suit**, with a towel—and sunscreen—EVEN IF THEY DO NOT PLAN ON SWIMMING. All campers must be in closed toe tennis shoes when they arrive to camp. They **MUST** bring water shoes to wear while playing in the water.

Entering 3rd – 9th Graders: Every Tuesday they will be swimming in the pool at the South Pasadena Aquatic Center. All campers will undergo a swim test to determine their abilities in the water. Campers will never be forced to swim; they will only be encouraged. Every Friday they will go to the Beach. When at the beach, we are next to a lifeguard station that is assigned to us through permit by the Department of Beaches and Harbors. **Please send your child to camp WEARING their bathing suit**, with a towel—and sunscreen—EVEN IF THEY DO NOT PLAN ON SWIMMING. All campers must be in closed toe tennis shoes when they arrive to camp. Please do not bring boogie boards, surfboards, fins...

Bus and Van Safety

All of our drivers have the proper license and certificates in order to drive Camp vehicles. Our bus and van drivers go through a rigorous training program of over 20 hours—in addition to written and behind the wheel tests by the DMV. All buses are inspected on a daily basis by our drivers and every 45 days by a CHP certified mechanic. Counselors will ensure that safety procedures are undertaken. They will create a safe and fun environment for the passengers. All vans are equipped with car seats and every vehicle is equipped with a cell phone in case of an emergency.

Food and Lunches

Camp Kids Klub will provide lunch and snacks every single day at camp. We encourage the campers to eat their lunch. **If you know your camper will not like a certain meal, please provide a sack lunch from home.** If your child is at Kids Klub before 8:25am, breakfast is also served and included in the weekly rate. A set menu of what we will be serving on a daily basis is available for the entire summer.

****Allergy Policy****

If your child has any allergies, you **MUST** consult the Camp Director to discuss our **ALLERGY POLICY ASAP!**

In the event of a natural disaster (earthquake, fire, etc.), we will remain on-site if it is deemed safe, and wait for the safe pick-up of the children by parents or authorized guardians. If we must move the campers, we will contact the parents/guardians with information

about our new location/destination. NOTE: In such an event, we will try to put all updated location information on Facebook.

First Aid

At Camp Kids Klub, we strive to maintain the safest possible place for your child during the summer. However, accidents such as scraped knees and bee stings do happen. Every counselor travels throughout Camp with his/her own First Aid Kit. We keep a written log of all First Aid given at Camp, from the minor boo-boo, to the scrapes and bruises that happen occasionally. If there is any call for concern, we will contact the parent/guardian of the camper immediately. Your child's counselor will have you sign an "Ouch Report" for any minor incident that occurs at camp. You will be provided with a copy of this "Ouch Report" for your records. In order to provide the safest experience for your camper, all staff members are certified in First Aid and CPR.

Medication and Safety

NO MEDICATION PRESCRIBED OR OVER THE COUNTER WILL BE ACCEPTED WITHOUT A MEDICATION FORM SIGNED BY PHYSICIAN AND PARENT! YOU WILL NEED TO MEET WITH THE CAMP DIRECTOR BEFORE YOUR CHILD ATTENDS THEIR FIRST DAY OF CAMP!

If your child requires medication, **you and your PHYSICIAN** must fill out a form and hand the medication to a Director or an authorized staff member. Please be sure to consult Kids Klub Child Development Centers Medication Policy before attempting to drop off medication. Our Medication Form **MUST HAVE A DOCTOR'S SIGNATURE!** **Please keep in mind that medication can only be accepted by authorized personnel and the acceptance procedure will take extra time.** Please plan extra time in the morning for this process when dropping off your child's medication. Camp Kids Klub must have possession of **ALL** medication in its **ORIGINAL** container. **Medication Forms will not be accepted without a Physician's Signature.** We will store the medication in a medication cabinet or with the head counselor—administering it according to doctor's instructions. Inhalers will be kept with the senior counselor at all times and must be accompanied by a completed Nebulizer Form! **DO NOT SEND MEDICINE WITH**

YOUR CHILD IN HIS/HER CAMP BAG!! THIS INCLUDES COUGH DROPS, TYLENOL, etc. Please help us by keeping your child home if he/she is ill. We will call you if your child becomes ill at camp. Your child will need to be picked-up **within 1 hour** of being notified that he/she is ill. If your child comes down with a contagious illness, please contact us.

General Summary of Camp Times

6:30am – 7:00am	Care available at Kids Klub Pasadena at an additional charge.
7:00am - 7:30am	Care available at Kids Klub San Gabriel/ Rosemead at an additional charge.
7:30am- 9:00am	Morning activities begin. All children must be at camp before 8:30am if they would like to eat breakfast.
9:00am - 4:30pm	CAMP PROGRAMS at Camp Kids Klub!
4:30pm - 6:00pm	Afternoon activities. Pick-up begins at Kids Klub South Pasadena, Kids Klub Pasadena, Kids Klub SGR , & Kids Klub Bellevue
After 6:00pm*	Care may be available at Kids Klub Pasadena please call for time and reservations. (626)795-2501

***All field trips that are scheduled to return after 6:00pm will be picked up at Kids Klub Pasadena Child Development Center**



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