



Kids Club Afterschool Program

Summer Adventure Camp



PARENT HANDBOOK

2025

Rev. July 29, 2025 LP



Dear Parents:

Welcome to the City of Corona's Summer Adventure Camp!

We are beyond excited to have your child(ren) join us for a summer bursting with fun, learning, and ADVENTURE! Our fully supervised program offers a dynamic mix of games, sports, arts & crafts, and special events—all thoughtfully designed to provide a vibrant and engaging experience.

At Summer Adventure Camp, our mission is to inspire and support each child as they grow, learn, and thrive. Through our diverse activities and meaningful interactions, we focus on helping kids express themselves, build strong communication skills, and connect with others. We encourage teamwork by providing opportunities for children to collaborate, play, and form lasting friendships. Additionally, we celebrate diversity by creating spaces where kids can share and appreciate each other's cultures and values.

Our goal is to nurture every child's growth and development. We strive to build self-awareness, boost self-confidence, and foster a sense of self-worth. At the same time, we promote physical development and a healthy lifestyle by encouraging health and nutritional awareness—all while keeping the atmosphere light, fun, and supportive!

Enclosed in this packet, you'll find important guidelines, rules, procedures, and policies for our program. Please take a moment to review this information thoroughly and discuss it with your child(ren) to help them understand the program and feel fully prepared for the adventure ahead.

We are truly looking forward to partnering with you and your family to make this summer safe, fun, and filled with wonderful memories! If you have any questions or need additional information, please don't hesitate to reach out to any member of our friendly team—we're here to help!

We can't wait to get started!

Sincerely,

Kids Club Staff

PROGRAM OVERVIEW

WEEK	THEME	Special Guest/Treat	FEE
Jun 9 – 13	X-Games Opening Ceremony	BMX Stunt Team	Resident: \$130 Non-resident: \$180
Jun 16 – 20 *Closed June 19 (Juneteenth)	Hawaiian Rollercoaster Ride	Corona Fire & Corona Library	Resident: \$104 Non-resident: \$144
June 23 – 27	Arcade Adventure	Gaming Truck	Resident: \$130 Non-resident: \$180
Jun 30 – Jul 3 *Closed Jul 4 (Independence Day)	Party in the USA	Bounce Houses	Resident: \$104 Non-resident: \$144
Jul 7 –11	Shark Week	Bounce Houses & Corona Library	Resident: \$130 Non-resident: \$180
Jul 14 – 18	Jurassic Jamboree	Dino Characters	Resident: \$130 Non-resident: \$180
Jul 21 – 25	Zootopia	Corona PD & Nerf Battle	Resident: \$130 Non-resident: \$180
Jul 28 – Aug 1	Wacky Week	Bounce Houses	Resident: \$130 Non-resident: \$180
Aug 4 – 5	Circle City Circus	Cotton Candy	Resident: \$52 Non-resident: \$74

SPECIAL GUEST/TREAT ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE.

REGISTRATION INFORMATION

Registration opens April 14, 2025, and closes 11:59 PM the Friday prior to the start of each week of camp. You may register online through the link below or in-person at the Circle City Center. Should you have any questions please call the Community Services Department at 951-736-2241.

Register Online: www.coronaca.gov/registration

MEET OUR TEAM

Recreation Supervisor

Sadie Cowden

Sadie.cowden@coronaca.gov

951-736-2234

Program Coordinator

Luis Ponciano

Luis.ponciano@coronaca.gov

951-739-4939

Assistant Recreation Coordinator

Kasey Brennan

Kasey.brennan@coronaca.gov

951-739-4866

HOW TO CONTACT US DURING CAMP HOURS

☎: 951-403-0253

HOURS OF OPERATION

Monday through Friday

June 9 through Aug. 5, 2025

7:00 AM to 6:00 PM

Closed: June 19 (Juneteenth) and July 4 (Independence Day)



LOCATION

Vicentia Activity Center (VAC)
550 S. Vicentia Ave.
Corona, CA 92882

Additional Program Areas:

City Hall South Lawn (Outdoor Play)

Historic Civic Center Gymnasium and Theater (Indoor Play)

CHECK-IN / CHECK-OUT PROCEDURES

Checking In: Participants must be walked into the facility and signed in by an adult (18+).

Checking Out: Only an adult listed on the Authorized Pick-Up list within their CivicRec account may check a participant out. Photo identification is mandatory and must be presented upon request.

LATE PICK-UP POLICY

IMPORTANT: Your child must be picked up by 6:00 PM at the absolute latest.

If you are running late, it is imperative that you notify program staff as soon as possible to ensure our team is prepared.

After 6:01 PM, you will be charged a late fee of \$10 per child each 15-minute period. This fee is payable through your CivicRec account.

If your child is not picked up by 7:00 PM, camp staff will contact the Corona Police Department, and/or Riverside County Child Protective Services. The Corona Police Department may be contacted at (951) 736-2330.

More than one instance of late pick-up will result in a formal warning. More than two instances of late pick-up may result in your child being dismissed from the program.

PERSONAL BELONGINGS

Children are not to bring electronic games, personal games, toys, etc. to camp for any reason. Any child who has a cell phone in their possession will be asked to keep it in their backpack or cubby. They will only be allowed to check their phone in the presence of a staff member.

NO CHILD will be allowed to use a cell phone without direct supervision. Only the owner of the cell phone will be allowed to handle it. Any inappropriate behavior or mishandling of a cell phone will be grounds for confiscation by a staff member until parent arrival.

LUNCH & SNACKS

During Summer, CNUUSD provides complimentary lunch to all Adventure Camp participants (option not available during fall, winter, and spring). You must opt in at time of registration if you would like for your child to receive lunch. You may also opt out and pack your child's lunch daily. Please send a morning snack daily with your child's name on it. We will provide one afternoon snack each day for your child. Please use appropriate thermoses to keep your child's food warm or cold.

****Please note we are a nut free program. This includes tree nuts, peanuts, Nutella, and peanut butter****

HEALTH, SAFETY, & ILLNESS

The health and safety of our participants is of the utmost important to us.

In compliance with the health and safety guidelines set by the Riverside County Health Department and California Center for Infectious Disease, we request your cooperation in ensuring the well-being of all participants.

If your child is ill, running a fever, vomiting, has diarrhea or flu symptoms they will not be allowed at camp. These symptoms are often contagious and can be transmitted from one child to the next. A child should not return to camp until they are 24 hours fever-free, and all other symptoms are gone. If a child becomes sick at camp, you or an individual listed as an emergency contact will be notified to pick up your child.

We kindly ask that you monitor your child's daily health and keep them at home if they display signs of fatigue or illness.

The City of Corona reserves the right to refuse admission or send any child home who appears to be ill. Ill children may be separated from other campers until picked up.

Depending on the severity of the instance, the City of Corona reserves the right to request a medical note before your child can return to the program.

In the case of a medical emergency, our staff may be able to provide first aid, life-saving treatment, such as CPR, or other assistance as appropriate for the situation. Emergency services, including paramedics, will be contacted as necessary, which may result in your child being transported to the nearest hospital. Every effort will be made to contact the parent or provided emergency contacts as soon as possible.

MEDICATION

Necessary medication can be left with staff. Staff will NOT administer medication (prescription or non-prescription) to any participant.

All medications must be packaged in their original containers or packaging. The container must have an unaltered label with legible instructions. All prescription medications will be stored in a locked box with the child's name and date.

For allergies or other considerations, please make sure these are stated at time of registration. Staff can assist if these records need to be updated.

For all other conditions, please speak with a supervising staff to make sure your needs are understood and can be accommodated as appropriate for the program.

SPECIAL ACCOMADATIONS AND ASSISTANCE

Adventure Camp is committed to creating a safe and inclusive environment. Consistent with the Americans with Disabilities Act, reasonable modifications to campers with disabilities are based on an individualized assessment of each camper, so long as the modifications do not fundamentally alter the nature of the camp program or create an undue burden for the camp.

Campers and families are encouraged to contact our camp administration in advance to discuss any specific needs. We will work with you to assess feasible accommodations that do not fundamentally alter the program. Requests for accommodation are handled on a case-by-case basis, and confidentiality will be maintained throughout the process.

CITY STAFF ARE MANDATED REPORTERS

Under the mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, the City staff are mandated to report any suspected form of child abuse to the proper authorities, which may include Child Protective Services.

NATURAL DISASTER OR ENVIRONMENTAL CONDITIONS

At the onset of a natural disaster, the city will enact their Emergency Disaster Plan. If necessary, Adventure Camp participants may be transported by city vehicle or designated transportation provider to an emergency shelter. Adventure Camp Staff will make every effort to inform parents through signs, posters, flyers, etc., as to the location of the children. All children will be supervised until they are picked up. As in our normal procedure, we will only allow your child to be released to you or your pre-approved emergency contacts, who provide a valid I.D.

CANCELLATIONS & REFUND

Refunds will be granted if the Community Services is notified of the request the THURSDAY prior to the scheduled start date of the week you would like to cancel.

For all patron requested cancellations, a processing fee of \$15 per activity, per participant will be deducted from the refund.

PHOTO POLICY

On occasion, staff or independent photographers of the Community Services Department may take photographs or videos of participants in our program, 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.

Follow the City of Corona and Corona Recreation on Social Media!



CAMP RULES

**BE SAFE.
BE KIND.
BE POSITIVELY INVOLVED.**

Parents and children should read these rules together. This document must be agreed to at the time of registration.

- Follow staff instructions the first time they are given.
- Always stay with your group.
- Never leave the premises.
- You must receive permission from a camp staff member before you go anywhere that is out of the view of the staff. (Example: restrooms, drinking fountain, playground, etc.)
- Physical violence is not allowed at any time—keep hands and feet to yourself!!
- Be polite and courteous to others.
- Clean-up after yourself.
- Use kind words, inappropriate language will not be tolerated.
- Wear shoes that have a closed-toe and heel only.
- Your child will be designated a cubby in which to place all personal items. Please have all belongings MARKED with your child's name. Jewelry and expensive personal items should not be brought to camp. The City of Corona is not responsible for lost or stolen items.

The following are examples of items not allowed to be brought to camp:

- Toys of any kind (including but not limited to: Hot Wheels cars, action figures, dolls, etc.);
- Electronic devices (video game units, music devices, cell phones, etc.);
- Collector cards and items (i.e. – Pokémon, Yu-gi-oh cards, etc.);
- Inappropriate materials including comics, books, magazines, or pictures;
- Gum;
- Balls & sports equipment (don't worry, we have everything!)

DRESS CODE



Participants should wear comfortable, seasonal appropriate clothing that does not restrict movement. Close-toed shoes with a heel cup, or backstrap are highly recommended (apart from water days). Clothing should not depict any images, or words that could be construed as offensive.

For water days, participants should wear comfortable, light-weight clothing made from quick-drying materials along with a change of clothing for after water activities are over. Sun protection such as sunscreen or UV-protective clothing and a towel to dry off with are highly recommended. Staff do not apply sunscreen so please remember to apply before arriving and ensure your child can properly reapply without assistance.

Dress for movement and be ready to play!

WHAT TO PACK FOR CAMP

- ☐ Backpack
- ☐ Comfortable Activewear
- ☐ Closed-toe Shoes (no sandals or Crocs except for water days)
- ☐ Refillable Water Bottle
- ☐ Sunscreen/ Must be Self-Applied
- ☐ Hat/visor
- ☐ Sunglasses
- ☐ Change of Clothes or Layers
- ☐ A towel (water day only)
- ☐ A Nut-Free Snack (labeled with camper name)
- ☐ Lunch (if not participating in CNUUSD provided meal)
- ☐ A Great Attitude and a Sense of Adventure!

DISCIPLINARY PROTOCOLS

Staff are trained in Positive Behavior Interventions and Supports (PBIS), which consider both the severity and frequency of a child's behavior, as well as the appropriate action needed to keep all the participants and staff safe and comfortable within a fun environment. Discipline procedures are designed to be fair, consistent, and effective. Our primary approach is to use positive reinforcement and praise to redirect negative behavior.

While PBIS in most situations should result in positive behavior, in other cases staff will find it necessary to implement the infraction system noted below. Every effort is made to help the child understand acceptable behavior and rules and how to resolve conflict. PLEASE BE AWARE, HOWEVER, that all disciplinary protocols, including the prohibition against hitting children and staff, apply to all children – no matter how young.

INFRACTION SYSTEM

MINOR INFRACTIONS	
DEFINED	CONSEQUENCE STEPS
<ul style="list-style-type: none"> ✓ Verbal arguments. ✓ Disobeying Staff. ✓ Leaving the established play area without staff permission. ✓ Foul language or gestures. ✓ Pushing, grabbing or kicking another child_or staff. ✓ Similar actions as determined by the Program Coordinator. 	1 st NON-PHYSICAL OFFENSE
	Reduction of free time or Immediate time out and a "tomorrows a new day report"
	2 nd NON-PHYSICAL OFFENSE
	A trip to the office/sign-out area to discuss the infraction and a "tomorrows a new day report"
	ANY FURTHER OFFENSES
	Same consequences as step 2 OR escalation to a Major Infraction depending on amount of time between occurrence of infractions

MAJOR INFRACTIONS	
DEFINED	CONSEQUENCE STEPS
<ul style="list-style-type: none"> ✓ Three (3) or more Minor Infractions within one month. ✓ Fighting or physically violent behavior towards other children or staff. ✓ Blatant disobedience. ✓ Racial slurs or derogatory terms. ✓ Leaving the premises without permission. ✓ Similar actions as determined by the Program Coordinator. 	1 st OFFENSE
	Suspension for 1 day or more
	2 nd OFFENSE
	Suspension for 2 days or more
	3 rd OFFENSE
	Expulsion from program

SERIOUS INFRACTIONS	
DEFINED	CONSEQUENCE STEPS
<ul style="list-style-type: none"> ✓ Use or possession of drugs or alcohol. ✓ Possession of any firearm, knife, explosive or other dangerous object that can be wielded as a weapon. ✓ Stating or implying possession of a weapon, even if, upon review, the statement is determined to be unfounded. ✓ Intentionally engaging in harassment, threats, or intimidation directed against another child or staff (e.g. "I am going to kill you"). ✓ Assault or endangerment of other children or staff; and ✓ Similar actions as determined by the Program Coordinator 	1 st OFFENSE
	Immediate expulsion from program

PARENT NOTIFICATIONS
Staff will notify parents when infractions occur. Serious Infractions, Major Infractions, and repeated Minor Infractions may require a parent conference with one or more of the following program administration staff: the Assistant Recreation Coordinator, the Program Coordinator, or the Recreation Supervisor. A parent conference will be arranged upon a second suspension and prior to expulsion from the program.

***This list is intended to provide examples of actionable behavior and is not comprehensive. Infractions will be determined at the discretion of camp staff, and the administration**

Suspension and Expulsion Procedures:

If a child receives multiple suspensions and/or the behavior is not corrected, the child's file will be sent for review by the Recreation Supervisor and Recreation Manager. The parents/guardians will be provided with an opportunity to meet with administrative staff following the review. This review may result in a long-term suspension or expulsion. These decisions are at the discretion of department staff and are final. If your child is sent home for any disciplinary reason, no refund or pro-rated fee will be issued.



Thank you!

2025