



2010 Camp Clarita Voyager Parent Handbook

Welcome to Camp Clarita!

Camp Clarita is a camp experience that provides recreational and creative opportunities for the youth of Santa Clarita. Our Voyager Camp is designed to include activities such as games, crafts, field trips, overnight camping trips, swimming, and more!

We utilize an extensively trained staff to contribute to each camper's mental, physical, and social well being. Each camp location will have at least one full time assistant director and one camp counselor who are chosen for their enthusiasm and their ability to prove themselves as role models to the children in our programs. There is one full time director of the Voyager Camp who will visit all three camp locations and attend field trips. The safety of your child is at the forefront of our concerns; therefore, all Camp Clarita staff is First Aid/CPR certified and participate in training that ensures your child's safety while in our program.

Camp Clarita is available to all children between 3 to 14 years of age:

Wee Folks	Ages 3-4 years <i>(by the start of camp)</i>	June 14 – August 5, 2010
Little Folks	Ages 4-5 years <i>(by the start of camp)</i>	June 14 – August 6, 2010
Ranger Camp (SCP)	Grades 1-3 <i>(by fall 2010)</i>	June 14 – August 6, 2010
Ranger Camp (NOP)	Grades 1-3 <i>(by fall 2010)</i>	June 14 – August 6, 2010
Ranger Camp (VMP)	Grades 1-3 <i>(by fall 2010)</i>	June 14 – August 6, 2010
Explorer Camp (SCP)	Grades 4-6 <i>(by fall 2010)</i>	June 14 – August 6, 2010
Explorer Camp (NOP)	Grades 4-6 <i>(by fall 2010)</i>	June 14 – August 6, 2010
Explorer Camp (VMP)	Grades 4-6 <i>(by fall 2010)</i>	June 14 – August 6, 2010
Voyager Camp	Grades 6-9 <i>(by fall 2010)</i>	June 14 – August 6, 2010

FEES AND PAYMENTS

Payments must be made in full at the time of online registration, or you may take advantage of our payment plan during mail-in or walk-in registration (this option does not apply to Wee Folks or Little Folks). To take advantage of the payment plan, a credit/debit card must be left on file and will be automatically charged on payment due dates. If payment is not received by the due date, your child may be dropped from the roster and his/her spot will be filled with someone from the wait-list.

PAYMENT PLAN

1. First payment is due upon registration for weeks one-three.
2. Second payment is due by April 30, 2010, for weeks four-six.
3. Third payment due by May 28, 2010, for weeks seven-eight.
4. If registering after April 30, the first and second payments are due upon registration.
5. If registering after May 28, payment will be due in full upon registration.
6. Additional weeks may be added based upon availability and must be paid in full.



WEEKLY REGISTRATION

Registration for each week of camp closes the Tuesday prior to the start of camp at 5:00 p.m. We will not be able to process any additional registration requests after this time.

HEALTH HISTORY FORMS

If you register your child for Camp Clarita online, please submit an electronic Health History Form. Health History Forms are available online at www.campclarita.com. If you register in person or via the mail, please complete both sides of the registration form (the first side is the Health History Form) and submit it to the registration counter. If your child does not have a completed Health History Form on file on his/her first day of camp, you will be required to complete one at that time or your child will not be allowed to participate in the program.

REFUND POLICY

Camp Clarita is proud to stand behind its commitment to provide quality day camps for your child. If you are not satisfied with our City's day camp programs, we will be happy to arrange one of the following:

1. Transfer your child or children to another week and/or location pending availability.
2. Give you a credit that can be applied towards any other recreation class.
3. Process a refund.

All requests for refunds must be submitted **in writing to the Camp Clarita office** or by sending an email to campclarita@santa-clarita.com. Refund requests will not be accepted by the site director or by telephone.

- A refund will be given when request is received by the Camp Clarita office at least 10 **working** days prior to the start date of week enrolled. All refunds will be assessed a \$12.00 service fee. No refunds will be issued after this time.
- A refund will not be issued for days missed in a week or session and there are no make up days.
- Any refund of camp fees may take up to two weeks after notification is received to be processed.

PLEASE NOTE: THERE ARE NO MAKE-UPS FOR DAYS MISSED AT CAMP



CAMP CLARITA PARENT NIGHT

There will be an informational meeting to discuss camp particulars on the following dates:

Wee Folks & Little Folks	Tues., June 1, 2010, 6:00 p.m.	Santa Clarita Room, Activities Center
Ranger & Explorer NOP	Thur., June 3, 2010, 6:00 p.m.	Community Room, North Oaks Park
Ranger & Explorer SCP	Wed., June 2, 2010, 6:00 p.m.	Community Room, Santa Clarita Park
Ranger & Explorer VMP	Thur., June 3, 2010, 6:00 p.m.	Community Room, Valencia Meadows Park
Voyager Camp	Tues., June 1, 2010, 6:00 p.m.	Canyon Room, Activities Center

CAMP LOCATIONS AND HOURS

	<u>Wee Folks</u>	<u>Little Folks</u>	<u>Ranger/Explorer Camps</u>	<u>Voyager Camp</u>
<u>Camp Hours:</u>	9:00 a.m. – 12:30 p.m.	9:00 a.m. – 1:00 p.m.	9:00 a.m. – 4:00 p.m.	7:00 a.m. – 6:00 p.m.
<u>Weekly Options:</u>	M/W or T/Th	M/W/F or T/Th	M/W/F or M-F	M/W/F or M-F
<u>Extended Care:</u>	Not available	Not available	7:00 - 9:00 a.m. 4:00 - 6:00 p.m. (no additional fee)	
<u>Locations:</u>	Newhall Park 24933 Newhall Ave. Canyon Country Park 17615 W. Soledad Canyon Rd.	Valencia Glen Park 23750 Via Gavola Canyon Country Park 17615 W. Soledad Canyon Rd.	Valencia Meadows Park 25671 Fedala Rd. Santa Clarita Park 27285 Seco Canyon Rd. North Oaks Park 27824 N. Camp Plenty Rd.	Valencia Meadows Park 25671 Fedala Rd. Santa Clarita Park 27285 Seco Canyon Rd. North Oaks Park 27824 N. Camp Plenty Rd.



SIGN-IN AND OUT

Whenever you drop-off or pick-up your child at camp, **you must bring a picture ID** into the site and sign your child in/out on the roll sheet. The staff use these roll sheets to determine the children that are at the site at any given time. **We cannot be responsible for your child unless they are signed in and out.** A full signature is required. **Campers may not sign themselves into camp.**

AUTHORIZATION TO DROP-OFF/PICK UP CHILD

Only people 18 years of age or older, whom you have authorized on the registration form, may pick up/drop-off your child. Staff will check identification and confirm authorization of individuals seeking to pick up children from camp daily. This is for your child's protection. Anyone without proper authorization will not be allowed to take a child. If custodial restraints are in effect, you will need to provide us with a copy of the court order; otherwise children will be released to the natural parent. **If you wish to add an additional person to the authorized pick up list on your child's registration form, you must do so in person by submitting it in writing to your child's camp director at your park location. No faxes, emails, or authorization by telephone will be accepted.**

AUTHORIZATION TO HAVE YOUR CHILD WALK HOME

If you wish to have your child walk home unaccompanied, you must indicate so in writing on your camp registration form. Please speak with the Camp Director or Assistant Director at your site regarding this matter.

PARK CONTACT INFORMATION

	<u>Wee Folks</u>	<u>Little Folks</u>	<u>Ranger/Explorer Camps</u>	<u>Voyager Camp</u>
Newhall Park	(661) 284-1451	----	----	----
Valencia Glen Park	----	(661) 284-1452	----	----
Canyon Country Park	(661) 284-1456	(661) 284-1456	----	----
North Oaks Park	----	----	(661) 284-1454	Please contact the Camp Clarita office at (661) 284-1465
Santa Clarita Park	----	----	(661) 284-1455	
Valencia Meadows Park	----	----	(661) 284-1453	

LATE PICK-UP CHARGES

There is a \$5 charge for each 15-minute increment, or portion thereof, that you are late in picking up your child. The late charge is due and payable (by check) at the site the day in which you are late. If you are continually late in picking up your child, a conference will be held and suspension is possible until arrangements can be made to ensure that your child is picked up on time.



LUNCHES

All campers must bring a lunch or money to buy lunch everyday, unless otherwise noted on the Camp Clarita Weekly. Lunches need to be in a paper bags. Lunches **should not** be perishable foods, such as tuna fish or sandwiches with mayonnaise. It's recommended that fruit juices, water, and other liquids be frozen the night before to keep cold. **Please do not send lunches in Igloos or Coolers.**

ADDITIONAL THINGS TO BRING TO CAMP

- Watch
- Closed-toed shoes
- Extra water/snacks
- Please review the camp weekly for additional items to bring

**Please remember to clearly
mark all of your child's
belongings with his/her name.**



CAMP CLARITA WEEKLY

Camp Clarita Weekly is the Camp Clarita newsletter that gives you all of the up to date information on upcoming trips, weekly activity schedules, drop-off and pick times, and important reminders. This is your weekly resource for Camp Clarita. The Camp Clarita Weekly will be mailed out to the **payees address** the Thursday prior to the start of the week. You can also pick one up at your Camp Clarita location or by logging onto www.campclarita.com. Camp Clarita Weekly's are posted the Thursday prior to the start of the week by 5:00 p.m.

SUNSCREEN

We recommend that your child apply sunscreen before coming to camp as many of the activities take place outdoors. We ask that you please send your child to camp with his or her own bottle of spray-on sunscreen if you wish for them to re-apply throughout the day.

ILLNESS

Keep children who are sick at home.

Fever: If your child has a fever, he/she cannot attend Camp. If your child develops a fever with a temperature of 100 degrees or greater, you will be called to pick up your child. Children should not return to camp unless they have been fever free for 24 hours without the use of fever reducing medication.

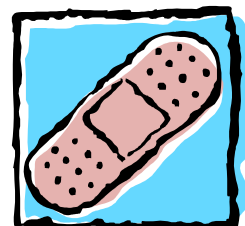
Communicable Diseases: (i.e., chicken pox, measles) Please let us know if your child contracts a communicable disease so that we may inform other parents. Your child may come back when cleared by a doctor. For chicken pox, all spots must be dry.

Lice: If your child is found to have lice, you will be called to pick up your child since lice is highly transmittable. Before your child may return to camp, he/she needs to be free of lice, as well as the eggs. Please thoroughly clean wherever your child puts his/her head -- car seats, sofas, towels, pillows, etc., to stop the infestation. We will also take steps to treat the campsite (e.g., rugs, mats).

MEDICATION

If your child should need medication while at camp, camp staff will provide the medication to your child. The following instructions must be followed:

1. The medication must be brought in its original container to the Camp Director or Assistant Director, at your camp site.
2. You must complete the Medication Consent Form providing written instructions indicating the quantity and the time that your child is to take medication, as well as any other directions. This form also gives written clearance to the City of Santa Clarita to provide the medication to your child.
3. Sign medication in on the Medication Log at camp.



INJURIES AT CAMP

Your child's safety and well-being is our number one priority. If your child is injured, the Director or Assistant Director at your camp site will take whatever steps are necessary to obtain medical care if warranted.

Minor accidents (bumps, scrapes): A report of all minor accidents is available with the Assistant Director at each site in the First Aid Log.

In the event of a major accident:

1. We will attempt to contact the parent/guardian first (if it's life threatening, 911 will be called first).
2. We will attempt to contact you through any person listed on your emergency information.
3. If we cannot contact you, we will do any or all of the following:
 - a. Call an ambulance
 - b. Call a paramedic

CAMPER DISCIPLINE POLICY

We strive to provide a safe and constructive environment for all of our campers. In order to do so, we require that all campers have self-discipline and follow instructions.

Discipline plays an important role in helping a child develop socially, emotionally, and physically, and is also vital for his/her safety. Therefore, only minor discipline problems will be handled at each site.

If behavioral problems persist, parents will be contacted and a conference to discuss the situation will be scheduled. If a child's behavior is unsafe or harmful to themselves or others, parents will be notified to pick up their child. Recurrent behavioral problems may result in temporary or permanent suspension from the program, without a refund.

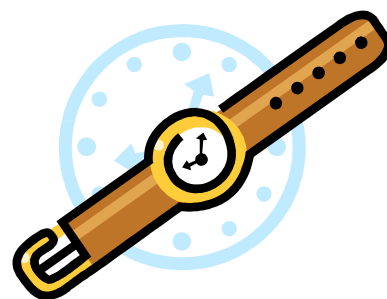


CAMP CLARITA RULES:

1. **Be Safe** – applies to interactions between campers, appropriate use of equipment and checking in with staff at designated times and locations.
2. **Listen to the counselors** – obey the rules during every activity.
3. **Use appropriate language** – foul language, threats and inappropriate jokes are not allowed at camp.
4. **Be respectful** – refers to attitudes towards staff, campers, and rules. Name-calling, eye rolling and inappropriate gestures are not allowed.
5. **Arrive on time for check-in.**

Examples of Specific Misbehavior Include:

1. Constant harassment of other children (including hitting, name calling, etc.)
2. Disrespect shown to staff members
3. Unfair play and abuse of equipment
4. Not following directions and rules
5. Use of profanity



In the event that these rules are broken by campers, **one** of the following procedures will be carried out:

Reflection Time

1. Five-minute "reflection time."
2. Five-minute "reflection time" **and** written in the Behavior Log. (Conference with staff may occur depending on the circumstances)
3. Five-minute "reflection time", parent notified to pick up their child, **and** a conference to determine if child will be temporarily or permanently suspended from camp.

Verbal Warning

1. Camper is given a verbal warning.
2. Camper is given a verbal warning **and** parent is called.
3. Camper is isolated **and** parent is called to come and pick up child.

Discipline helps ensure that each child has a fun summer at camp. Please be sure to review the Camp Clarita Rules with your camper(s).

FIELD TRIPS

Campers will participate in a field trip every day. Please review the Camp Clarita Weekly for specific drop off and pick-up times (vary depending on Camp). Dropping off or picking up campers from field trip sites is not allowed.

Due to the nature of this program, campers are asked to remain in groups of four or more and are required to wear a watch for each field trip. Groups will be held accountable for checking in with staff at designated times and locations. Failure to do so could result in suspension from the program, without refund.

Many of the trips require campers to bring money to purchase lunch. Extra money to purchase souvenirs is optional. Campers in the Voyager program are responsible for their own money.

Certain field trips require parents to complete a Release Form/Waiver. Please refer to the Camp Clarita Weekly for more information.

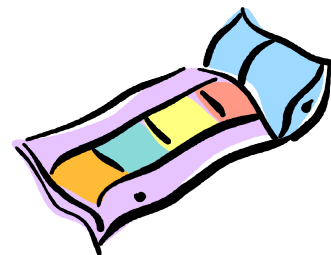


Camping Trips

There will be two overnight camping trips. There is no camp on Mondays and Fridays of these weeks. Campers will leave Tuesday morning, attend an attraction on Wednesday, and return home Thursday afternoon. On the overnight camping trips, many meals are provided by the City. Please be aware that additional items must be brought on the camping trip for your child. For detailed information regarding each individual trip, please refer to the Camp Clarita Weekly. Each camper must have a tent (or may share with a camper of the same gender), sleeping bag, and a pillow.

Items Needed for Overnight Camping Trips

- 1-2 person tent
- Sleeping bag and pillow
- Clothes for three days and two nights
 - Tennis shoes
 - Swim suit (optional)
 - Sunscreen
 - Bath/beach towel
 - Watch
 - Flashlight
 - Toiletries
 - Bug repellent (optional)
 - Extra water bottles
 - Warm clothing for nights
- Money for souvenirs (optional)
- Money for meals that are not provided by the City

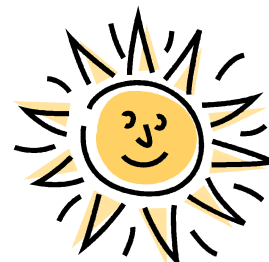


INCLUSION

Camp Clarita is an inclusive program and we welcome all children to participate in the camp experience. For further information on the Inclusion Program, please contact Dr. Jan Tolan at (661) 250-3705.

LOST AND FOUND

All items placed in the Lost and Found will be kept on site for one week after each camp session. After this time, all items in the Lost and Found will be taken to a non-profit organization. To help prevent loss, please make sure that all of your child's belongings are labeled with his/her name. **Please Note:** Camp Clarita is not responsible for any items lost or stolen at camp.



If you have any other questions, or would like further information, please call the Camp Clarita Office at (661) 284-1465, or email us at campclarita@santa-clarita.com .