



# 2010 Camp Clarita

## Wee Folks & Little Folks Parent Handbook

Welcome to Wee & Little Folks Camp!

Camp Clarita is a camp experience that provides recreational and creative opportunities for the youth of Santa Clarita. We utilize an extensively trained staff to contribute to each camper's mental, physical, and social well being. Each camp location will have one full time director in addition to counselors who are chosen for their enthusiasm and their ability to prove themselves as role models to the children in our programs. 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

### **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](http://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](mailto: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 the session 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 DAYS 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 Rooms, 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 Rooms, Activities Center

## CAMP LOCATIONS AND HOURS

	<u>Wee Folks</u>	<u>Little Folks</u>	<u>Ranger/Explorer Camps</u>	<u>Voyager Camp</u>
<b><u>Camp Hours:</u></b>	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.
<b><u>Weekly Options:</u></b>	M/W <u>or</u> T/Th	M/W/F <u>or</u> T/Th	M/W/F <u>or</u> M-F	M/W/F <u>or</u> M-F
<b><u>Extended Care:</u></b>	Not available	Not available	7:00 - 9:00 a.m. 4:00 - 6:00 p.m. (no additional fee)	
<b><u>Locations:</u></b>	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 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. When picking your child up, **you must bring a photo ID with you.** **Please also leave a phone number where you can be reached in case of emergency.**

### AUTHORIZATION TO DROP-OFF/PICK UP CHILD

Please be sure to notify the Camp Director if someone other than the usual person will be picking up your child from camp. Only people 18 years of age or older, whom you have authorized on the health history 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.**

## PARK CONTACT INFORMATION

<u>Park Location</u>	<u>Wee Folks</u>	<u>Little Folks</u>
Newhall Park	(661) 284-1451	-----
Valencia Glen Park	-----	(661) 284-1452
Canyon Country Park	(661) 284-1456	(661) 284-1456

## 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

Please provide a lunch for your camper to enjoy at 11:30 a.m. for Wee Folks and 12:00 p.m. for Little Folks. Please note that the City of Santa Clarita does not provide refrigeration for lunches. It is strongly encouraged that each camper's lunch be inside an insulated container with ice packs. In addition, be sure to label all lunches with your child's name.

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

## CAMP CLARITA T-SHIRTS

Campers enrolled in Wee Folks, Little Folks, Ranger Camp, and Explorer Camp are required to wear a camp T-shirt everyday. **No exceptions.** Camp T-shirts cost \$8.00, and are currently available for purchase online by logging onto [www.campclarita.com](http://www.campclarita.com). Each camper enrolled in Camp Clarita will receive one free T-shirt on their first day of camp. T-shirts purchased online can be picked up during Camp Clarita Parent Night or on the campers first day of camp. You must show a copy of your original receipt when picking up T-shirts. Camp T-shirts will also be available for purchase at your camp site once camp begins. Please make your check payable to the City of Santa Clarita. **No cash will be accepted at the park sites.**



**\*\*If your child arrives at camp without a Camp Clarita t-shirt, one will be provided for him/her for a fee of \$8.00. Payment, payable by check, will be due upon picking up your child**

## SUNSCREEN

Please apply sunscreen on your camper **before** coming to camp as many of the activities take place outdoors. If you would like staff to reapply sunscreen to your camper, please send a signed request along with a container of sunscreen with your camper's name on it.

## **EXTREME HEAT**

In the event of extreme heat (temperatures above 105 degrees), campers will participate in low energy activities indoors or in a shaded area of the park.

## **WATER PLAY**

On water play day, there is no need to send your camper in his or her swimsuit, as we will not be getting that wet!

## **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 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.



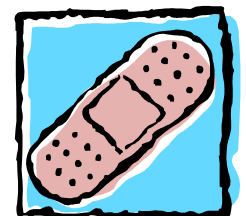
## **INJURIES AT CAMP**

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

**Minor accidents (bumps, scrapes):** We use "Band Aid" care for minor injuries. We will notify the parent or guardian if the injuries may need additional attention.

### **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



## **BATHROOM POLICY**

Campers will visit the restroom at a specific time as a group. If a camper needs to make a special trip to the restroom, staff will accompany them and wait in the doorway of the restroom while he/she uses the facility. Staff can assist campers with buckling and/or zipping of pants, however campers should be fully potty trained and capable of using the restroom entirely by themselves.

## **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 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**
2. **Listen to the counselors**
3. **Use appropriate language**
4. **Be respectful**
5. **Use your words**

### **Examples of Specific Misbehavior Include:**

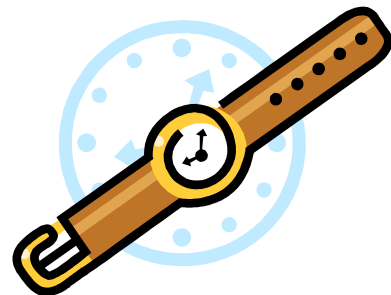
1. Constant harassment of other children (including hitting, name calling, biting, etc.)
2. Disrespect shown to staff members
3. Not following directions and rules
4. Use of profanity or inappropriate words



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

### **Reflection Time**

1. 3-5-minute "reflection time."
2. 3-5-minute "reflection time" **and** written in the Behavior Log. (Conference with the site director may occur depending on the circumstances)
3. 3-5-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.



*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).*

## 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 until the end of 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.



### SAMPLE OF A TYPICAL DAY AT WEE FOLKS CAMP\*

9:00 – 9:30 a.m.	Exploration Time, First Craft Time
9:30 – 10:00 a.m.	Clean up time and Good Morning Circle
10:00 – 10:30 a.m.	Bathroom, Washing Hands, & Snack
10:30 – 11:00 a.m.	Outside Playtime (Weather Permitting)
11:00 – 11:30 a.m.	Second Craft Time
11:30 a.m. – 12:15 p.m.	Washing Hands and Lunch
12:15 – 12:30 p.m.	Closing Circle

*\* Schedule may vary from day to day*

## WEE FOLKS 2010 CAMP THEMES

### Session I

Week 1 : June 14-17 “Welcome Happy Campers”

Week 2 : June 21-24 “The World is a Rainbow”

Week 3 : June 28-July 1 “Under the Sea”

Week 4: July 6-8 “Sensory Sensations”

### Session II

Week 1: July 12-15 “Paper Plate Creations”

Week 2: July 19-22 “Busy Hands”

Week 3 : July 26-29 “Who Lives at the Zoo?”

Week 4: August 2-5 “Farewell Happy Campers”





### SAMPLE OF A TYPICAL DAY AT LITTLE FOLKS CAMP\*

9:00 – 9:30 a.m.	Exploration/Free Play Time
9:30 – 10:00 a.m.	Welcome Circle
10:00 – 10:30 a.m.	Bathroom/Snack Time
10:30 – 11:00 a.m.	Outside Time
11:00 – 11:45 a.m.	Center Time
11:45 a.m. – 12:30 p.m.	Wash Hands/Lunch Time
12:30 – 1:00 p.m.	Closing Circle

*\* Schedule may vary from day to day*

### LITTLE FOLKS 2010 CAMP THEMES

#### Session I

Week 1 : June 14-18 “Welcome Happy Campers”

Week 2 : June 21-25 “Sensational Seeds”

Week 3 : June 28-July 2 “Star Studded Fun”

Week 4: July 6-9 “Puppets, Puppets Everywhere”

#### Session II

Week 1: July 12-16 “Mad Hatter Fun”

Week 2: July 19-23 “Creative Creations”

Week 3 : July 26-30 “Gone Fishing!”

Week 4: August 2-6 “Farewell Happy Campers”



**If you have any other questions or would like further information, please contact staff at either (661) 284-1116, (661) 284-1465, or email us at [campclarita@santa-clarita.com](mailto:campclarita@santa-clarita.com) . We are looking forward to a great, fun-filled summer!**