



# 2011-12 Camp Clarita

## Winter Adventures Parent Handbook

The City of Santa Clarita Parks, Recreation, and Community Services welcomes you to Camp Clarita! Camp Clarita exists to provide campers with a safe and fun environment that fosters growth and development through recreational and creative activities such as games, crafts, drama, field trips, and more!

### **PROGRAM INFORMATION**

Winter Camp is a three week program available to all children grades K-6:

	<b><u>Winter Adventures Camp</u></b>
<b><u>Age:</u></b>	5-12 years (by the start of the camp week)
<b><u>Dates:</u></b>	December 27, 2011 – January 13, 2012
<b><u>Times:</u></b>	7:00– 9:00 a.m. (extended care*) 9:00 a.m. – 4:00 p.m. (core camp hours) 4:00 – 6:00 p.m. (extended care*)  *No additional charge for extended care
<b><u>Location:</u></b>	Santa Clarita Sports Complex Activities Center 20880 Centre Pointe Parkway Santa Clarita, CA 91350
<b><u>Leadership</u></b>	Director - Katie Lookholder Nextel # (661) 510-2688  Asst. Director – Erin Weiss Nextel # (661) 510-0340

### **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. 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**

Place a \$30 non-refundable and non-transferable deposit per child for each week. A credit/debit card must be left on file with the Camp Clarita office and the remaining balance will be charged two weeks prior to the start of the week. The balance must be received no later than two weeks prior to the start of the week or your deposit will be forfeited and your spot will be made available to others.

- 1<sup>st</sup> week due Tuesday, December 13, 2011
- 2<sup>nd</sup> week due Monday, December 19, 2011
- 3<sup>rd</sup> week due Monday, December 26, 2011

## WEEKLY REGISTRATION

Registration for each week of camp closes the **Wednesday** prior to the start of the camp at **5:00 p.m.** We will not be able to process any additional registration requests after this time. If you are **currently** enrolled in Camp Clarita and would like to add additional weeks, you may do so by submitting a Change Form to the Camp Clarita office prior to the registration deadline and we would be more than happy to process the request for you.

## CAMP FORMS

If you register your child for Camp Clarita online, please submit an electronic Health History Form by the **Wednesday prior to the start of the week**. Health History Forms are available online at [campclarita.com](http://campclarita.com). If you register in person or via mail-in, please complete the Health History Form in the Registration Packet and submit it to the Registration Counter. We also require a completed Camper Agreement which you can submit to the Camp Clarita office or bring with you on the first day of camp.

If your child does not have a completed Health History Form or Camper Agreement on file on his/her first day of camp, you will be required to complete them at that time or your child will not be allowed to participate in the program.

## REFUND POLICY

All requests for refunds or transfers must be submitted in **writing** to the **Camp Clarita office** by completing the Change Form. Forms can be obtained at [campclarita.com](http://campclarita.com) and submitted directly to the office through the website, fax, or email. Change Forms must be submitted at least **ten business days** prior to the start of the week enrolled. No refunds will be issued after this time.

- For each week refunded, a **\$30 charge per child per week** is withheld regardless of reason for refund.
- A refund will not be issued for days missed in a week and there are no make-up days.
- Prorated refunds are not issued for campers who do not attend field trips and admission tickets are not distributed.

Camp Clarita's advance reservation of buses, admission tickets, scheduling of staff, etc. does not enable us to refund camp fees after the deadline regardless of reason for non-attendance. Any refund of camp fees may take up to three weeks after notification is received to be processed.

All transfer requests must be submitted in writing to the Camp Clarita office no later than the **Wednesday** prior to the start of the week at **5:00 p.m.**

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

## STAFF

We utilize an extensively trained staff to contribute to each camper's mental, physical, and social well being. There will be one full time director and assistant director in addition to numerous counselors who are chosen for their enthusiasm and 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 participates in training that ensures your child's safety while in our program. Staff to camper ratio is 1:10.



## SIGN-IN AND OUT

Whenever you drop-off or pick-up your child at camp, you must sign your child in and out on the attendance sheet. Staff use these documents 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.** A full signature is required. **Campers may not sign themselves into camp.** Please be prepared to show a **picture ID** each day in order to pick up your child.

## AUTHORIZATION TO PICK-UP CHILD

Only people whom you have authorized on the Health History Form, may pick-up 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. We cannot release a child to anyone without proper authorization. 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 listed on the Health History Form. **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 the Camp Director. No faxes, emails, or authorization by telephone will be accepted as we can not confirm your identity.**

## AUTHORIZATION TO HAVE YOUR CHILD WALK HOME

If you wish to have your child walk home unaccompanied, you must speak with the site Director and complete a Sign-Out Authorization Form. Only children ages 11 and up may sign themselves out.

## 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. Please note, if you are late picking up your child two times during camp, you will be contacted by the Recreation Supervisor or Coordinator. On the third offense, your child may be suspended until arrangements can be made to ensure your child is picked up on time.



## LUNCHES

All campers must bring a lunch to camp everyday, unless otherwise noted. Lunches need to be in a paper bag or nylon foldable lunch bag, and must be clearly labeled with your child's name. Lunches **should not** contain perishable foods, such as tuna fish or sandwiches with mayonnaise as we are not able to refrigerate them. 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.**

## SNACKS

Camp Clarita provides one morning and one afternoon snack for each camper. Snacks provided by Camp Clarita follow the State of California's Nutritional Standards (SB 12). Please send your child to camp with additional snacks, as they may become hungry throughout the day.

## ADDITIONAL THINGS TO BRING TO CAMP

- Backpack to keep belongings in
- Extra snacks
- Bottles of water
- Jacket and/or sweatshirt
- Closed toe shoes. For safety purposes, we do not allow campers to wear sandals or open-toe shoes
- Campers should leave all electronic devices such as MP3 players, hand held computer games, and cell phones at home as they are not allowed at camp

**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 publication that gives you all of the up-to-date information on upcoming trips, weekly activity schedules, drop-off and return times, and important reminders. This is your weekly resource for Camp Clarita. You can pick one up at camp or by logging onto [campclarita.com](http://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 you apply sunscreen to your child before bringing him/her to camp as some of the activities take place outdoors; weather permitting. 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.

## OUTSIDE ACTIVITIES

Campers will participate in outdoor activities daily, unless it is extremely cold, windy, or raining outside. We feel it is important for the campers to have this time outside, so please make sure you send your child with warm clothing i.e., jacket, sweatshirt, hat, gloves, etc. If your child is not well enough to play outdoors on a specific day, please do not send them to camp, as we cannot have some children stay inside while the majority go outdoors.



## CAMP CLARITA T-SHIRTS

Campers enrolled in Winter Adventures 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 *campclarita.com*. Each child will receive one free t-shirt per paid enrollment regardless of how many weeks they are enrolled. They will receive the free T-shirt on their first day of camp.

T-shirts purchased online can be picked up 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 be available for purchase at your camp site once camp begins (check only). Please make your check payable to the City of Santa Clarita. **No cash will be accepted at the camp site.**

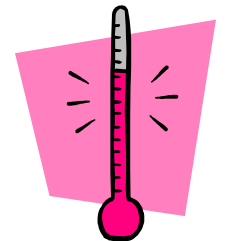
**\*\*If your child arrives at camp without a Camp Clarita T-shirt, one will be provided for him/her for a fee of \$8.00. Payment, payable by check, will be due upon picking up your child. We do not provide “loaner shirts,” therefore, your child may not wear it for the day and then return it.**



## ILLNESS

**In order to keep staff and other campers healthy, we request that you keep children at home who are sick or showing symptoms of illness.**

**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:** (e.g., 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 eggs. A doctor's note may be required and is at the discretion of the Recreation Coordinator/Supervisor. 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 (i.e., rugs, mats).

Additional illnesses and conditions where we ask that you keep your child at home include, but not limited to:



- Vomiting and/or diarrhea within the previous 24 hours
- Runny nose with any colored discharge
- Sore throat
- Any unexplained rash
- Any skin infections
- Pink eye and other eye infections
- Continued cough

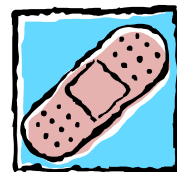
If your child has allergies which result in a continuous runny nose, please bring a note from your child's doctor stating this. This is true for any condition that may appear to be infectious or contagious but is not.

## 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. If it is prescribed medication, your child's name must be on the container.
2. You must complete the Medication Consent Form providing written instructions indicating the quantity and time that your child is to take the 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 will take whatever steps necessary to obtain medical care if warranted.

### **Minor accidents (bumps, scrapes)**

All minor accidents will be recorded in the First Aid Log. You will be notified of the injury and the first aid provided by the site Director/Assistant Director at the time of pick-up.

### **Bee Stings**

Camp Clarita staff is not allowed to remove objects imbedded in the skin. In the event that your child gets stung by a bee, parents will be notified immediately and given the option to pick up their child or come to the park location to remove the stinger and allow them to return to the scheduled activities.

### **Head Injuries**

If at any time a camper injures their head while at camp, as a precaution, parents will be notified by camp staff informing them of the situation.

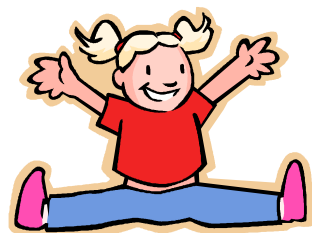
### **In the event of a major accident:**

1. We will attempt to contact the parent/guardian first (if it's life threatening, 9-1-1 will be called first).
2. We will attempt to contact you through any person listed on the Health History Form.
3. If we cannot contact you, we will call an ambulance to have advanced medical care administered.

## BATHROOM POLICY

Camp Clarita utilizes the buddy system for trips to the restroom while at camp. Campers must ask staff and are assigned a "buddy" to accompany them to the restroom. Staff will monitor the children as they walk to and from the restroom. Restrooms are located inside the facility, but at times, activities may take place outside and campers may be required to use outside restrooms.

On field trips, campers will visit the restroom multiple times throughout the day with their group. If a camper needs to make a special trip to the restroom, the entire group will accompany the child to the nearest restroom.



### **SAMPLE OF A TYPICAL DAT AT WINTER CAMP\***

7:00 – 9:00 a.m.	Check-in for extended care – low organized activities
9:00 – 9:45 a.m.	Opening Circle
9:45 – 11:30 a.m.	Three activity periods for games, crafts, sports, and more.
11:30 a.m. – 12:00 p.m.	All Group Activity
12:00 – 12:45 p.m.	Lunch
12:45 – 3:00 p.m.	Adventure Time
3:00 – 3:15 p.m.	Snack Time
3:15 – 4:00 p.m.	Awards and Closing Circle
4:00 – 6:00 p.m.	Low organized games for extended-care

*\*Schedule may be subject to change*

## **CAMPER DISCIPLINE POLICY**

We strive to provide a safe and fun environment for all of our campers. In order to do so, each camper has a responsibility to act in a way that assures a positive experience for all. For that purpose, we have established the following rules:

- 1. Be safe**
- 2. Listen to counselors**
- 3. Use appropriate language**
- 4. Be Respectful**

### **Prohibited behaviors at camp include, but not limited to:**

- Endangering the health and safety of themselves, other campers, and/or staff or volunteers
- Continual disruption of the program
- Refusal to participate in activities or cooperate with staff
- Stealing, damaging, or failing to care for camp or personal property
- Refusal to follow instructions
- Inappropriate physical contact (hitting, biting)
- Use of profanity or inappropriate language/gestures
- Bullying or acts of aggression or violence



**In the event a camper doesn't adhere to the behavior guidelines, the following Disciplinary Action Plan will be followed:**

1. The camper will be given a verbal warning and staff will direct the camper to a more appropriate behavior.
2. The camper will be given a time out away from the group and activity. Staff will explain what rule(s) have been broken, why they are receiving a time out, as well as the consequences for future negative behavior. The incident may be documented in the Behavior Log.
3. The camper will be taken inside to speak with the Director or Assistant Director and the incident will be documented in the Behavior Log for the parent/guardian to review and sign. A phone call to the parent/guardian may also be required at this time.
4. If the behavior persists, the camper will be removed from all activities and parents will be called to pick up the child. **If the camper's behavior at any time threatens his/her immediate safety, or the safety of other campers or staff, the parent/guardian will be notified and expected to pick up the child immediately.**
5. If the negative behavior continues and the child is sent home a second time, the parent/guardian will be contacted by the Recreation Supervisor or Coordinator at which time a Behavioral Contract will be completed where expectations and consequences will be discussed.
6. In the event the camper continues to not meet the behavior expectations, he/she may be suspended or removed entirely from the Camp Clarita program. **No refunds will be issued.**
7. The Recreation Supervisor reserves the right to forgo the Disciplinary Action Plan and commence immediate dismissal of a camper based on the severity of the behavior.

**Please be sure to review the Camp Clarita rules with you camper.**

*Our discipline policy helps ensure that each child has a fun and safe summer at camp.*

### **BASIC PARTICIPATION SKILLS FOR EACH CAMPER:**

- Actively participate in planned activities during the camp day
- Be able to function within a group setting
- Ability to understand, follow and accept directions
- Be able to take turns and share in a cooperative manner
- Respect others and their property
- Ability to stay with his/her assigned group
- Ability to maintain self control



## INCLUSION SERVICES

Camp Clarita is an inclusive program and we welcome all children to participate in the camp experience and have a meaningful and enjoyable winter. Through our inclusion program, we provide reasonable staff support to make the experience successful. Campers must be enrolled in the program prior to submitting an Inclusion Service Request form and two weeks notice is required for all services.

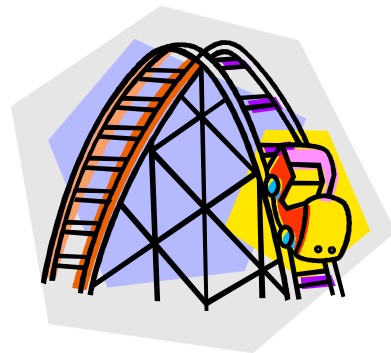


For further information on the Inclusion Program or to discuss your child's participation in Camp Clarita, please contact the Inclusion Coordinator at (661) 250-3719. Campers must meet the Basic Participation Skills. We strive to meet the needs of every camper, but in some instances, this program may not be appropriate for all.

## FIELD TRIPS

Every Wednesday campers go on a field trip. Although specific information regarding each field trip can be found in the *Camp Clarita Weekly*, or by asking the site director, the following is information that applies to all trips:

- Please review the *Camp Clarita Weekly* for specific drop-off and pick-up times (vary depending on trip). The buses will depart promptly at the scheduled time and **will not** wait for late campers.
- Dropping off or picking up campers from field trip sites is **not** allowed.
- There will not be any staff that stays behind at the park on field trip days; therefore, all campers must attend.
- The price is not pro-rated for campers who do not attend the field trip, nor do we provide refunds or distribute tickets for missed trips.
- Campers are not allowed to purchase souvenirs on field trips.
- Campers will be required to bring money to purchase lunch on some field trips.
  - **Ages 5-8** – Staff will hold money for campers in baggies and return receipts/change to parents.
  - **Ages 9-12** – We encourage campers of this age group to be responsible for their own money.
- Some field trips are very long so we recommend sending your child with snacks.
- Campers will be placed in groups according to their age for all field trips and staff will ensure that each group participates in age appropriate activities. You are welcome to check with staff to make sure your child is in a group you feel is appropriate in order to ensure they have an enjoyable experience on each field trip.
- Food is provided on some field trips; therefore, if your child has any dietary restrictions, please speak with your site director the Monday prior to the trip.
- If a camper does not follow the behavior guidelines while on a field trip, the parent may be required to drive to the field trip location to pick up their child.



## CHAPERONES

We gladly welcome supportive parents who wish to contribute to our program by volunteering their time on field trips. Admission is paid for all Chaperones, but you are responsible for your lunch unless food is provided. Chaperones are required to ride the bus, stay with the assigned group at all times, and adhere to Camp Clarita policies. Please keep in mind that there is a limit of two chaperones per week, and not all trips will require the assistance of chaperones.

Chaperone sign-ups are accepted beginning at 7:00 a.m. on Monday of the week the trip is scheduled for. We ask that you only sign-up to attend one field trip during winter camp to allow other parents the opportunity to participate. The only exception would be if there is chaperone space available on Tuesday, you are welcome to sign-up. A Chaperone Form must be completed and on file with camp staff. For more information on the chaperone program, please speak with your site director.

## REPORTING SUSPECTED CHILD ABUSE

In order to ensure the well being of the children in our care, staff has a duty under state law to report incidents of possible neglect or abuse to the Department of Children and Family Services (D.C.F.S.) and to cooperate in any investigation of such possible neglect or abuse. D.C.F.S. may send social workers and personnel to speak with the child in regards to any incidences of child abuse and may legally do so without parent permission or consent.

City of Santa Clarita staff are mandated reporters and must follow California statute for mandatory reporting (Penal Code Section 11166). Staff may be subjected to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff, or any other person on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. All child abuse investigations are a matter for D.C.F.S. or the local law enforcement.

## LOST AND FOUND

Our staff will do their best to ensure that campers do not lose any belongings; however, we cannot be responsible for any lost or stolen items. As previously mentioned, we recommend that campers keep all necessary items in a bag or backpack and refrain from bringing unnecessary items to camp. Any items placed in the lost and found will be kept on site until camp ends on January 13. After this time, all items in the lost and found will be taken to a non-profit organization.



## DEPENDANT CARE REIMBURSEMENT FORMS

All Dependant Care Reimbursement Forms must be verified and signed by the Camp Recreation Supervisor or Coordinator. In order to obtain signature and tax identification number, please submit form directly to the Camp Clarita office via fax or email or give to the site director. Please allow one business day for processing if faxed or emailed directly to the Camp Clarita office and up to three business days for processing if given to the site director.

## CAMP CLARITA CONTACT INFORMATION

If you have any other questions or would like further information, please feel free to contact the Camp Clarita office.

Phone: (661) 284-1465

Fax: (661) 253-2567

Website: [campclarita.com](http://campclarita.com)

Email: [campclarita@santa-clarita.com](mailto:campclarita@santa-clarita.com)

*Lisa Nikkila*  
Recreation Supervisor

*Jennifer Lindstrom*  
Recreation Coordinator

