

Camp West Hollywood



Parent Guide 2022



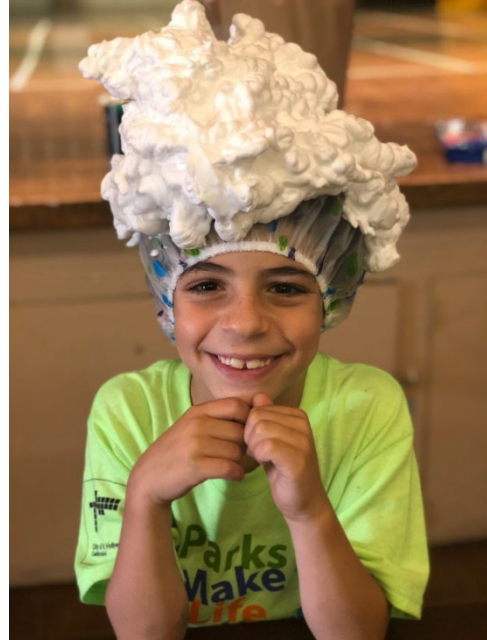
Dear Parents:

Thank you for choosing Camp West Hollywood for your child's winter camp experience. We look forward to an exciting and fun filled winter. This guide provides answers to the most frequently asked questions about day camp. Please take a moment to read this very important information.

AGE GROUPS: In order to provide each child with a quality camp experience, children are grouped according to age. When at all possible, we will attempt to put friends/family of the same age in the same group, but we cannot guarantee this privilege.

ARTS AND CRAFTS: Each child will participate in arts and crafts activities weekly. Your child will bring home the projects that he or she is working on as they are completed.

BIRTHDAYS: If your child's birthday occurs during his/her camp session and you would like us to celebrate with him/her at camp, you may bring non-edible items to share, for example, bubbles, toys, books, etc. Please no food or drink items like cupcakes or cookies. Please let us know in advance so that we can tell you how many children will be at camp that day.



BOO-BOO REPORT: A report will be filled out should your child have a minor incident and will be shared with you at the end of the day. Staff will request a parent/guardian signature on report, and you will receive a copy. In the event of an accident, you will be notified immediately.

COMMUNICABLE DISEASES: **NO** child will be allowed in camp if he/she shows any evidence of having contracted a communicable disease. Communicable diseases include, but are not limited to Covid 19, Chicken Pox, Mumps, Measles, and Head Lice.

CONTACT INFO: Recreation Coordinator, Destiny Nieto at dnieto@weho.org or call 323-848-6497; Recreation Supervisor, Michael Gasca at mgasca@weho.org or call 323-848-6533. Plummer Park office: 323-848-6530; West Hollywood Aquatic and Recreation Center: Park office: 323-848-6534, Aquatic office 323-848-6538.

COUNSELORS: The City of West Hollywood Camp Counselors are employees of the City's Recreation Services Division. They have been selected for their ability, desire, and interest in working with young children. Many counselors have several years of experience working in the City of West Hollywood's Recreation programs. Recreation Aides are also assigned to each group. The ratio of staff to campers is approximately two to ten.

CAMP STAFF:

Lead Counselor: Aldin Enriquez

FIELD TRIPS: Each winter session, campers will attend a field that is held on Wednesday. The cost of admission and transportation is covered in the camp registration fee. At times, lunch will be included; you will be notified ahead of time. Please do not send your child with extra spending money for the trip, unless it's indicated for snack or lunch. On field trip days, your child, for safety reasons, must wear the camp T-shirt provided. If your child comes to camp on a field trip day and is not wearing his or her camp T-shirt, you will be charged **\$5.00 for a new T-shirt**.



Early pickup from the field trip is permitted, however, you must notify Recreation Coordinator Destiny Nieto by email ahead of time. You must have your ID when you sign your child out at the field trip location.

INCLUSION POLICY: If your child has a special education plan through their school, please share with the Recreation Coordinator upon enrollment. If your child requires an aide during the school year, the City encourages mirrored structure at Camp West Hollywood. The Aide provided by the family or the school district will be required to complete a free background check through the city four weeks prior to the start of camp. The City will cover the cost of field trips for the assigned Aide and requires that the Aide accompanies the camper to and from all field trip destinations.

LABELING: Please label **EVERYTHING** that belongs to your child. This will help in identifying lost items.

LATE PICK-UP: Parents/guardians must pick up their camper on time at the end of each camp day by 5:30pm. **THERE IS NO GRACE PERIOD.** Should the participant be picked up late, a \$1.00 a minute late fee will be charged starting at 5:31pm. Late fees must be paid at the park office inside the community center **before** the child can return to the program. Keep in mind we accept check, credit card, or money order and we do **not** accept cash. If a parent/guardian is repeatedly late picking up their child, they risk suspension from the program without a refund.

LICE: (See also COMMUNICABLE DISEASE): In the event that a camper contracts lice, he/she will not be permitted to attend camp until all lice and eggs are removed.

LOST AND FOUND: Lost and found items are stored at the park office. At the end of the last session of camp lost and found items will be held for a period of 30 days and then disposed of. To avoid losing items, remember to label everything.

LUNCH: We request that you pack a nutritious and filling lunch for your child each day, as well as two snacks. Please be aware that we do not have a refrigerator for keeping lunches cold and no facilities for warming or heating food. Snack time is mid-morning and late afternoon. PLEASE label your child's lunch.

MEDICATIONS: ALL medications including non-prescription must be stored in the park office. If your child is on medication and needs a dose while at camp, please email Recreation Coordinator, Destiny Nieto with instructions for the camp staff to follow. We do not administer or give the child any medication; they will have to take it on their own.

PARKING: Free parking while dropping off or picking up campers at Plummer Park is available in the South parking lot in front of the Community Center off Martel St. as well as the North parking lot off Fountain Ave. (excluding Mondays).

PROOF OF AGE: An original legal document such as a birth certificate, passport, identification card, or insurance card must be presented in person two weeks prior to the start of camp. We do not keep any documents; we simply review it and make note of it in the system.

REFUNDS: If cancelling, a written request (email recreation@weho.org) must be sent **10 days** prior to the start of the first day of the registered camp week in order to receive the refund (minus a \$5.00 administrative fee charged per transaction, per participant). *Note that the \$100 deposit is non-refundable.*

RULES: For the camp's safety, it is imperative that ALL CAMPERS follow the camp rules at all times. Disciplinary action (usually in the form of loss of privileges) will be taken for any camper disobeying the camp rules. The Recreation Coordinator will deal with more severe or consistent rule violations. Please review and sign the **Code of Conduct** at the end of this document.





SIGN-IN/SIGN-OUT: EACH child must be signed-in and signed-out each day by a parent or other authorized adult. We cannot allow any child to arrive or leave camp without a parent or authorized adult signing them in or out. We will only release your child to those people you have listed on the camp registration form! Please **DO NOT CALL THE CAMP OFFICE WITH ORAL AUTHORIZATION** to release your child to anyone other than those listed on the camp registration form. In case of emergency, an email must be sent with authorization to the Recreation Coordinator. **ID is required for pick-up no exceptions.**

SNACKS: Snack time is at 9:15 am and 4:00 pm. Please make sure to pack two healthy snacks with your child each day.

SUNSCREEN: Please apply sunscreen on your child each morning; pack sunscreen with a SPF of 30 or greater each day in your child's backpack or camp carry bag. Please label it with your child's name. Camp counselors are authorized to spray aerosol sunscreen but not apply lotion-based sunscreen on campers.

T-SHIRT: Campers must wear their camp shirt daily. Campers will receive two (2) camp shirts on the first day of camp. You may purchase additional camp shirts for \$5. If a camper arrives to camp without a shirt, they will be required to purchase a shirt for \$5.

TOYS AND GAMES: Toys and games are ***not*** allowed in camp. It is highly suggested to leave toys at home. Camp is full of games, crafts, and activities that will keep your campers entertained throughout the day.

WEEKLY EMAILS FROM THE COORDINATOR: You will receive an email a week prior to camp from Destiny Nieto with information for the following week of camp. It will include a weekly schedule, trip information, and anything else that we want you to know prior to the start of the week. Please make sure you have the correct email address listed on your account.

This information should answer most of your questions regarding camp. However, if you have questions or concerns that are not covered in the Camp West Hollywood Parent Guide or need further clarification, please do not hesitate to call Recreation Coordinator Destiny Nieto at (323)848-6497.



Day Camp Code of Conduct

In order to ensure the quality and enjoyment of Camp, and to promote a safe and positive atmosphere, all campers shall abide by the following Code of Conduct:

1. Campers shall act with respect towards staff and other participants, their privacy, and safety. Treat others the way you want to be treated.
2. Keep camp safe and fun. Be courteous, respectful, helpful, nice, and use only kind words.
3. Campers shall act with respect towards public and private property and equipment. If you make a mess, clean it up.
4. Profanity, physical, verbal abuse or threats of any kind will not be tolerated.

Failure of participant to follow this Code of Conduct will result in disciplinary action, including (but not limited to):

1. The camper will be given a verbal warning and staff will direct a more appropriate behavior.
2. The camper will be given a second verbal warning, which will include an explanation of what rule(s) have been broken and the consequences for future negative behavior.
3. Time out from the program or activity for (15) minutes, discussion with staff regarding the consequences. A follow up with the camper's parent/legal guardian at the end of the camp day may also be required at this time.
4. A call to parent/guardian and suspension of the camper for the remainder of the day. The camper may return the next day with the expectation of good behavior.
5. Meeting with camper, parent/legal guardian, Camp Counselor lead staff and Recreation Coordinator to discuss behavior.
6. In the event the camper continues to not meet the behavior expectations, he/she may be removed entirely from camp, without a refund.

Camp Counselors reserve the right to assess the severity of the behavior and begin corrective disciplinary actions to address the infraction. Parents will be contacted and Recreation Coordinator will review decisions which result in suspensions from Camp.

I HAVE READ AND AGREE TO THE ABOVE CODE OF CONDUCT

Camper's Name (Print): _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: ____ / ____ / ____