



**Family
Handbook
2019**



Dear Camp Funtime Family,

Welcome to Camp Funtime summer 2019! As parents, you may have questions about your child's experience at camp. We have put together this handbook as a guide to all of your important questions and concerns. Please take the time to go over the information regarding our program and policies, to ensure a successful start to camp.

All of us at Camp Funtime look forward to a wonderful and fun summer with you and your family. Should you have any additional questions not answered in this handbook, please feel free to call the camp office (818) 789-8405.

We look forward to seeing you this summer!

Linda Stephenson Ali Guerrero
Director Assistant Director

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First Day of Camp

The first day of camp can be somewhat overwhelming for new and younger campers. At Camp Funtime we try to eliminate first day jitters by hosting our very popular “Camper Meet and Greet”, which is held the Saturday before the first week of camp. This years Meet and Greet will be held on Saturday, June 15th. This event gives campers and parents the opportunity to come meet their counselors before camp starts in a very calm and fun setting. Campers will be able to see where their group meets each morning as well as pick up their camp shirt. We understand that not all families are able to attend this event, this is not mandatory.

On any campers first day of camp our staff will do everything possible to help make you and your child feel comfortable, by helping with a smooth transition into the camp program. Experienced staff is on hand to help with transition if necessary. Our goal is to make you and your child feel comfortable and experience a positive first day of camp.

What Your Child Should Bring to Camp*

Campers should come to camp each day with a backpack or day bag packed with the following items:

- Swimsuit (campers can choose to come to camp with their suit already on under their clothes)
- Towel
- Sunscreen
- Flip Flops (to walk to and from the changing room and pool)
- Some type of dry/wet bag for the wet swimsuit and towel to be placed in after swimming
- Lunch (packed from home, or a hot lunch ordered from Freshlunches)
- Morning snack (even if you have ordered Freshlunches you still need to send a morning snack)
- Reusable water bottle

Optional Items:

- Goggles
- Extra change of clothes (suggested for Cub Campers)

***everything your child brings to camp should be labeled with his/her name**

Campers should not bring any of the following items with them to camp:

- Personal Items (electronic games, cell phones, toys, trading cards, fidget spinners)
- Money
- No weapons or objects that may be viewed as harmful. (this includes any toy weapons, even on dress up days)

Camp Funtime is not responsible for any lost, stolen or broken personal items.



What Your Child Should Wear to Camp

Campers should come to camp wearing comfortable play clothes. Please do not send your child wearing something that you would not want to possibly get dirty, stained or wet. Campers should wear closed toed shoes with socks at all times, NO CROCS, OPEN TOED SANDALS OR JELLIES. Sandals are okay to wear to and from the pool during swim time. Please do not send your camper wearing anything expensive that could get lost or misplaced.

Lunch and Snacks

Campers should come to camp each day with a packed lunch or pre-ordered hot lunch. **We are a nut sensitive campus, please do not include any nut food products in your campers lunch/snack.** On occasion if there is a serious food allergy (other than nuts) in a camper group, we may ask parents in that group to please refrain from packing that food item. Please make sure to pack an extra item in your child's lunch for them to select from for morning snack. If your camper will be receiving hot lunch, you are still required to send a morning snack. Each afternoon campers will receive a Popsicle for their afternoon snack. There are plenty of water fountains with filtered bottle refilling stations located around the campus. Sending a reusable water bottle is a great way to keep your child hydrated throughout the day.

Freshlunches is our designated hot lunch provider. Lunches should be pre-ordered the Wednesday prior to the week you would like to receive lunches. On field trip days, hot lunches will be delivered to camp prior to the buses departure. You can register for Freshlunches starting on June 3rd.

<https://my.freshlunches.com/register/campfuntime>

Drop Off and Pick Up

Regular camp hours are from 9:00 a.m. to 3:45 p.m. However, we give families a half hour window to drop off and pick up your campers from camp. Morning drop off runs from 8:30 a.m. to 9:00 a.m. and afternoon pick up runs from 3:45 p.m. to 4:15 p.m. **For security purposes, please have your pick up card clearly displayed on your dashboard when entering our campus. (Pick up cards will be mailed out the first week of June).**

Morning Drop Off

Morning drop off begins at 8:30 a.m. each morning and goes until 9:00 a.m. Campers should not be dropped off before 8:30 a.m. If you arrive early and do not wish to use our extended day care program, you will be expected to wait with your camper until 8:30 a.m. When you arrive in the morning, please pull into our campus lot. You may choose to drop off your camper one of two ways; by parking and walking your camper to his/her group or you may pull thru our drop off line and a staff member will walk your camper to his/her group. Once you pull into the lot you will be prompted to proceed to the stop sign at the bottom of the hill. If you will be utilizing our drop off line, we ask that once you pull into the lot you put on your right hand turn signal to help notify staff in which way to direct you.



From there you will either pull to the right where we have our drop off line or pull to the left where you will be directed to a parking spot. We will do everything possible to get parents parked quickly and efficiently for those who would like to walk their campers to their group. Due to limited parking spaces in our lot, we ask that parents please be courteous of the time spent dropping off in order to allow other parents to park and walk their campers in.

Afternoon Pick Up

Afternoon pick up begins at 3:45 p.m. and ends at 4:15 p.m. For afternoon pick up we have two options, you can either utilize our pick up line or park and walk in to get your camper. Cars utilizing the pick up line must enter the line eastbound on Killion Street making a right into our lot. Cars wishing to park in our lot can bypass the pick up line and enter from either direction. Once at the front gates, please notify our security guard that you will be parking, you will then be directed thru the parking lane. For our pick up line, you will then be directed into one of three lanes where your camper will be brought to your car.

For the safety of our community, please DO NOT make u-turns on Killion Street. There is absolutely NO PARKING ON KILLION STREET.

Extended Day Care (EDC)

EDC is available for families needing to drop off earlier/pick up later than our regular camp hours. Morning EDC is available starting at 7:30 a.m. and afternoon EDC is available until 6:00 p.m. EDC is an additional fee of \$6 per day for mornings, \$8 per day for afternoons and \$12 per day for the combination. Any camper who is not picked up by 4:15 p.m. will enter EDC, parents will be charged for any amount of time spent in EDC. Please be courteous, if you do not need to utilize EDC please drop off/pick up your child during the regular designated times. We do understand that emergencies come up, therefore you do not need to be preregistered to utilize EDC. However, please note, if you are not preregistered for this program, you will be charged accordingly.



Field Trips

Each Wednesday, day campers and CILTS have the opportunity to travel offsite and experience something new. We choose age-appropriate trips that coincide with the weeks theme. This is a great opportunity for campers to experience new surroundings in a fun and safe way. Field trips are optional for all campers attending on Wednesdays, regular camp will be available for all campers not attending the trips. Depending on the field trip location, campers will be taken to a nearby park for lunch.

All campers must be at camp no later than 9 a.m. the day of a field trip. Buses leave between 9-10 a.m. (depending on the trip) and return before dismissal.

Campers should come to camp wearing a Camp Funtime t-shirt, tennis shoes with socks, and have their lunch packed in a disposable bag (no lunch boxes) labeled with their name and group number. All lunches are stored in cooler bags, that is kept with the counselors throughout the course of the field trip. To help keep lunches cold, we suggest packing a frozen water bottle or juice box. Please do not send your camper with any money on field trip days. Campers are not permitted to buy any souvenirs or food while on trips.

For safety reasons any camper who does not come wearing a camp shirt on a field trip day will not be allowed to attend the trip.

Injuries and Illness at Camp

Parents will be notified of the following injuries or illnesses while at camp:

- Vomiting
- Fever
- Bee stings
- Rashes
- Suspected breaks, sprains or strains
- Severe cuts, scrapes or gashes
- Burns
- Head injuries

Anything other than a basic “boo-boo”.



When to Miss Camp

Symptom	Keep your child home if:
Fever	He/she has a morning temperature of 100 degrees F or higher, or temperature is below 100 but is complaining of aches, is pale or very tired.
Stomach Ache	He/she has two or more episodes of vomiting or diarrhea, or has had one in the past 24 hours and feels tired.
Sneezing or Runny Nose	He/she is sneezing a lot and his/her nose won't stop running.
Sore Throat	He/she has tender, swollen glands and a fever of 100 degrees F or higher.
Cough	He/she coughs frequently, coughs up phlegm, or cough sounds like a bark or is accompanied by a sore throat or wheezing.
Earache	His/her pain is constant or severe-a sign of otitis media.
Rash	The rash blisters, develops pus, or is uncomfortable, which would signal chicken pox or impetigo.

A camper must be kept home at least 24 hours after a fever and 24 hours after starting antibiotics. Please remember if your child needs to take medication at camp, you will need to send an authorization form signed by you and the health care provider with the medication.

Medication at Camp

All medications, including prescription and over the counter medication administered to campers by the camp nurse or by campers themselves require a signed **Medication Authorization** form. This form must be signed by the legal parent/guardian and treating physician and shall include:

- 1) campers name, medication name, medication dosage, medication frequency and duration of treatment.
- 2) Consent authorizing designated camp personnel to contact physician should questions arise.

Please make sure all medication containers are clearly labeled with the campers name, medication name, dosage, frequency and if applicable expiration date of order.

Please bring with you a signed "Medication Authorization" form and properly labeled medication. on your child's first day of camp or at the "Camper Meet and Greet".



Swim Testing

All campers that want to swim in the “big” pool must be swim tested their first day of camp to determine if they are water safe. Any camper who does not pass or chooses not to take the swim test will only be allowed to swim in the “small” pool. If a camper does not pass the swim test the first time, they are always allowed to re-test throughout the summer as their skills progress. Campers are wrist-banded depending on their swim ability. RED= non-swimmers, YELLOW= swimmers are water safe but not strong enough for the deep end, BLUE= strong swimmer can access the entire pool.

Lost and Found

Our lost and found tables are located outside the camp office. At the end of each camp day all items left behind will be brought down to the lost and found tables. In order to help return lost items to campers, we ask that you label everything with your child’s first and last name. At the end of the first four weeks of camp and the end of the summer we will donate all unclaimed lost and found items to a local charity.

Animals on Campus

As much as we love our pets, there are no animals permitted on campus of Westmark School.

Behavior/Dismissal from Camp

Directors reserve the right to dismiss any child whose behavior is deemed detrimental to the safe operation of the camp program. Should your child be dismissed from camp due to poor behavior/conduct, 50% of your unused tuition will be refunded.

Emergency Procedures

In the case of an emergency, the designated parents/guardians on your emergency form will be notified.

GUIDELINES FOR EMERGENCY PICK UP ON CAMPUS:

1. Do not drive onto the campus. Please park on the street and walk to the gate.
2. Parents/Guardians/Designated report to the request gate.
3. Please have an ID to confirm authorization for camper to be released.
4. Campers will be brought to the reunion gate and released to their parent/guardian/designated contact upon sign out.



GUIDELINES EMERGENCY FOR PICK UP OFF SITE:

Balboa Park Tennis Courts, 5651 Balboa Blvd, Encino 91316

1. Park in the parking lot and walk to the Balboa Park Tennis Courts.
2. Parents/Guardians/Designated report to the request gate.
3. Please have an ID to confirm authorization for camper to be released.
4. Camper will be brought to the reunion gate and released to their parent/guardian/designated contact upon sign out.

Emergency Release:

An emergency release of campers occurs when the emergency requires campers to be released to a parent/guardian to ensure their safety and well-being. Should this occur, parents would be notified. Often in an emergency, local phones are jammed due to the volume of calls. Should we experience difficulty in placing local calls, the designated out of state contact will be notified of the status of students. Please contact your designated out of state contact if you are unable to speak with Camp Funtime for updates.

Emergency Supplies at Camp Funtime:

Our camp has essential emergency supplies. Each classroom has an emergency backpack with emergency supplies, in addition to a classroom supply of sanitation and basic first aid resources should campers and staff be confined to the classroom for an extended period of time, as in the case of a lock down. Camp Funtime has an emergency storage bin that houses a supply of food and water for each person for approximately three days, more first aid supplies, search and rescue equipment, a propane operated generator, tools, blankets, clothing and protective coverings for an extensive stay on the field. It is requested that families provide a 3-day supply of medication for the camper.

Types of Emergencies:

We prepare for emergencies in a number of ways: education and information, rehearsals through drills and emergency scenarios and provisions (food, water, sanitation and first aid). Our planning focuses on the following categories:

Fire:



We rehearse basic evacuation from buildings (evacuation routes are posted in all rooms and offices); counselors lead campers to designated areas on the field. We practice protocols of attendance/accountability. When an “all clear” is given, campers return to their activity.

In the event of an actual emergency, the fire department is contacted and the situation is assessed. Should campers be unable to return to activities, parents will be notified. Parents will be apprised of the situation and emergency release procedures shall that be necessary.

Natural Disaster such as Earthquake:

Campers are instructed that during an earthquake, they are to drop, cover and hold on until it is safe to evacuate. When safe, counselors lead campers to designated areas on the field. The emergency teams review protocols for search and rescue, securing the campus, providing first aid, assessing damage, activating emergency supplies and resources, implementing communications with the camp and the community, and the process of the emergency release of campers.

Lock Down:

Lock down is when ALL persons on campus immediately take shelter in a lockable school room where an adult is present. In a true emergency, a camper might have to take shelter into the nearest lockable space, with or without an adult present. All persons remain inside and secure until the Head of School, Camp Director or Director of Operations signal that the Lock Down is over.

Registration Policies

1. Registration/Additional Days:

There is a 10/12 day minimum sign up required for all campers enrolled. If a family has more than one camper attending, the 10/12 day requirement is still required for each camper, even if one camper is enrolled for more than 10/12 days the other campers in the family must also well be enrolled for 10/12 days. The 10 day minimum applies to two full weeks, Monday-Friday. The 12 day minimum applies to two, three or four day per week combinations. You must choose your schedule when you register. You do have an opportunity to move things around prior to May 15th, and dependent on availability. Additional days may be added at any point, dependent on availability.

2. Absences/Make-up Days:

Campers will be permitted 2 make-up days. The camp office must be notified by 8:00 a.m. the day of the absence; otherwise the make-up day will be forfeited. Make-up days are not guaranteed and are subject



to availability. To schedule a make-up day, the camp office must be notified by 6:00 p.m. the day prior to your desired make-up day. Campers enrolled for the camp entire camp session, a total of 39 days will not be eligible for any make-up days. No credits or refunds will be made in lieu of a make-up day.

3. Attendance:

Please be mindful of the days you have registered your camper for camp. If you send your camper to camp on a day that he/she is not registered for, or use a make-up without prior confirmation with the camp office, you will be charged \$142.50 (a day and a half) for that day. If there is no room in your campers group for that day, you will be expected to immediately pick up your camper from camp.

4. Deposit/Payments:

A \$300 deposit is required per camper enrolled. The deposit is applied towards your tuition, your balance is due in full by May 15th, 2019 regardless of when your camper begins camp. If tuition is not received in full by May 15th, your campers spot and \$300 deposit will be forfeited. Please make checks payable to Camp Funtime. We accept American Express, Discover, MasterCard and Visa for credit card payments.

5. Schedule Changes:

Prior to May 15th, we will make every effort to accommodate changes to your campers schedule. After May 15th, you are allowed 2 schedule changes (switching of camp days, field trips or extended day care). After 2, you will be charged a \$10 service fee for any changes made to your campers schedule. This does not include adding additional days.

6. Withdrawals/Refunds:

In case of cancellation prior to May 15th, a refund of your deposit and any other payments will be granted minus a \$100 administrative fee. After May 15th, there are absolutely no refunds- NO EXCEPTIONS. We do not offer refunds for camper's time off, sick days, missed days, family vacations, partially missed days, or any other event that requires time off from camp. A single exception is made for a camper who suffers a physical injury or illness after May 15th and prior to the start of camp, a physician must in writing notify Camp Funtime that the camper cannot safely participate in the camp program. In this case, we will refund your tuition minus your \$300 deposit. If a camper suffers a physical injury or illness once camp has started, and a physician notifies Camp Funtime in writing that the camper cannot safely participate in the camp program; we will refund your unused tuition minus your \$300 deposit. While Camp Funtime strives to make camp enjoyable for all campers, the experience overall experience is subjective and can vary from camper to camper. Therefore, it is understood and agreed that Camp Funtime cannot not guarantee a camper's satisfaction. There are no refunds or moving days to the following summer due to a campers unsatisfaction. There are no refunds for a child who just does not like camp.

7. Groupings:

Parents may request for their camper to be grouped with up to two friends. Requests must be of the same age/entering into the same grade in the fall (groups above grades 1st -6th are single gender). The



friends you are requesting must also in return request your camper. While we do everything possible to group friends together, there is no guarantee that your requests will be met. Under no circumstances will we group entire classes coming from one school. If we see that a group is forming like this, we will split the group into two. A huge part of camp is making new friends and building new relationships with peers.

Visiting Your Child at Camp

We have an open door policy at Camp Funtime! Parents are more than welcome to visit their camper while at camp.

If you do come to camp for an unscheduled visit, we ask that you check in with our security guard at the front. The guard will take down your name, the reason for your visit and then direct you to the Camp Office. To ensure your camper's safety, we require all visitors outside of regular drop off and pick up times wear a visitor badge. When you arrive at the Camp Office, a staff member will then walk you to your camper's group.