



Dear Camp James Parent:

Thank you for your interest in Camp James. This letter is in regards to the Camp James Shadow Aide policy for special needs campers. The following requirements are in place in order for your camper to have a parent or agency provided aide on site. If you are providing an aide from an agency, let them know these documents are required, they can email or mail the documents.

Please print out and review the Aide Policies and forward over the required documents and have your shadow/aide sign the document indicating an understanding of the policies. Then kindly return these documents to us prior to June 17th.

Please communicate any tips, concerns, successes, or other information that might be helpful to our staff on or before your child's first day and as often as possible on a daily basis. Parent feedback is welcome and important to us. We look forward to providing a meaningful summer camp experience for your child. Please do not hesitate to contact us.

Sincerely Yours,

The Directors

Contact: scottie@campjames.com (949)729-1098

Camp James Shadow Aide Policy

Camper Name _____ Phone _____

Parent Name _____ Alt. Phone _____

- 1) Please attach proof that the aide has successfully passed a fingerprinting and background check.
- 2) Please attach a copy/proof indicating that the aide is covered under Worker's Compensation Insurance. The camp is not responsible for any accidents, illnesses, injuries, or death occurring on the property to the aide.
- 3) Aides must sign a liability release (attached). Please attach a copy of the aide's driver's license to this release. If there is a change in staffing paperwork can be dropped off at the camp office the morning of arrival.
- 4) Aides must adhere to a dress code: no facial piercings or body piercings, no offensive tattoos (anti racial, gang related, bloody, scary, etc.). Clothing must be G-rated and in good condition, closed toe shoes are required no sandals/crocs allowed, underwear not shown, no sexy revealing tops/bottoms, shirts must be worn at all times. While participating in water activities one piece swim suits for females (board shorts are ok) and non-Speedos for males. We do not wish a skimpy swim suit to be a distraction.
- 5) Aides are not allowed to have visitors unless they are directly related to the camper's therapy or educational team (and with prior approval from the camp office).
- 6) Aides are not allowed to text/talk/play on the phone while on duty. This can be a distraction to the activity or other campers that are present. Cell phones should be put away and only be used to communicate with parents on an emergency basis and away from the group.
- 7) At times physical restraint may be required for the camper's safety, at no time is hitting/slapping/screaming or other punitive actions acceptable. If physical restraint is required, seek the Camp Director for assistance.
- 8) Aides must be at least 18 or over.
- 9) The purpose of the aide is to facilitate and assist the special needs camper. Aides are not in the position to supervise other campers. It is expected that the aide should be respectful of the situation so as not to cause disruption, distraction, or interfere with the normal operations of the group. We expect aides to go along with a positive attitude and present themselves in a cheerful and caring manner. Singing of camp songs is encouraged.
- 10) Aides shall not be allowed one-on-one with a child in restrooms, changing rooms, or other areas solo with a child. This is for the protection of all children, the aide, and the protection of Camp James itself as an organization. Inappropriate contact of any sort with a camper or camp staff member shall result in removal of an aide from the property, and further actions as appropriate.

Parent Name _____ Parent Signature _____ Date _____

Aide Name _____ Aide Signature _____ Date _____

Aide Address _____ City _____ Zip _____

Agency Affiliation _____ Agency Contact _____ Agency Phone _____

Worker's Comp Carrier _____

Fax back to (949)729-1506 or mail (prior to June 10) to Camp James 101 N. Bayside Dr., Newport Beach 92660

Call or email us if you have questions (949)729-1098 scottie@campjames.com