

# Camp James PARENT INFORMATION for 2017

## Location:

Camp James 101 N. Bayside  
Newport Beach, CA 92660

For those of you familiar with Newport Dunes, do not go to the regular Dunes entrance as camp has a private entrance on the Marina side. We are located off PCH and Bayside Drive. If the guard gate arm is down, press the button and let them know you are there for Camp James.

## Your First Day:

- Park your car, walk your children into camp and check them in.
- You will be told what counselor your child will be with.
- Pick up your camp shirt at the tables near the office (any time before 9:25 am your first week)
- A New Camper Orientation Station which is available every Monday and Tuesday between 8:30 a.m. -9:25 a.m. Learn more about the day's activities, where to find your counselor and meet other campers that are new to Camp James.

## Drop-Off Procedure:

- Either park your car, walk your children into camp to check them in OR we do offer a Drive Thru Drop-Off from 8:30 – 9:30 am (but PLEASE be sure that a Camp James counselor is there as things happen that may detain us)
- Drive Thru is passed our parking lot and recommended for older campers or campers familiar with Camp James and know their counselor already.

**Disabled parking spots** are only for those who are disabled and have a placard. We have numerous families who have disabled adults driving/disabled campers. If you are disabled and need assistance with pick up and drop off, please notify our staff so that we can assist when possible. To access these spots continue up the camp road as though you were doing Drive Thru Drop Off.

## Hours:

- Camp operates from 9:00 a.m. to 4:00 p.m.
- Morning drop off is from 8:30 a.m. – 9:30 a.m. and this is supervised, unstructured playtime.
- Afternoon pick up is from 3:45 p.m. – 4:30 p.m.
- Please be sure that your security code word (that you selected at the time of registration) is shared with anybody authorized to pick up your child, including your spouse.

## Extended Camp Care Hours:

- Camp offers Extended Camp Care between **7:00 – 8:30 a.m.** and from **4:30 – 6:00 p.m.**
- There is a **\$5.00 fee** for AM Extended Camp Care and a **\$5.00 fee** for PM Extended Camp Care per child. Fee must be paid daily or at time of registration.
- **A late fee of \$1.00 per minute per child will be due and payable in cash for every minute after 6:00 p.m.**
- This is unstructured play and not encouraged for campers who may need more direct supervision or assistance. Please consult a director if you have concerns.

### **Pick-Up Procedure:**

- On your registration form you selected a family code word. For your child's safety, only individuals who know this word will be permitted to pick up your child.
- They must give it at the front entrance of camp as well as to the designated counselor supervising your camper.
- **If you have a possible pick up situation (custody issue, etc.) please contact our office.**

### **Lunch:**

- Campers may bring a lunch with nonperishable foods. Or campers may purchase lunches in advance for \$6.00 online or daily at check-in for \$7.00
- Hint: Avoid the long lunch line in the morning by purchasing in advance; this can be done by accessing your on-line family account.
- Lunches are prepared off-site at various restaurants. A cold drink at lunch and an afternoon snack are included in the camp fee for all campers.
- Due to the increase of children with nut allergies, we would appreciate it if you would refrain from sending products with nuts. Although our lunches are not made with nuts, they are made in a kitchen that contains peanut products.
- **WE ARE A NUT FREE CAMP.**

### **2017 Lunch Menu – Still in Progress**

Monday	Cheese Pizza (by Zpizza)
Tuesday	House Special Chicken & white rice (Pick Up Stix)
Wednesday	Been & Cheese Burrito (Tacos & Co.)
Thursday	Mac & Cheese (Pita Jungle)
Friday	Orange Chicken & white rice (Pick Up Stix)

- Hot lunches include either fruit or vegetables, sweet treat & drink

### **Billing:**

- Tuition balance is due in full by June 1<sup>st</sup>.
- Your account will automatically be charged as authorized by you in the enrollment process if you registered online.
- Late payment fee of \$20 per week and loss of your camp space if balance not paid.
- There is a \$25 charge for all returned checks, including eChecks.

### **Cancellations:**

- Camp contracts for counselor services and program needs based on confirmed enrollments and therefore there are no cancellations or refunds.
- Due to the limited number of camp days, make up days are not available.
- **Schedule changes of any kind cannot be done by you on-line.** Instead, you must contact the camp office in writing, either through email [directors@campjames.com](mailto:directors@campjames.com) or coming into the office.
- Space permitting, a one-time schedule change may be requested in writing **two weeks prior** to the date(s) in question. Additional changes can be requested but incur a \$20 service fee.

- You may download a Schedule Change Request Form from our website, under Forms.
- The best time to reach our office is during our non-peak hours of 10 am-2 pm.

### **On-line Account:**

- Keep your online account up to date, especially contact phone numbers
- You may add lunch, extended daycare and camp (if space available) up until 11:59 pm the night before your camp day.
- You may remove lunch and extended day care up until 11:59 pm the night before your camp day.
- The system will not let you drop camp dates nor allow you to change your schedule; these requests must be put in writing and given to the office.

### **Health Form:**

- Parents completed a health form when they registered on-line.
- Medical information is only reviewed in case of an incident and therefore it is important to share any medical or special considerations regarding your child with the counselor (and or director) on your first day of camp.
- Parents are responsible to up-date the information provided should there be a change in camper's health.
- A condition of camp is that all children have health insurance.
- **If your child has a severe allergy (i.e., bees, peanuts), seizures, diabetes, or other serious medical conditions, please contact the office prior to registering and for additional paperwork.**

### **Medications:**

- A "Request for Medication Form" must be completed at check-in for the administration of any/all medications.
- Forms can be downloaded from our website, under Forms or picked up at the Camp Hot Lunch Store, First Aid Station or Office.
- Medication should be handed directly to the First Aid Station.
- Proper name of the medication and complete instructions for its use must be given.
- Each medication must be in its original container! Only the person named on the original prescription may be given medication.

### **Parent Notification:**

- Parents will be notified in the event of illness or injury when deemed appropriate. This would include vomiting, temperatures over 100 degrees, stings, any injuries involving the head, and anytime professional medical attention may be needed.
- We error on the side of caution and will call you to keep you informed.
- Should the Camp Administration request for a child to be picked up from camp, parents are expected to do so in a timely fashion.
- Parents will be called first. However, it is important to list alternate emergency contacts other than parents.

### **Camp Clothing Checklist:**

- Campers should wear their swimsuit to camp everyday
- Underclothing and a towel in a bag or backpack with your camper's name clearly marked on each item.
- Be sure that camp wear is appropriate for the environment with young children in mind (no Lady Gaga type outfits, vulgar t-shirts, or baggy pants allowed)

Appropriate camp wear includes:

• Sneakers ( sandals, Crocs, water socks, open toe shoes, and jellies can be packed and used at swim time but closed toed shoes must be worn most of the day)

\*If your child cannot tie his/her shoes yet, we recommend Velcro shoes

\*Children brought in any other shoes than Sneakers will be asked to go home and come back with the correct shoes.

- Shorts
- T-shirt
- Sunscreen
- Swim suit and towel
- Hat

HINT: Campers will get dirty and it is very likely that somewhere along their camping experience, something will get lost. We urge you not to send your camper in clothing, jewelry, etc. that has sentimental or high monetary value. We recommend that phones remain at home as these items are not conducive for group interactions ... and may fall in our lovely bay!

**Camp James is not responsible for any personal items that may be lost, stolen, broken, covered in chocolate pudding, or dropped in the bay (including Pokemon Cards, Legos, lanyards, tree cookies).**

### **Camper Expectations:**

- Campers are expected to be able to feed, clothe, and toilet themselves.
- Diapers for health reasons (even for special needs individuals) are not to be worn in the pool.
- Campers will engage in heavy physical exertion due to the nature of our activities as well as traverse rough terrain to reach several program locations. Alternative activities can be provided if necessary.

Although campers are grouped according to age, campers of all ages will be together at round ups and lunchtime. We appreciate parents' guidance in the dress and language of their preteen and teen campers.

**We have a no cell phone policy at Camp James for campers.** The office as well as our staff have plenty of phones in case of emergency. Aside from the fact that they could get lost or stolen, there is a fundamental problem with campers having cell phones at camp, and that is trust. When children come to camp they – and you – are transferring their primary care from you as their parents to their counselors. As children learn to trust other caring adults, they grow and learn to solve some of their own challenges. We believe this emerging independence is one of the greatest benefits of camp. Campers are permitted to call their parents from the office whenever they need to. Thanks for your support and understanding of this policy.

**Conduct:** Campers are expected to behave with respect and courtesy when dealing with others. Campers may be sent home for the following:

- refusal/inability to obey written and unwritten rules or directions of staff
- refusal to remain/inability with a designated group or in a designated area
- fighting
- possession or use of alcohol, drugs, tobacco, or weapons of any kind.
- Willful destruction of camp property or equipment by a camper shall be the responsibility of the parent to repair or replace.
- The Camp Administration reserves the right to dismiss your child from camp for behavior or conduct deemed detrimental to self, other campers, the staff, or the camp program.
- Follow E.T.'s advice, "Be good." There are no refunds.

**VIPunkies:** The Punkies Program is for campers who attend 35 days or more of camp. This program, named by the Founding Punkies in 2003, includes special benefits like parties, tree cookie name tags like our staff wear, a free VIP overnight, special crafts, additional time at activities, and a variety of other little perks INCLUDING REDUCED PRICE if you book all 35 days prior to June 1st!!! We are firm on the 35 days requirement. While bribes to directors are appreciated, these will not change the Punkie status requirements.

**Animals/Pets:** Please **do not** bring animals or cute little pets to camp, even when dropping off. You will be asked to return them to your car and have them wait while you check-in your children.

**Contacts:** Please feel free to contact the directors at any time. The best time to contact the office while camp is in session is during the hours of 10am to 2pm.

Phone 949/729-1098

[directors@campjames.com](mailto:directors@campjames.com)

[Cocoacampjames@gmail.com](mailto:Cocoacampjames@gmail.com) - - CILT Director

[MrsLadybug@campjames.com](mailto:MrsLadybug@campjames.com) - Registration & Special Programs Director

[Jazzcampjames@gmail.com](mailto:Jazzcampjames@gmail.com) – Program Director

[Chippercampjames@yahoo.com](mailto:Chippercampjames@yahoo.com) – Registration & Special Programs Director

[Theresa@campjames.com](mailto:Theresa@campjames.com) – Executive Director

[Scottie@campjames.com](mailto:Scottie@campjames.com) – Executive Director

## The 2017 Camp James Family

**“Play is the highest form of research.” – Albert Einstein**