

## Camp James PARENT INFORMATION for 2022

*Please note that this confirmation was created 7 months before our first day of camp and the information below is based on moving forward in a pandemic; as this health issue evolves so will our guidelines and policies. As of now, we expect all campers and staff will need to provide proof of COVID vaccine and might need to wear a mask (although if all vaccinated we should be able to be maskless).*

### **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 Pacific Coast Highway and Bayside Drive inside the Newport Dunes Marina. If the guard gate arm is down, press the button and let them know you are there for Camp James.

### **Hours:**

- Camp operates from 8:30 a.m. to 4:30 p.m. Main activities are from 10 am – 3:30 pm.
- Morning drop off is from 8:30 a.m. – 9:45 a.m.
- Afternoon pick up is from 3:30 p.m. – 4:00 p.m. with a grace period until 4:30 pm
- A late fee of \$1.00 per minute per child will be due and payable in cash for every minute after 4:30 p.m.
- Please be sure that your security code word (that you created at the time of registration) is shared with anybody authorized to pick up your child, including other parents and/guardians.

### **Drop-Off Procedure 8:30 am – 9:45 am:**

- We plan to have Drive Thru Drop-Off for all campers. Please keep your children in the car until a staff member has checked them in. Parents need to remain in the car so please apply sunscreen prior to arriving and have their camp bags accessible to grab and go.
- Drive Thru will close at 9:45 am since the staff have to report for the campers. Late arrivals need to park in our gravel lot and walk into camp and check in at First Aid.
- Medications and Epi Pens need to be dropped off at the First Aid station and requires you to park in our gravel parking lot and walk over to the front of camp to First Aid. Medications must be in the original bottle and have a medication form (that you can access on the [camp website](#) or fill out at camp).

### **Pick-Up Procedure 3:30 pm – 4:30 pm:**

- During your online registration, you created a family security code word. For your child's safety, only individuals who know this word will be permitted to pick up your child.
- The code word must be given to the staff at pick up and then your child will be released back to your care. You can double check your code word by logging on to your account and clicking on the Additional Information tab.
- If you have a possible pick up situation (custody issue) please contact our office.

### **Lunch:**

- Campers may bring a lunch with nonperishable foods. Or campers may purchase lunch in advance for \$7.00.
- You can purchase a lunch online up until midnight the night before. This can be done by accessing your on-line family account and editing your current reservation for each child you wish to purchase

lunch for. Or you can send an email but be sure to do it at least the day before you need it so we have time to process it.

- Lunches cannot be bought the day of.
- Lunches are prepared off-site at various restaurants.
- A cold drink at lunch and an afternoon cold 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 kitchens that contains peanut products.
- WE ARE A NUT FREE CAMP.

## **2022 Lunch Menu**

|                  |   |
|------------------|---|
| <b>Monday</b>    | <b>Cheese Pizza (by The Pizza Bakery)</b>                     |
| <b>Tuesday</b>   | <b>House Special Chicken &amp; white rice (Pick Up Stix)</b>  |
| <b>Wednesday</b> | <b>Chicken Quesadilla with side of rice (Tacos &amp; Co.)</b> |
| <b>Thursday</b>  | <b>Pasta with Meatballs (The Pizza Bakery)</b>                |
| <b>Friday</b>    | <b>Orange Chicken &amp; white rice (Pick Up Stix)</b>         |

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

## **What To Bring To Camp Checklist:**

- Campers should wear their swimsuit to camp every day.
- Underclothing and a towel in a bag or backpack with your camper's name clearly marked on each item.
- Sneakers

*\*Sandals, Crocs, Keens, 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 (label)
- Swim suit and towel
- Hat (label)
- Water bottle (label)

- 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, Pop It, Legos, lanyards, tree cookies).

## **Camper Expectations:**

- Campers are expected to be able to feed, clothe, and toilet themselves.
- Diapers for health reasons (even for individuals with special needs) 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 medically necessary.
- Campers need to be able to follow instructions including covering their mouth when coughing, keeping their hands to themselves, washing their hands as directed, and so forth.
- We have a no cell phone policy at Camp James for campers. This digital detox has worked wonderfully especially for our pre-teens! 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."

### **Billing:**

- Tuition balance is due in full by May 24th.
- Your account will automatically be charged as authorized by you in the enrollment process.
- Late payment fee of \$20 per week and loss of your camp space if balance not paid on time.
- There is a \$25 charge for all returned checks, including eChecks.

### **Cancellations:**

- Camp contracts for counselor services and program needs based on confirmed enrollments. Refunds (minus the \$200 non-refundable deposit) will be given if the camp is notified in writing prior to May 24th. Refunds will not be given after May 24th<sup>st</sup> even in the event camp is not allowed to operate, illness, or change of heart. Credit will be honored for future summers.
- Cancelling your camp reservation after May 24th will result in your camp fees being credited to your account. You are welcome to sell your camp time to another family and we can move the credit to their account or you can use it the following summer(s). Cancelling or changing your reservation requires at least 2 weeks notice before the date(s) in question.
- If your child is sick, do not send them to camp. Please notify the camp office in writing by 9 am on the day of the sickness.
- 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 the Contact Us form on the website.
- 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 and must be done at least two weeks prior to the date(s) in question.

- You may download a Schedule Change Request Form from our website, under Parent Info, Download Forms.
- The best time to reach our office in the summer is during our non-peak hours (10 am-2 pm).

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

- Keep your online account up to date, especially contact phone numbers.
- You may add lunch up until 11:59 pm the night before your camp day.
- You may remove lunch 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.
- A condition of camp is that all campers have uploaded their COVID vaccine documentation.
- A condition of camp is that all campers be able to feed and toilet themselves. Campers that need assistance with these can attend as long as the family provides a professional to assist with these functions.
- **If your child has a severe allergy, seizures, diabetes, or other serious medical conditions, please contact the office prior to registering and for additional paperwork as well as your family physician.**

### **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 Parent Info, Download 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 err on the side of caution and will call/email 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. Failure to pick your child up in a timely fashion may result in the child's removal from camp for future days.
- Parents will be called first. However, it is important to list alternate emergency contacts other than parents.

**VIPunkies:** The Punkies Program is for campers who register for 6 weeks or more of camp. This program, named by the Founding Punkies in 2003, includes special benefits like a tree cookie name tag like our staff wear, special crafts, additional time at activities, and a variety of other little perks INCLUDING REDUCED PRICE if you book all 6

weeks prior to 2022!!! We are firm on the 6 weeks 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.

**Purpose of Camp:**

The Camp James philosophy is Be Kind. Be kind to yourself, others at camp, the equipment, and the environment. Our mission is to help children develop social skills and make friends in a positive, supportive, and active atmosphere. Our camp offers a variety of activities that may be new for many children which allows them to overcome their fears and gives them a sense of accomplishment as well as new skills. Our staff work hard to create a special community for their group each week and we try to have teambuilding exercises and activities throughout the day to help children develop better skills of communicating, problem solving, turn taking, as well as patience and empathy.

**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.

**949/729-1098                      directors@campjames.com**

**The 2022 Camp James Family**

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

***“Play gives children the chance to practice what they are learning.” — Mr. Rogers***

***“At the end of the day, your feet should be dirty, your hair messy, and your eyes sparkling.”  
— Shanti***