

## **Camp James PARENT INFORMATION for 2025**

### **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 team building exercises and activities throughout the day to help children develop better skills of communicating, problem solving, turn taking, as well as patience and empathy.

### **Location:**

Camp James 101 N. Bayside Drive, Newport Beach, CA 92660

*For those of you familiar with Newport Dunes, do not go to the regular Dunes entrance as the camp has a private entrance on the Marina side. We are located off Pacific Coast Highway and Bayside Drive inside the Newport Dunes Marina.*

### **Hours:**

- Camp operates from 8:30 a.m. to 4:30 p.m. Main activities are from 10 am – 3:30 pm.
- DRIVE THRU drop off is from 8:30 a.m. – 9:45 a.m.
- WALK IN drop off starts at 8:30 a.m.
- If arriving after 9:45 a.m., please be prepared to walk your child to wherever their group may be for the first activity period.
- Afternoon pick up is from 3:30 p.m. – 4:00 p.m. with a grace period until 4:30 pm

*A late pick up fee of \$1.00 per minute per child will be due and payable in cash for every minute after 4:30 p.m.*

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

- 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.
- Focus on keeping the line moving. If you need to speak to a director, please park your car *in the gravel camp parking lot only* and walk into camp. The drive thru drop off needs to flow quickly.

- Drive Thru will close at 9:45 a.m. 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. The parent/driver will need to walk the camper(s) to wherever their group may be at that time. Depending on the activity area, this could be a 10 minute walk.
- 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 into 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).
- Please be kind to our check in staff, parking staff, pedestrians and drive safely.

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

- Campers arriving after 9:45 am will require the parent/driver to walk the camper(s) to wherever their group may be at that time.
- 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 into 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).

*TIP: Children who have separation anxiety tend to do better with drive through drop off or a quick goodbye.*

### **Pick-Up Procedure 3:30 pm – 4:00 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.
- Please be sure that your security code word is shared with anybody authorized to pick up your child, including other parents and/guardians. You can view your code in your account in the Document Center, Family Code
- If you have a possible pick up situation (custody issue) please contact our office prior to your first day at camp.
- If you pick up prior to 3:30 pm please be prepared to walk to wherever your child's group is currently located. Please note that we use all areas and locations can be over 10 minutes away.
- Our parking staff is made up of lifeguards, counselors, activity specialists who have all dedicated their summer to providing a positive experience to the children. Please be kind, follow directions, drive very slowly in the lot,

we need our staff. When exiting camp understand that there are a lot of families, elderly, disabled, babies in strollers, cute puppy dogs that are around the exit road and the Bayside Drive crosswalk. Slow and focused driving is safer driving.

### **Lunch:**

- Campers may bring a lunch with nonperishable foods. Or campers may purchase lunch in advance for \$9.50.
- You can purchase lunch online up until midnight the night before. This can be done by accessing your 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.
- Lunch 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 life threatening nut allergies, please refrain from sending products with nuts. Although our lunches are not made with nuts, they are made in kitchens that may contain nut products so we recommend campers with allergies bring their own lunch.
- WE ARE A NUT FREE CAMP.

### **2025 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, a sweet treat & drink.*

### **T- Shirt:**

- Campers get a free Camp James shirt. Shirts may be picked up by your camper or parent any morning before 9:45 am during your first week of camp at the camp store located behind First Aid.

- The Camp James shirt does not need to be worn to attend camp.

### **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 are required daily.

*\*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 their shoes yet, we recommend Velcro shoes*

*\*Children brought in any other shoes than sneakers will be be unable to participate in various activities*

- Shorts & T-shirt (label)
- Swimsuit and towel (label)
- Water bottle (label)
- Sunscreen (label) - apply before arriving to camp as well
- Hat (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 ask 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, phones).

### **Camper Expectations:**

- Campers are expected to be able to feed, clothe, and toilet themselves. Campers must be fully potty trained (which means they can pull up and down their own shorts, wipe themselves, and communicate their toileting needs in a timely manner in order to prevent toilet-related accidents.
- Diapers for health reasons (even for individuals with special needs) are not to be worn in the pool. If your child wears diapers they will need to be

able to handle their own diapers or parents will have to provide a professional aide to handle that. Our camp staff is not responsible for toileting responsibilities.

- 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 an 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.
- Campers are expected to participate in activities as much as possible to the best of their ability and showing respect for their peers and the staff.
- We reserve the right to refuse service to anyone

### **Parents Conduct Reminder:**

Parent communication is essential to the success of your camper's experience. If there is a concern that arises, please contact the directors as soon as possible. It is essential and expected that parents will support and cooperate with all policies and rules (including in the parking lot). Being rude, threatening, harassing, inappropriate to a team member, campers, or others around camp may result in your child's enrollment being terminated. If you need to share a concern and are so angry you might do or say something regrettable, "check yourself" pause first, breathe deeply and find the productive words that will help your concerns be heard.

### **Billing:**

- Tuition balance is due in full by May 12th.
- 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 the balance is not paid on time.
- There is a \$25 charge for all returned checks, including eChecks.

### **Cancellations:**

- Camp contracts for counselor services and program expenses are based on confirmed enrollments. Changes in schedule involving reduced camp weeks, will be left as a credit. Refunds (minus the \$300 non-refundable deposit per camper) will be given if the camp is notified in writing prior to May 12th of full cancellation of a reservation. Refunds will not be given after May 12th even in the event camp is not allowed to operate, illness, or change of heart. Credit will be honored for future summers or can be sold by you to another family. Deposits are non refundable.
- Canceling any part of your camp reservation after May 12th 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). Canceling or changing your reservation requires at least 2 weeks' notice before the date(s) in question. Camp credit is in dollars not by the week (as weekly rates vary from summer to summer and within the same year based on when you booked).
- 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. Due to our limited operation schedule, we are unable to offer sick or make up days but we can cancel your hot lunch order if requested before 9 am of that day.

- Extended illness credit will be given upon written notification that includes documentation from a medical office. Credit for illnesses/injuries will start on the day our office receives this notification; we cannot give credit for days missed beforehand since written communication is needed. BE SURE to get confirmation that notification was received and processed.
- Schedule changes of any kind cannot be done by you on-line after April 18th. 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.
- 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. Each camper needs at least three emergency contacts (international phone numbers are not acceptable emergency contact numbers- local numbers only)
- You may add (or cancel) 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 after April 18th; 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 the camper's health.
- A requirement for attending camp is that all children have medical insurance.
- Camp policies are subject to change based on public health issues in our county.

- 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 our office prior to registering and for additional paperwork. Some conditions may require a written clearance from your child's physician. We do not have medical personnel on site. We have a person with First Aid and CPR that runs our First Aid Station. That individual is not trained beyond the Red Cross 7 hour class.

### **Medications:**

- A "[Request for Medication Form](#)" must be turned in/completed at First Aid for the administration of any/all medications. Forms can be downloaded from our website, under Parent Info, Download Forms or picked up at the 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 (within 30 minutes or less). 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 similar to what our staff wear, special crafts, additional time at activities, and a variety of other little perks INCLUDING REDUCED PRICE if you book in January.



**Animals/Pets:** Please do not bring animals or cute little pets to camp. Chia pets are welcome to hang out on the office porch though.

**Purpose of Camp:**

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

**The 2025 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*