



# WELCOME TO CAMP HOLLYWOODLAND

Welcome to Camp Hollywoodland!

We are thrilled you chose us for your overnight summer camp adventure. Camp Hollywoodland is here to provide our campers a place where girls can come to have fun, meet new friends, face new challenges, learn, improve and master new skills, experience group living, learn to express their creativity and build a positive self-image.

This confirmation packet will help prepare your camper for our overnight camp. It includes information that your camper will need in order to pack for camp, forms which you will need to fill-out and information about our policies. Please take some time to read this packet even if you have attended camp before. If you have additional questions after reviewing the packet, please feel free to call or email our office staff.

## OFFICE HOURS MONDAY - FRIDAY 9:30 AM - 4:30 PM



3200 Canyon Drive  
Hollywood, CA 90068



[camp.hollywoodland@lacity.org](mailto:camp.hollywoodland@lacity.org)



323 467-7193

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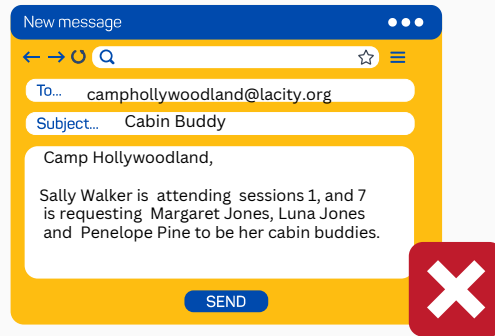
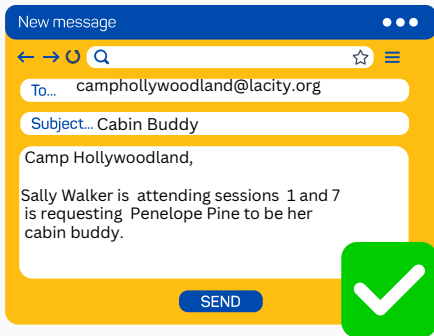
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# BEFORE CAMP

- Clear your child's calendar of all doctor appointments and meetings or sporting practice for the week she will be at camp. There are no Ins and Outs.
- Write your child's name on everything they plan to bring to camp.
- Have your child practice taking shorter showers and getting ready by themselves.
- Please notify camp of any allergies or dietary restrictions your camper might have at least 2 weeks prior to camp.
- If you have a cabin buddy request that you did not fill out during registration please send an email with **Subject:** Cabin Buddy, your campers name, cabin buddy name and week(s) attending. Each camper may request one (1) buddy in her age group (6-8, 9-11, 12-14). Cabin buddies are not guaranteed. Email must be received no later than 2 weeks before the session begins.



If you have mobility concerns, for example a wheelchair, please call or email the Camp Hollywoodland office at least one week in advance to make alternate parking arrangements. Reasonable accommodations will be made with prior notification.

- The night before coming to camp, place the completed
  - Waiver and Release Form
  - Health History Form
  - Authorized Signature Form
  - Letter to my Counselor
  - Letter to my Child's Counselor
  - Confirmation Packet Form
  - Request for Medication (if you have medication)
  - Medication /prescriptions (original package only) together and be ready to bring them with you to camp. **(Do not pack it inside suitcase/duffle bags)**



*Camp Hollywoodland is proud to be accredited by the American Camp Association. Developed exclusively for the camp industry, this nationally recognized organization focus on camp program quality, safety, health issues, staff development and requires us to continuously review every facet of our operation. Our camp has voluntarily submitted to this independent appraisal done by camp experts and have earned this mark of distinction.*



# FIRST DAY OF CAMP

## Directions to Camp

From the Hollywood Freeway (101)

Exit Hollywood Blvd. Go West on Hollywood Blvd to Bronson. Turn right (north) on Bronson to Canyon Drive and continue north to camp. Once you have entered the park continue to the end of the park. Camp will be on the left hand side.

From the Golden State Freeway (I-5)

Exit Los Feliz Blvd. and go West on Los Feliz. Turn Right (West) on Franklin to Canyon Drive. Turn right on Canyon Drive and continue North to camp. Once you have entered the park continue to the end of the park. Camp will be on the left hand side.

## Parking

Park in the lower paved parking lot spaces only. Do not block the driveways or entrances. Please note parking in the red may get you ticketed or towed.

If traffic is very bad or there are no spaces there is an overflow parking lot. The overflow parking lot is the dirt parking lot on the right side soon after you pass the park entrance. Please stay on designated paths.



## Important information for Check-in Monday morning:

When you arrive at camp, you and your luggage will be separated, therefore the items listed here should not be packed away in your luggage. Have them out and ready to make the sign-in process go as smoothly as possible. The closer to 8:00 a.m. you arrive at camp the shorter the lines and the quicker the check-in process will go.

- Health History Form (filled out in blue or black ink) Use 4 digit years.  
Even if typed signatures and initials must be in wet ink.
- Authorized Signature Form (filled out in blue and black ink)
- Signed Confirmation Packet Form
- Letter to My Counselor
- Letter to My Child's Counselor
- Money or prepaid card for trip in an envelope
- Medication (in its original packaging or prescription bottle), with dosage and exp. date on label.
- Closed toed shoes (please make sure your camper is wearing closed toed shoes)
- Waiver and Release Form
- ACA form if signed by doctor
- Request for Medication (if necessary)

# FIRST DAY OF CAMP

**Check-in is on Monday 8 AM - 9:30 AM**

## **Cabin Assignments**

Cabin assignments will be posted at the bottom of the hill by the gate where the road ends. Look for your daughter's name on the list to find out which cabin she is in.

## **Luggage**

Luggage must be left at the luggage signs according to your child's cabin. Camp staff will load luggage onto the truck for transport into camp. Make sure that your camper can carry her own luggage to her cabin from the drop off area. She may need to carry it up a flight of stairs. All items should be properly identified and secured. Please do not put breakable items into luggage. Only one duffle bag or suitcase per camper. Be sure medication and trip money are NOT left in the camper's luggage.

## **Pets**

Although we all love our pets and like to take them places with us, camp is not the place for your pets. Please leave all pets at home. **NO PETS ALLOWED AT CAMP.** People with pets will be asked to leave the facility immediately.

## **Meeting the counselors**

You will find the counselors according to the cabin your child has been assigned. The parent or guardian must accompany the campers through check-in. We cannot be responsible for a camper who is not properly checked-in. If a camper is not properly checked in, you will need to return to camp to properly check your child in. Any special instructions regarding the camper should be given to the counselor at this time.

This is the time when you have to turn in forms that were printed at home:

Waiver and Release Form

Authorized Signature Form

Confirmation Packet Form

Letter to My Child's Counselor

Letter to My Counselor

Request for Medication if needed

Medication Form if needed, will be turned in at health check.

Money or pre paid cards for the trip needs to be checked-in with the counselor. **Please do not mail or email any forms to camp before camp. Any forms mailed in before camp will be destroyed.** Camp Forms left at home can be provided by the counselors.

# HEALTH CHECK

**The health check is the portion of check-in that will take the longest.**

A health screening is necessary to comply with the American Camp Association standards. We need a screening for each child attending camp and your child(ren) will have to go through this process **every week** they attend camp. The screening is done by a female member of our staff who has been trained and approved by the City of L.A. doctor.

A parent or guardian is required to stay with the camper until the health screening is completed and they are released by an authorized staff member.

A review of the campers Health History Form will occur during the Health Check. Identification of any physical restrictions, limitations or allergic reactions must be listed on the Health History Form. Please be sure the Health History Form is complete, accurate, up-to-date and signed in blue or black ink by the parent or guardian. People other than guardians cannot fill out any paperwork for campers. We may have to base medical decisions on the information provided.

The Health History Form will be kept on file until the end of the summer. Please make sure to let staff know if there are any changes in your child's health, if she is registered for more than one week.

During the health screening your child will be checked for:

Temperature

Head lice easily (taken down hair styles preferred, unless they are protective hairstyles that allow for head check to be completed)

Abrasions

Eyes for jaundice

Ears for infection

Mouth for swelling of the tonsils

Hands for mites



Stomach for chicken pox

Feet for athlete's foot

Jumping jacks for physical ability



Any camper with evidence of illness, injury or communicable conditions will not be permitted into camp. Campers with temperature of 100.4 or higher oozing sores, pink eye, head lice, communicable conditions, cast, splint or wrap will not be allowed to attend camp until the condition is cleared by a licensed physician and we receive a written note from the licensed physician that the condition is absolutely not communicable to others.

If your child is in a cast, splint or wrap we will require a physician's note stating there are no restrictions or limitations on the camper's participation in the program. It is not our responsibility to provide wound care for existing conditions.

# MEDICATION

If your child has any medications, you will check the medication in after the Health Screening. Many children take a variety of medications. Camp should be viewed just like school. Children who are on medication should remain on it while they are here. Camp is a new and exciting experience and children will be participating in activities all day. Please keep them on their medication and proper dosage while at camp. If possible, contact your doctor to check if the dosage is correct for a camp setting. Routine medications are distributed at breakfast, lunch, dinner or bedtime, unless otherwise directed on your Request for Medication Form.



## **Each prescription medication must meet the following criteria to stay at camp:**



Be in its original container given by doctor or pharmacy.

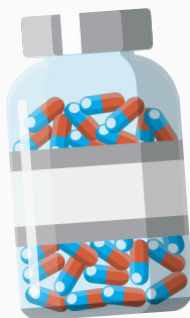
Have the camper's name and dosage.

Dosage instructions must be in English.

Must not be expired.

Inhalers need to be in its original container (the box it comes in) with prescription.

Camper needs to administer their own medication (pills, inhalers, insulin, drops, injections, topical, patches, tablets, sprays, etc.)



Non-prescription / Over the counter medications or vitamins must also be in their original packaging and container with dosage, instructions and active and inactive ingredients written in English.

**CAMP HOLLYWOODLAND DOES NOT HAVE A NURSE ON SITE.**

# CAMPERS AT CAMP

## Daily Schedule

Our schedule varies daily, but a typical day starts around 7:30 a.m. when the campers wake-up and start to get ready. By 8:30 a.m. the campers are at the flag pole getting ready for breakfast. Morning activities start at 9:30 a.m. Campers will choose from a variety of activities each day based on theme. Activities of the week may include swimming, archery, climbing wall, crafts, science, dance or hiking just to name a few. After activities we have lunch and then off to rest hour. In the afternoons we have swimming, canteen (snack) and a group activity. Then it's up to shower and get ready for the evening. Dinner is at approximately 6:00 p.m. followed by the night activity, such as campfire, a carnival or a pool party. After that, it is back up to the cabins and time to get ready for bed. Bed times range from 9:30 PM to 11:00 PM depending on campers' ages.

## Activity Requirements

Campers will participate in a wide variety of activities during their stay at camp. Activities will vary throughout the week. They can be all camp activities (i.e., carnivals), cabin activities (i.e., hikes) or individual choice (i.e., ropes course). Only campers that are 9 years or up will be able to choose their activities for Individual Choice.

## Swimming Policies

Your campers summer camp experience will include opportunities to swim and participate in water play activities. Please send your camper with a swimsuit that fits appropriately for water play and swimming. Please also send sunscreen (non- aerosol spray) for your child to use. All campers attending swimming pool based activities are required to pass a deep water swim test in order to swim in the deep end of the pool, use the diving board or diving platform. Campers who do not want to take the swim test or do not pass will not be able to take advantage of these activities. These policies also extend to water theme parks. Campers who are 6 years old must be within arms' reach of an adult at all times while in the water even if they are great swimmers.

## Ropes Course Requirements

Camper must be 12+ years old, 5 feet tall and must fit into the harness properly to participate. Campers must have on appropriate clothing for ropes course. Please make sure camper brings appropriate shoes to for climbing activities. Crocs or shoes similar to crocs will not be allowed for climbing wall or ropes course .



# CAMPERS AT CAMP

## **Birthdays at Camp**

Please do not send birthday care packages. Campers will receive a birthday tiara and the campers and staff will sing happy birthday during meal time. If you want to drop off cupcakes or cake for your camper please keep in mind that it will have to be for the whole cabin (we have campers that have food restrictions). Items have to be store bought NOT homemade. Your camper may not get to have their cake or cupcakes the day of their birthday because of the activities that we have scheduled for the week (i.e., field trips).

## **Camper Illness**

If a camper becomes mildly ill, displaying only symptoms that may be cured by a little rest, she will be taken to our on-site first aid room where she can rest. However, she will sleep in her cabin at night. If the camper displays flu-like symptoms, a mask will be given and we will also monitor her. If camper maintains a fever for an extended period of time, has a fever that reaches 100.4 degrees or displays symptoms of a communicable condition, the parent or guardian will be called to take her home. She is not considered well enough to return until the condition is cleared, and we receive a written note from child's physician.

## **Insurance Coverage**

We provide insurance coverage for accidents, but not for illness. If a camper receives a minor injury, such as a cut or scrape, we will perform routine first aid and the parent or guardian may be informed by the end of the getaway. If a camper receives an injury requiring professional first aid, the parent/guardian or other adult listed on the health card will be notified. The camper will be taken by van to Hollywood Presbyterian Medical Center or Glendale Memorial or closest hospital while on field trip. If the camper receives a life-threatening injury, we will contact 911 first, then notify parent, guardian or other adult listed on the health form.

## **Trip Day Supervision**

On trip day all campers will be assigned to be with a group, and each group will be under the supervision of an assigned counselor at all times. Additional support and supervision is provided during the trip. While at an amusement park or other location that has rides, campers are encouraged to experience the ride, but not forced. In the event that your child has a fear of rides, please let the counselor know when checking them in. This will allow the counselors to have the child put in a group of like-minded youth for a better trip experience.

## **Trip Day - Spending Money**

Any spending money a camper is permitted to have is for TRIP DAY ONLY. Spending money for trips can be cash or prepaid visa card and in an envelope sealed with the camper's name clearly printed on the front with the amount written on the outside as well. Give the sealed envelope to your camper's counselor during check-in and record the amount on the sign-in sheet. Prepaid Visa Cards are highly preferred for Knott's Berry Farm and Soak City as they have gone to a cashless system. Prepaid Visa Cards will be placed in an envelope with your child's name. The envelope will be secured with the rest of the cabins' and locked away in the camp safe. On trip day, the envelopes will be given back to the campers. We recommend at least \$20-\$30 for spending money that a camper can put towards personal items and souvenirs. All regular meals are provided during trip days therefore meal money is not required or advised.



# IMPORTANT PARENT INFORMATION

## **First Time/Homesick Campers**

If your child is a first time camper, becoming homesick is normal. At Camp Hollywoodland, we encourage all our campers to make the most of their week and to enjoy their vacation. We work very hard to try and help homesick campers work through and overcome their homesickness. Most homesickness is mild and will subside in the first day or two.

We have a few tips to help make your child's transition from home to camp easier.

- Never tell your child she can call home.
- Never tell your child that you will come and visit.
- Never tell your child that she will be with a cabin buddy.
- Never tell your child that you will pick them up early.
- Never tell your child that you will come and pick them up early if they don't like camp.
- Write letters to your camper. Receiving mail reminds campers they are loved. However, be careful of phrases like "we wish you were here" or "can't wait until you get home." Instead try phrases like "hope you are having an amazing time" or "can't wait to hear about all the amazing things you are doing." Remember mail takes a few days to get to and from camp.
- A family photo is also helpful.
- Pack a secret note in their luggage, saying how proud you are of them, etc.

## **Contact with Campers During Camp**

We realize that your child is important to you. When you choose to give your child a camping experience and entrust us with your child's care, we request that you observe the following rules to enhance that experience:

- Please clear your child's calendar (i.e. doctor appointments, sporting events).
- Please do not call the camp requesting to speak with a camper. If there is an emergency, please contact Camp Hollywoodland and address the issue with the camp director or office staff.

## **Visitors**

Parents, relatives and friends are NOT permitted to visit campers at camp or on trips for several reasons:

- It disrupts the camp routine
- It takes away from the leadership position of the counselor
- It adds to the potential homesickness of all campers (including yours).

If there is a problem, the Director or a designated staff member will call on behalf of the camper.

If a camper does use the telephone, it is an indication that she is not ready to handle the camp experience and may be sent home.

Parents or guardians who show up at camp without an appointment (to drop a required item off) will be asked to take their child home immediately to help ensure the safety of all campers.

# IMPORTANT PARENT INFORMATION

## Phone calls

Camp is a place for campers to develop independence. In order to support the campers in that growth process, we do not permit campers to make or receive calls. Please do not ask your camper to call you. Campers should leave cell phones at home as they will not be allowed at camp. If a camper brings a cell phone to camp, it will be confiscated and kept in the safe in the Office returned to parent or guardian at check-out.

## Electronics at camp

Camp Hollywoodland is an electronics free camp. We are offering your campers a week away filled with fun activities, special events and trips. With all we have to offer we feel there is very little need or time for electronics. Cell phones are not allowed at camp (even if just for the camera). If a camper has a cell phone at camp it will be confiscated, put in our safe and returned at the end of the session to the parents upon check-out. We will allow campers to have mp3 players to be used only in the cabin and only by the camper who brought it. We ask that campers do not share music. These mp3 players will need to come charged as there will be no place for your campers to charge them once at camp. If an mp3 player is brought outside of the cabin, we will confiscate it, put it in the safe and return it to the parent upon check-out. Do not send campers to camp with smart watches.



## No Outs and Ins

There are no Outs- and- Ins at camp. You cannot pick up your camper and bring her back to camp.

## Bed Wetting

Sometimes when a camper is away from home and/or in an unfamiliar environment they experience bedwetting. If your child wets the bed while at camp, she will be provided with a sleeping bag for the remainder of that night only. We will contact you in the morning to bring clean bedding before that evening.

If your child has a history of frequent bedwetting, do not be embarrassed to tell the counselor during check-in and to include it in your "Letter to My Child's Counselor". This information provided ahead of time will allow counselors the opportunity to take precautions before and after bedtime to make your child's camp experience more enjoyable. Please also pack enough "overnight" garments for the entire week (4 nights). Campers do not have access to laundry facilities and cannot clean wet or soiled sleeping bags or bedding.

# IMPORTANT PARENT INFORMATION

## Cabin Buddy Requests

Each camper may request one (1) buddy in her age group (6-8, 9-11, 12-14). Cabin buddies are not guaranteed. In order for your request to be considered, the cabin buddy you write down on your child's registration form or email must also write down your daughter as her cabin buddy on her registration form or email. If more than one name is written on the cabin buddy section of the registration form or emailed all requests will be null and void and no cabin buddy request will be granted.

## No Care Packages

Care packages that are sent to camp will be Returned to Sender. Keep in mind that Camp Hollywoodland is **not responsible for any damaged or lost packages.**

Care packages will not be accepted at the time of check-in. Parents will not be allowed to come to camp and drop-off care packages. The only mail we will distribute will be letters and postcards. Any mail that is larger than a letter-sized envelope will be Returned to Sender.

## Sending Mail

Camp's address is 3200 Canyon Drive  
Hollywood , CA 90068



- Please make sure you write a returning address just in case mail does not get to us on time.
- Send only letters in letter size envelope and postcards.
- Write first name and last name for each piece of mail you send.
- Give your camper plenty of postage for them write back. (Forever stamps)
- For younger campers send already addressed envelopes.
- We do not have postage at camp.

## Misconduct

Campers will be sent home for the following:

- Fighting that results in the physical injury of another person.
- Refusal to obey the rules or directions of the counselor staff.
- Possession or use of alcohol, drugs, tobacco or vaping paraphernalia.
- Stealing or shoplifting

She will be sent home and may not be welcomed back to Camp Hollywoodland.

If your daughter is detained for misconduct while on a trip, you will be notified and we will leave her with the local authorities and it will be the parents' responsibility from that point.

**There are no refunds for campers sent home for misconduct.**

# CANCELING AND CHANGING SESSIONS

## Cancellations and Refunds

All cancellations must be made in writing and have a copy of the original receipt attached. Telephone calls must be followed up with a written request of cancellation for a refund or email. Refunds take at least 6-8 weeks after the written request is received. The registration fee will be refunded as follows:

- \$50 processing (per session /per camper) fee with two weeks or more notice.
  - \$75 processing fee (per session/ per camper) with two weeks or less notice.
- Refunds will be credited to the credit card you paid with.

## \$25 summer camp registration fee is NON-REFUNDABLE

There are **NO REFUNDS** for **FAILURE TO SHOW!**

You are considered to be a no-show if you fail to arrive or cancel prior to Monday at 9:30 a.m.

## Changing Sessions

Change of Summer Camp Session requests will be accommodated if space is available, written requests and appropriate fees are received. All changes must be made in writing. Telephone calls must be followed up with a written request or email of Summer Camp changes. The change fee will be as follows:

- \$50 processing fee (per session/per camper) with two weeks or more notice
- \$75 processing fee (per session/per camper) with two weeks or less notice.

No Summer Camp Session changes will be made until a written request and fees are received.



# CHECK-OUT FRIDAY

## Check-out Friday 5:00 PM-6:30 PM

On Fridays at 4:30 p.m. campers will have Inspirational, which is our closing ceremony. Parents are NOT invited to come to inspirational as per request of the campers. PLEASE REMEMBER NO PETS ALLOWED AT CAMP. Parents should wait in the check-out area for campers to arrive and check them out with their counselor. Please make sure to pick up all the campers medications before you leave camp. Camp Store is open during check-out.

### Early Pick- Up

If a camper must be picked-up early (before check-out times) please notify the Program Director and make arrangements in advance (preferably during check-in). There are specific times during each day that we allow pick-up. Generally, this is during our rest hours, when campers are not near the building and you will not be a distraction. We do not allow evening pick-ups. Please be aware that the gates to the park surrounding us are locked at sunset so there can be no pick-ups after that time. No early pick-ups are permitted prior to breakfast. In order to maintain the security and safety of all campers and staff, we have specific times during the day and week that you will be permitted to arrive on grounds to pick-up your child.

### Check-Out

A parent or guardian who is listed on the AUTHORIZED SIGNATURE FORM must sign-out the camper with the counselors. The person picking up your child from camp must have a picture I.D. This helps ensure that your child is picked up by the proper person. If campers are not signed out correctly, parents will be asked to return to camp to fill-out the proper forms. Failure to return or sign-out properly will result in cancellation of any additional camper registration for the summer and any future program registration. Please advise anyone picking up your child of our policies.

We provide an Authorized Signature Form for parents or guardians to list names and phone number of others who may sign-in or sign-out your child. When filling out the Authorized signature form please make sure that you add people that are available to come and pick-up your child in the event that you are not able to.

- We do not release campers to friends, neighbors, or relatives who are not written on the Authorized Signature Form.
- Please list both parents and ALL individuals authorized to pick-up.
- Only persons 18 and over will be allowed to pick-up your child.
- Please do not put more than one person on a line.
- Please inform anyone picking-up your child to have PHOTO I.D. ready for the counselor.
- Make sure you update Authorized Signature Form as needed if your camper is coming multiple weeks.

### Late Pick-Up

If you know you are going to pick-up your child late, you must call Camp Hollywoodland and leave a message. You will still be subject to late fees.

- There is a \$20.00 late fee for each camper for every 15 minutes (or portion thereof) after the end of check-out.
- If your child is not picked-up within 30 minutes after check-out ends, we will contact the proper authorities (Los Angeles Police Department or Department of Children and Family Services) to take custody of your child.
- Late payment of cash is due the time of pick-up. Failure to pay late charges will affect your child's ability to participate in future camp programs.

# CHECK-OUT FRIDAY

## Camp Store

The camp store is where you can purchase Camp Hollywoodland memorabilia such as t-shirts, sweatshirts, pens, shoelaces and more. Camp Store is open during the summer sessions, during check-in, and check-out only. Checks and Credit Cards are accepted (Visa and MasterCard only). Please note that if using a credit card, there is a \$20 minimum charge. American Express and Discovery cards are not accepted.



## Lost and Found

Please check thoroughly for your child's items before leaving camp. Items left around camp during the session that have not been claimed are displayed on a table during check-out. Items left after check-out will be kept for two weeks. If you discover that something is missing after you arrive home, email camp at [camp.hollywoodland@lacity.org](mailto:camp.hollywoodland@lacity.org) with description of item left, camper's name and we will arrange a time that you can come up to the camp and look through the lost and found. Camp staff is not able to look for each individual's articles. Camp is closed during the weekends and we can only arrange specific times while campers are in session. We do not mail any lost and found items.