Camp Hollywoodland
3200 Canyon Drive
Los Angeles CA 90068
Phone: (323) 467-7193
E-mail: camp.hollywoodland@lacity.org

Spring Confirmation packet

Getaway #1 March 6-8
Check In Friday, March 6
Check Out Sunday, March 8

Getaway #2 April 3-5
Check In Friday, April 3
Check Out Sunday, April 5

Getaway #3 May 1-3
Check In Friday, May 1
Check Out Sunday, May 3

What to bring to camp
Please put all items in one Duffle Bag or Suitcase
(Sleeping bag may be separate)

Clothing
- Enough for entire stay.
- Warm jacket or sweater
- Sweatshirt
- Shirts
- Jeans or long pants
- Shorts
- Pajamas
- Underwear (enough for the stay)
- Socks
- Swim Suit (for showering)
- Sturdy tennis shoes or hiking boots

Bedding
- Sleeping bags or sheet & blanket
- Pillow

Toiletries
- Soap
- Toothbrush/Toothpaste
- Shampoo/Conditioner
- Brush or Comb
- Deodorant
- Sunscreen
- Sanitary product (enough for the weekend)
- Chapstick
- Insect repellent
- Tissues
- Bath towel
- Wash cloth
- Flip Flops

Optional:
- Flashlight
- Camera and film
- Binoculars
- Book
- Prescription medication - must be in its original container given by doctor or pharmacy with camper’s name and dosage.
- Over the counter medication - must be in its original container.
- We will not administer expired medicine.

Extras if you have at home:
- Weird and Wacky – Lab coat & goggles.
- Camp Spectacular – Black cotton tee for craft.
- Mystery Madness – Outfit to dress like a detective.

DIRECTIONS:
From the Hollywood Freeway (101):
to Bronson. Turn right (north) on Bronson to Canyon Drive, turn left on Canyon Drive and continue north to camp. Once you have entered the park, turn into the first driveway on the left, go up the hill and park.

From the Golden State Freeway (I-5)
Exit Los Feliz Blvd. and go west on Los Feliz to Franklin. Turn Right (west) on Franklin to Canyon Drive. Turn right on Canyon Drive and continue north to camp. Once you have entered the park, turn into the first driveway on the left, go up the hill and park.
What not to bring to Camp
Please do not bring radios, tablets, video game consoles, laptops, roller shoes, cell phones, iPads, iPods, (they detract from the camp experience). Items may be confiscated (by staff) and returned at the end of camp. Cell Phones are strictly prohibited and will be confiscated. If any of these items are brought to camp please note that: Camp Hollywoodland is not responsible for lost, stolen or damaged items. Snack foods, candy or gum are not allowed in cabins, they attract bugs, rodents and other animals. Possession and/or use of weapons, knives, drugs, alcohol and/or cigarettes have no place at camp and are cause for immediate dismissal.

Check-in Times
Check In Friday 5:00 - 6:00 PM
Sorry there is no early check-in. If you must check in late you must call in advance and make arrangements with the director. Note: If your child is late, she misses out on important information, introductions, and bed assignments. Children who are going to be late must call and can not check-in any later than a 1/2 hour after check-in has ended. If you arrive after 6:00 PM and you do not call and make arrangements with an office staff in advance you are considered a "no show", you will not receive a refund, your spot will not be held and you will not be permitted into camp.

Entrance Gate to Bronson Park
The entrance gate to Camp Hollywoodland is closed and locked from dusk to dawn, please make sure you arrive on time.

Parking
Park in the upper paved parking lot spaces only. Make sure to bring luggage with you & PLEASE LEAVE PETS AT HOME.
Do not block the drive way or entrance, vehicles may be towed.

Check in Procedures
Be sure to allow enough time to check in your child(ren), it may take 20 - 30 minutes.
Do not bring any pets to camp, they will be required to stay in your vehicle.
1. Come to the main lodge and check the list for cabin assignments. Luggage must be brought into the lodge. Make sure all items are properly identified and secured. Only one duffle bag or suitcase per camper. No breakable items in bag. Campers will be responsible for carrying their luggage to their cabin. Please make sure your daughter packs only the items she needs and what she can carry. Be sure that medication is not left in the luggage. Campers must wear closed-toed shoes.
2. Meet the Counselors. The parent or guardian must accompany the camper to check-in. (We cannot be responsible for a camper who is not properly signed in.) Any special instructions regarding the camper are to be given to the counselor at this time.
3. Be sure to fill out the following forms and give them to your child’s counselor: Health History Form, Authorized Signature Form. Please do not mail these items prior to your child coming to camp.
4. Proceed to the health screening area. This portion of the check-in procedure usually takes the longest. There are a few ways you can help speed up the process. Please have all health related forms and your authorization card completed before your arrival at camp. Please be patient, we must be thorough with the safety and well being of your child(ren). See "Health Screening" section for further details.
5. Once the health screening is completed, you have finished the required check-in procedures. Before you leave, have your child stay inside the lodge with our staff, and you are free to go. Have a great weekend.
- Office Hours
Camp Hollywoodland's office hours are Monday - Friday from 9:30 am - 4:30 PM. The camp message center will record messages after office hours. Messages will be checked nightly. In case of major emergency contact the Los Angeles Police Department Security Services (323) 913-7390.

- Authorized Signature Form
We provide an authorized signature form for parents and guardians to list the names and phone numbers of who may sign-in or sign-out your daughter in case you cannot be here. We do not release campers to parents, guardians, individuals, friends, neighbors or relatives if they are not listed on the authorized signature form. Please list both parents and all other individuals authorized to pick up your daughter. We will not release campers to anyone under the age of 18. Any individual who did not drop off your daughter will be required to show legal photo identification to pick up your daughter (even parents). Please make sure the name on the photo identification matches the name that is on our forms. All measures are to insure the safety and well being of your daughter.

- Health History Form
Each camper must have an up-to-date health history form, prepared and signed by the parent or guardian. Please fill out the forms with either blue or black ink. The health history form must be brought to camp the first day of the getaway and will be kept on file for the Spring. We cannot use health forms from previous summers or getaways. If you make a mistake on the Health Form DO NOT use white out this will cause you to fill out a new form if there is a mistake please cross out with a single line and initial. Please do not mail forms prior to your child's first day of camp. It will only cause delay with your check-in and you will have to fill out new forms.

- Medications
All medication, including prescription, nonprescription, and vitamins, must be listed on the counselor’s medication sheet with the proper name of the medication and complete instructions for its use, instructions MUST be in English. Each medication must be in its original container!! Only the camper named on the original prescription may be given that medication. Only the dosage marked on the container will be given unless accompanied by a letter from the prescribing doctor. There will be no exceptions. Camper must be able to administer her own medication. Parents of guardians cannot come to camp to administer medication.

- A Special Note To Parents
Today many children are on a variety of medications. Camp should be viewed just like school, children who are on medications 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. When sending medication be sure to follow the medication procedures explained in this packet. Please feel free to contact the Camp Director or Program Director if you have any questions.

- Health Screening
A health screening is necessary to comply with the American Camping Association standards. We need a screening for each child attending camp and your children will go through this process for every getaway they attend. This screening is done by a female member of our staff, trained and approved by the city doctor. A parent is required to stay with the camper until the health screening is completed. The screening includes checking the eyes for jaundice, ears for infection, mouth for swelling of the tonsils, hands for mites, stomach for chicken pox, jumping jacks for physical ability, feet for athletes foot, a head lice check (simple hair styles preferred for ease). If your child does not pass the lice check she will not be able to stay. You will have the option to switch getaways (space permitting) or take her to do a lice removal treatment at a nearby facility. If you choose the treatment she will have to come back the same day with a certificate stating that she’s clear to return to camp. Children with cast or splint will need a physicians note stating that there are no limitations on the camper’s participation in the program or they will not be able to stay.
The Health Screening Involves
1. A review of the health history form. Please be sure it is complete, accurate, up-to-date and signed in blue or black ink. We may have to base decisions on the information provided.
2. Identification of any physical restrictions, limitations or reactions (e.g. allergy, diabetes, etc...).
3. Identification of any observable evidence of illness or communicable diseases. Children with oozing sores, pink eye, head lice or any other communicable conditions, cast, or splint will not be allowed to attend camp until the condition is cleared or we receive a written note from a licensed physician that the condition is absolutely not communicable to others. Children with cast or splint will need a physicians note stating that there are no limitations on the camper’s participation in the program.
4. We require that the parent or guardian bringing the child to camp remain with the child until after the health screening, to be sure that she is cleared for participation in camp.
5. It is not our responsibility to wash the hair of children coming to camp with evidence of lice. They get their hair treated, once there is no evidence of lice you can make arrangements to come back the same day.

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 Queen of Angeles Hospital Emergency Room (Sunset & Vermont) or to Children's Hospital of Hollywood for treatment. If the camper receives a life-threatening injury, we will contact 911 first, then notify the parent, guardian or other adult listed on the health form.

Camper Illness
If a camper becomes mildly ill, displaying symptoms that may be cured by a little rest, she will be admitted to the first aid room for needed rest during the day. However, she will sleep in her cabin at night. If the camper is ill or maintains a fever for an extended period of time, has a fever that reaches 101 degrees, or displays symptoms of a communicable condition the parent or guardian will be called to take her home until she is well enough to return (a doctors note will be required). Please pick up your child at the time requested by staff.

Contact With Campers During The Getaway
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:
1. Please do not call the camp requesting to speak with a camper. If there is an emergency, please contact the Camp Hollywoodland Camp Director.
2. Parents, relatives and friends are not to visit campers at camp:
   A. It disrupts the camp routine.
   B. It takes away from the leadership position of the counselor.
   C. It adds to potential homesickness of other campers.

We do not allow campers to use the telephone at camp. 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 environment.

First Time/Homesick Camper
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 stay and to enjoy their weekend. We have a few tips to help make your child’s transition from home to camp easier.
1. Never tell your child they can call home.
2. A family photo is also helpful. Don’t forget a photo of family pet.
3. Pack a secret note in their luggage, saying how proud you are of them, etc. However, be careful of phrases like "We wish you were here" or "Can’t wait until you get home".
• **Cabin Buddies** we’ve put the no cabin buddies in practice for Getaways. When everyone comes without a cabin buddy, things seem to be a little more copasetic.

• **Changing Getaways**

Change of Getaways request will be accommodated if space is available. No Getaway changes will be made until a written request and appropriate fees are received. All changes must be made in writing and have a copy of the original receipt. Telephone calls must be followed up with a written request of Getaway changes. The change fee will be as follows: $20 with two weeks or more notice; $40 with two weeks or less notice (per child/per getaway).

**Cancellation and Refund**

All cancellations must be made in writing and have a copy of the original receipt. Telephone calls must be followed up with a written request of cancellation for a refund. Refunds take at least 6-8 weeks after the written request is received. The registration fee will be refunded as follows: Less $20 with two weeks or more notice; Less a $40 with two weeks or less notice (per child/per Getaway). There are **NO REFUNDS for FAILURE TO SHOW!**

• **Misconduct**

Campers will be sent home for the following:
1. Fighting that results in the physical injury of another person.
2. Refusal to obey the rules or directions of the counselors or staff.
3. Possession or use of alcohol, drugs or tobacco.
4. Refusal to remain with a designated group or in a designated area.
5. Possession of weapons of any kind.
6. Stealing or shoplifting. She will be sent home and may never be welcomed back to Camp Hollywoodland.
7. Vandalism

If your child is sent home for misconduct, you MUST pick them up at the time requested by Camp. If your child is not picked up at the designated time, we will contact the proper authorities.

• **Lost and Found**

Please check thoroughly for the camper’s items before leaving camp. Items left around camp during the weekend that have not been claimed are displayed on a table during checkout. Items left after checkout will be kept for two weeks. If you discover that something is missing, call the camp to arrange a time for you to come to camp and look through the lost and found. Camp staff does not have the time to look for each individual’s articles. We do not mail lost items.

• **Check-Out Time**

Check Out - Sunday 11:00 AM-12 PM

A parent or guardian must sign-out the camper with her counselor. This way we can be sure that the camper is picked up by the proper person. Only the people listed on the authorization card can pick up your camper. Please remind anyone picking up your child to bring their ID. If camper(s) are not signed out properly, parents will be called and asked to return to fill out the proper forms. Please do not bring pets.

• **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. Parents are not permitted to pick campers up prior to breakfast. While we understand that certain appointments or activities are difficult to reschedule, we ask that you please clear your child’s calendar for the weekend.

• **Late Pick-Up**

If you know you are going to pickup your child late please call camp and leave a message. You will still be subject to late fees. There will be a $20 fee for each camper for every 15 minutes after the end of check out. If your child is not picked up within one hour after check out time we will contact the proper authority (Los Angeles Police Department or Department of Children and Family Services). Late payment is due at the time of pickup. Failure to pay late charges will affect your child’s ability to participate in future camp programs.

**Camp Store** will be open during Getaway if there’s staff available during check-out. We accept checks, cash and Credit cards (Visa & MasterCard).

All Camp programs and activities are subject to change without prior notice.