



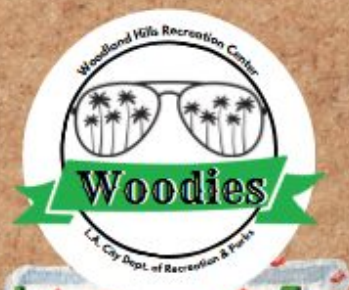
City of Los Angeles Department of Recreation and Parks
Woodland Hills Recreation Center
5858 Shoup Ave. Woodland Hills, 91367. Phone: 818.883.9370



Winter Camp



December 22 - January 9



9am Online Registration Nov. 18th

Persons with a disability or required accommodations are welcome to participate in our classes and programs. To participate in a city of Los Angeles Department of Recreation and Parks program, service, or activity request can be made by calling the facility ((818)883-9370) at least 10 days in advance of the event. We will do our best to fulfill the request. If a participant requires a one-to-one aide, the request will be fulfilled within seven business days of receiving required paperwork and documentation needed to issue a right of entry permit to the agency providing the aide.

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Registration: Nov. 18th @ 9am



Online Registration

visit our website under “PATRON ACTIVITY REGISTRATION INSTRUCTIONS” for help with online registration.

<https://www.laparks.org/reccenter/woodland-hills>

Register Early

Due to the popularity of our camp, spaces do fill up quickly. Spaces are on a first come first served basis. To ensure your child has a space and to avoid being placed on a waiting list, please register early.
Thank you, WHRC

Office Hours

Monday*: 9:00 AM - 9:00 PM
Tuesday: 9:00 AM - 9:00 PM
Wednesday: 9:00 AM - 9:00 PM
Thursday: 9:00 AM - 9:00 PM
Friday: 9:00 AM - 9:00 PM
Saturday: 9:00 AM - 5:00 PM
Sunday: CLOSED

*Office opens at 8:00 AM on Monday mornings, for camp families, during the camp session.

Closed on all official holidays.
December 25TH
January 1st

Camp Sharwood

Ages 5 - 11

IN OUR DAY CAMP PROGRAM, CAMPERS WILL ENJOY A WIDE VARIETY OF AGE APPROPRIATE ACTIVITIES WHICH INCLUDE BUT ARE NOT LIMITED TO: DRESS-UP DAYS, SPIRIT DAYS, SINGING SONGS, ARTS & CRAFTS, SPORTS, GAMES, COOKING, DRAMA, SCIENCE, FIELD TRIPS, AND MORE!

When registering the following are due:

Registration fee, payment in full for first week attending camp, deposits for all weeks and field trip (Jan. 8th) you want to attend.

(deposits & registration fee are non-refundable)

Payments must be paid by 11:59pm on the due date. Failure to make payment will result in losing your spot.

Camp Sharwood offers a 4 day option M-Tu-W-F (does not include Thursday)

Thursday is an additional cost per day for field trips/special event.

*There are no camp activities provided if the camper is not enrolled for the field trip. (Thursday)

Camp Hours:

9:30 am-4:00 pm

Extended Care

Camp Hours:

8:00 am -9:30am

4:00 pm -6:00 pm

PM EDC will close at: 4:30pm on Dec. 24 and Dec. 31 to allow the counselors to enjoy the holiday with their families.

EDC is included in the weekly price.

PAYMENT INFORMATION

Registration Fee: \$35 one time fee (non-refundable, per child, comes with one shirt).

\$40 deposit for each week attending camp (non-refundable)

4-Days of Camp (without field trip): \$200

Thursdays are an additional cost per day for field trips/special event. (\$65)

Note: There is no camp at the facility on field trip days (Thursday)

\$10 for additional t-shirts

\$10 for late pick up after 6pm

****The programs in this brochure may be subject to change or cancellation.****

A Sweet Look at the Weeks Ahead



PAYMENT DUE DATE & LAST DAY FOR REFUND

Week 1 Dec. 22 - 26 No camp Dec. 25	Due Date: At registration Last day for refund: December 8th
Week 2 Dec. 29 - Jan. 02 No camp Jan. 01	Due Date & Last day for refund December 15th
Week 3 Jan. 5 - 9 Field Trip Jan. 8	Due Date & Last day for refund December 22nd

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PRE-SCHOOL-
KINDERGARTEN

Little Twigs

AGES
3-5

MONDAY, TUESDAY, WEDNESDAY

9:00 AM - 1:00 PM

REGISTRATION BEGINS: NOVEMBER 18 AT 9:00 AM (ONLINE)

Week 1

December 22 - 24

\$115

Theme:
Winter Wonderland
Explorers

Week 2

December 29 - 31

\$115

Theme:
Arctic Animal
Adventures

Week 3

January 5 - 7

\$115

Theme:
Warm & Fuzzy
Friends

Camp Little Twigs Fees

Program fees include all activities, one t-shirt, & snacks.
Water is provided throughout the day.

\$35.00 - Registration, one time fee (non-refundable)

\$40.00 - Deposit per Week (non-refundable)

*Deposit goes towards camp balance

\$115.00 - Weekly Fee (Monday, Tuesday, Wednesday)

\$10.00 - Late Pick Up fee - pick up after 1pm

\$10.00 - T-shirts (additional shirts)

One t-shirt is provided with registration

\$25.00 - Late Fee for each child not paid in full by the
TUESDAY prior to the week attending camp

Balance due **MONDAY** prior to the week attending camp

Lunch is NOT included, you must provide lunch.
Alert the camp director of any dietary restrictions.

ACTIVITIES: Program activities are provided from 9-1pm. These activities include arts and crafts, games, story time, music, movement, and lots more fun with new friends!

ATTIRE: Closed-toe shoes are required. Please bring an extra set of clothes to keep in your child's cubby. Children must wear their Little Twigs t-shirt daily.

If a t-shirt is not worn, one will be provided, and a \$10 fee will be administered. Additional shirts may be purchased.

All Children must be FULLY POTTY TRAINED.

Extended care is not provided. Staff is not available before 9:00 am or after 1:00pm.

****The programs in this brochure may be subject to change or cancellation.****

Camp Hours:

9:30-4:00 pm

Extended Care

8:00-9:30am

4:00-6:00 pm

PM EDC will close at: 4:30pm on Dec. 24 and Dec. 29 to allow the counselors to enjoy the holiday with their families.

Included in the weekly price.

Woodies

Ages 12-13

In our day camp program, the teens will enjoy a wide variety of weekly sports themed activities. In addition, they will be participating in activities other than sports such as: cooking, crafts, drama skits, science, special events, special guests, field trips, and more! The Woodies camp will encourage the young teens to have their creativity and independence shine through daily.

Field Trip
January 8th:
Cosm -
Thursday: \$60

Week 1

Dec. 22 - 26
No camp 12/25

4 Day Option:
Monday, Tuesday,
Wednesday, Friday
\$200

Theme:
THE MAGIC OF THE SEASONS

Week 1

Week 2

Dec. 29 - Jan. 2
No camp 01/01

4 Day Option:
Monday, Tuesday,
Wednesday, Friday
\$200

Theme:
TIME TRAVELERS

Week 2

Week 3

Jan 5 - Jan. 9

4 Day Option:
Monday, Tuesday,
Wednesday, Friday
\$200

Theme:
THE FROST FRONTIER

Week 3

When registering the following are due:

- Registration fee, payment in full for first week attending camp, deposits for all weeks and field trips you want to attend. (deposits & registration fee are non-refundable)
- Be sure to add registration fee into the cart before adding the the week and field trips.
- Payments must be paid by 11:59pm on the due date. Failure to make payment may result in losing your spot.
- Woodies offers a 4 day option M-T-W-F (does not include Thursday)

Thursday Jan. 8th is an additional cost per day.
Field trip hours range from 8:30am - 5:00pm
*There are no camp activities provided if the camper is not enrolled for the field trip.



Payment Due Dates/ Last day for refund

Week 1: At Reg.
Week 2: Dec. 15th
Week 3: Dec. 22nd

Payment Information

Registration Fee: \$35 one time fee (non-refundable, comes with one shirt).
\$40 deposit for each week attending camp (non-refundable)
4-Days of Camp (without field trip): \$200
Thursday is an additional cost per day for field trips/special event.
Note: There is no camp at the facility on field trip days. (Thursday)
\$10 for additional t-shirts
\$10 for late pick up after 6pm

****The programs in this brochure may be subject to change or cancellation.****

WHRC General Camp Policies

AGE/GRADE: Grade will be determined as of Fall 2025. Children will be grouped according to grade level. There are NO requests.

AUTHORIZED PICK UP ADDITIONS: Any additions to the Authorized Pick Up list can be made via email or in person at our office. Emails must include the legal name (as it appears on the driver's license) of the person picking up your child. Emails must also be sent from the email on your child's registration form and must state the camper's name and birthday. Additions made in person may only be made by a parent/guardian and may require photo identification. We do not accept over the phone additions.

PAYMENTS: Balance due TWO MONDAYS (Camp Sharwood & Woodies) prior to the week attending camp, with the exception of the first week attending, which will be due at registration. All payments must be made in full on or before the due date. Failure to pay on or before the due date will result in losing your child's spot in camp. Payments can be made via our RecTrac system (online). Payments cannot be made over the phone.

REFUNDS: There are NO refunds after payment due date for that week, this includes field trips. There are no refunds, transfers, or make-ups of missed days. No exceptions. Please be sure to check your child's school calendar for the Winter break dates. This is your responsibility. The number of children registered in our program determines our staffing, supplies, materials, field trip reservations and buses reserved. A 15% administration fee will be assessed for any patron granted a refund by the Accounting Dept. An additional \$35 applied by the center, should a refund be granted.

REGISTRATION: A one time \$35 registration fee due when registering. The registration fee is NON- REFUNDABLE.

DEPOSITS: A \$40 deposit is required for each week/session. All deposits are NON-REFUNDABLE and NON-TRANSFERABLE. Deposits are deducted from the weekly/session fee at the time payment is due. Payment due dates for each camp vary, check the payment schedule. Failure to pay your balance by the due date may result in loss of space & deposit or a \$25 late fee, if spaces remain.

SIGN-IN & OUT: Parents or authorized persons must sign camper(s) in and out each day. Campers may NOT sign themselves in or out without prior written parent approval. Photo ID is required to pick up any camper. Please note: different counselors may do sign-out daily and all counselors are instructed to ask for ID. Include all persons who will be allowed to pick up your child on the registration form. Written permission and identification (of parent) must be (emailed) provided, if you wish your child to be released to anyone other than those authorized on the registration form after the start of camp.

DISCIPLINE POLICY: Our programs advocate a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Campers will receive verbal misbehavior warnings. If misbehavior continues, suspension, expulsion, or discharge may result without a refund. Please see "Safety" for additional information.

SAFETY: There is a zero tolerance policy in regards to the safety of each camper. Fighting of any kind including pushing, shoving, hitting, biting, scratching, verbal abuse, harassment or bullying, profanity, immoral conduct, inappropriate touching, degrading remarks will not be tolerated. Lack of following rules or instructions given by staff will not be tolerated. Stealing or vandalism will not be tolerated. Possessing weapons or illegal substances will result in further legal action and dismissal from camp. Woodland Hills Rec. Center reserves the right to suspend, expel, or discharge a camper for misbehavior without a refund.

EMERGENCIES: Woodland Hills Recreation Center staff is mandated to report any suspected form of child abuse to the proper authorities. In case of emergencies - earthquakes, fires, etc., all children will remain on the premises and released only to those authorized on their Emergency Form, with I.D's. In case of community emergencies, we will work directly with L.A.P.D and our Recreation Supervisors for updates, instructions, and procedures we are to follow.

WHRC General Camp Policies

BEVERAGES: Punch and water will be served during the camp day. Camp punch is typically lemonade, pink lemonade, orange drink, or sweet tea. Juice or soda may be available for field trips (Camp Sharwood & Woodies) but this will be noted in the weekly newsletter.

EXTENDED DAY CARE: (Camp Sharwood & Woodies only) Extended Day Care (EDC) is available from 8:00am-9:30am and 4:00pm-6:00pm. Camp activities run from 9:30am-4:00pm. AM EDC will be held in the gym and PM EDC will be held in the Activity Room. See "Late Pick Up" for more information. PM EDC will close at 4:30pm on Dec. 24 and Dec. 31 to allow the counselors to enjoy their holiday with their families.

FIELD TRIPS: (Camp Sharwood & Woodies) Field trip will be taken on Thursday. There are no alternative camp activities provided if the camper is not enrolled for the field trip. Field Trips vary on arrival time, please be sure to check our weekly newsletter for more information. If the field trip is missed or arrived after departure will not be granted a refund as tickets are purchased in advance. We will do our best to adhere to the departure and arrival time posted for each trip. Parents are not allowed to drop off campers at field trip sites if bus is missed. Due to unforeseen circumstances, traffic, inclement weather, and/or mechanical problems, the buses may be delayed.

FIRST AID: Most minor injuries can be taken care of with band-aid first aid. No medicine of any kind can be used without the parent signing it in to the office with a medical release form. All staff are trained in First Aid/CPR. Staff will report all injuries, verbally or in writing, to parents. Any injuries of the neck and above will be reported immediately to parent/guardians via phone call.

KONA ICE FRIDAYS & MONEY: The Kona Ice truck or cart will come to Camp Sharwood on select Friday (Jan. 9th) during PM snack time. Money must be sent in a labeled bag or envelope. Money may be held in the office. WHRC and Camp Sharwood are not responsible for any lost or stolen money.

LATE PICK UP: Campers who are not picked up at 4:00pm will be taken to the EDC Room for pick up. Campers who are picked up after 6:00pm will be brought to the office and parents will be charged a late pick-up fee of \$10. If parent/guardian is late more than 3 times they will be charged \$1.00 per minute in addition to the \$10.00 fee. See "Extended Day Care" for more information.

MAKE-UP DAYS: There are NO "MAKE-UP" days for time missed at camp.

MEDICAL INFORMATION: Staff is only able to assist in administering prescription medication in the original container with the current date on the label stating the doctor's name, prescription name, and number. Completed medical forms with a photo ID of the child must be brought to the office with the medication. Over-the-counter medications such as topical cream/ointment, sunscreen, ibuprofen, etc., can not be administered by staff.

DRESS CODE: For safety purposes, camp t-shirts, closed-toed, and closed-heeled shoes must be worn daily. No exceptions. Closed-toed shoes allow campers to play safely. Any child who attends camp without an appropriate camp t-shirt will be issued one, and you will be billed accordingly. See "T-Shirts" for more information.

REGISTRATION FORM: Registration forms must be filled out and submitted before the first day of camp. The registration form ensures the safety of your child as it contains emergency contact information and an understanding of rules and regulations.

SHADOWS/AIDES: For shadows or aides present during camp hours a parent will need to send camp an email (Rap.campsharwood@lacity.org) to gather further information on getting an aide processed prior to camp. Shadows or aides attending field trips shall require a field trip fee. We strongly recommend to gather information needed as soon as possible.

SICK CHILDREN: Please do not send your child if they are sick or do not feel well enough to participate comfortably in the program's activities. Children who are sent home with a fever, vomiting, or COVID symptoms will not be permitted back in camp for 24 hours.

SPIRIT DAYS: Campers are highly encouraged to participate in Spirit Day dress up! Campers who dress up are to bring a camp shirt in their backpack in case they would like to change. Campers participating in spirit dress up will be given a wristband for ID and safety purposes. All dress-up costumes must be appropriate and may not have any props that are weapons or masks, etc.

SPLIT PAYMENT: Parent/Guardian will be held responsible for determining payment between families who do not share a household.

SUBJECT TO CHANGE: All camp policies, field trips, themes, events, dates, etc. are subject to change.

SUNSCREEN: Many UV Rays out in winter too, sunscreen is highly recommended daily. Please apply before camp and send some with your camper(s) each day. Sunscreen must be marked and kept by the camper.

TAX ID: 95-6000735 City of LA

T-SHIRTS: One camp shirt is provided to you for the entire camp program. Additional shirts may be purchased for \$10.00. The 2025 t-shirt provided is required for the Thursday Field Trips (Camp Sharwood & Woodies), other color camp shirts may be worn on any non-trip days. Arts Academy (Green) and Little Twigs (green) t-shirts are required daily. T-Shirts may not be altered in any way (ie: cutting, beading, etc.). Please mark all items with your child's name. See "Dress Code" for more information.

QUESTIONS: All questions are welcome and may be emailed to the Camp Director(s) RAP.CAMPCHARWOOD@LACITY.ORG.

Woodland Hills Camps provide a safe, secure and happy environment for your children.

Please feel free to contact the camp director(s) and/or office if you have any questions or concerns. 818.883.9370

Thank you for participating in the Woodland Hills Recreation Center programs.