



Woodland Hills  
Recreation Center



City of Los Angeles Department of Recreation and Parks

5858 Shoup Ave. , Woodland Hills 91367

# Winter Camp

## Parent

## Handbook



Monday - Friday

December 22 - January 9

# 2025 - 2026

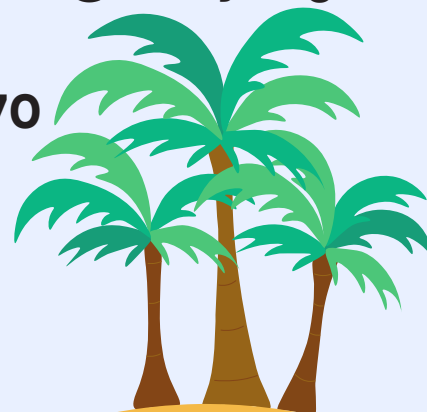


## Winter Info



Email: [Rap.Campsharwood@lacity.org](mailto:Rap.Campsharwood@lacity.org)

(818) 883-9370



# Woodland Hills Recreation Center

**Camp Sharwood and Woodies Camp hours:** Structured Camp activities will operate from 9:30am-4:00pm. Extended care is included 8:00 a.m. – 6:00 p.m., Monday through Friday. Campers must be signed in, so please do not drop off your child before this time. **Extended care will close at 4:30pm on December 24th & December 31st.**

**CIT Program:** Our Counselor-In-Training winter Program is designed for all summer returning C.I.T.s. C.I.T.'s will assist counselors in leading group activities for the children who are enrolled in the traditional day camp program, and also learn valuable leadership, citizenship and life skills.

**AGE/GRADE:** Age will be determined as of June 16, 2025. Grade will be determined as of Fall 2025. Children will be grouped according to age/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 full 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 AND FEES

**PAYMENT:** 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 WebTrac system (online) or in-person. Payments can not be made over the phone. Credit cards (Visa/MasterCard) are accepted for payment.

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

**REFUNDS:** Balance due TWO MONDAYS prior to the week attending camp with the exception of the first week attending, that will be due at registration. 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 to the center.

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

### LATE PICK-UP FEE:

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.

# Woodland Hills Recreation Center

## CAMP POLICES

**SIGN-IN AND SIGN-OUT PROCEDURES:** Parents or a designated adult must sign-in and sign-out their child daily with a full signature. Do not drop off your children without signing them in. There will be no exceptions. Campers will be released only to those adults whom the parent have been given authorization on the original registration form. If a parent requests that someone else sign-in and/or sign-out the camper, the request must be made in person and added to the camper's application form.

**PARKING:** For the safety of all the children there is NO CURB/PARKING LOT DROP OFF, STOPPING OR PARKING in the red zones, staff parking or parking in handicap spots without placard displayed.

**DRESS CODE:** Campers must wear a camp shirt throughout the entire program. Children must wear closed-toe shoes to camp for their protection. Please note that children will not be allowed in camp with sandals, no exception. One 2025 (green) shirt will be given on the first day of camp and must be worn on Thursday. Orange shirts will be available for purchase

**LOST & FOUND:** Any lost and found items will be put in the Lost & Found box. Before leaving, please search through the Lost & Found box for any of your items. Anything left behind will be donated.

**PHONE CALLS:** Campers will not be allowed to use a phone/smart watch at camp. If there is an emergency or the camper is ill, a staff member will call you. We also ask that you do not call your child at camp. Phone calls interrupt whatever activity your child is participating in.

### **ILLNESS, EMERGENCY, AND MEDICATION:**

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.

**Emergency/Major Injuries:** in the event of a major medical emergency, 911 will be called, and the camper will be transported to the nearest hospital. The parent/guardian will be called immediately. We will use the phone numbers listed on the application. In the event that the parent cannot be located, the other Emergency Contacts will be notified. Please advise us, in writing, of all current phone numbers and authorizations.

**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.

**Medication:** we are not authorized to administer any medication. If your child requires any sort of medication it must be signed in and out to the office. All medication must have the camper's name on the label along with clear instructions for use. Staff will not be responsible for directly administering medication to the camper but will supervise the camper while he/she takes their own medication. You are required to advise the Director IMMEDIATELY, in writing, of any and all changes to medical history, authorizations and contact information.

## FIELD TRIPS

**Field Trip:** Field trips are taken on Thursday and have limited spaces available for each field trip. There are no parent volunteers for the trip. Any field trips that were missed or arrived after departure **will not be granted** a refund as tickets are purchased in advance. Parents are not allowed to drop off campers at field trip sites if bus is missed. Parents are not allowed to pick up campers from the field trip site, please sure to check your schedule and plan accordingly. We will do our best to adhere to the departure and arrival time posted for each trip.

The Newsletter will also let you know what your child should bring on the trip. Please note where we are going on our trip and how long we will be gone.

**NOTE:** There are no alternative camp activities provided if the camper is not enrolled for the field trip. No camper may go on a field trip without the current camp shirt. In the event that no extra shirts are available for purchase, the camper will be sent home. There will be no refund for the trip.

**Please be sure to check our weekly newsletter for more information such as arrival and departure time.**

**FIELD TRIP LUNCH:** The weekly Newsletter will inform on whether to send a non-perishable lunch or lunch is provided on field trip days. We ask that you please abide by our request as some locations do not allow outside food. Campers are suggested to pack extra snacks and keep at the park's facility if they will be staying in EDC on trip days.

**BUS GUIDELINES:** The City of Los Angeles, Department of Recreation & Parks provides school buses for field trips. One staff member will be designated as bus leader. The leader will take a count of all campers prior to our departure from the center. Another count will be conducted once the entire group is on the bus. Campers will walk to and from the bus in a single file line. The bus leader is responsible for maintaining a roll-call sheet while traveling to and from field trips. If any cell phones, smart watches or electronics are used or out on the bus they will be taken and given to the Camp director and parents will pick it up at the end of the day. **Upon return to the facility all campers must enter all the way inside the facility in a line before they may be signed out.**

### **BUS RULES:**

1. Recreation Staff must sit next to emergency exits.
2. Eating, drinking, or gum chewing is not allowed.
3. The use of electronics such as; phones, smart watches, and ipods are not permitted on the bus.
4. Talking and singing are permitted as long as it does not distract the driver.
5. Windows on buses may not be any lower than the 3rd notch.
6. Everyone must remain seated and facing forward while the vehicle is in route to and from trip.
7. Arms and legs must be kept inside the vehicle at all times.
8. Ensure that your entire body and personal belongings are clear of the aisle at all times.

# Woodland Hills Recreation Center

## CAMP GUIDELINES:

Campers are expected to abide by the Six Pillars of Character. These guidelines are designed to enhance the growth and development of all participants.

1. TRUSTWORTHINESS

2. RESPECT Treat yourself and others with respect; follow the Golden Rule. Use good manners, not bad language. Don't threaten, hit or hurt anyone.

3. RESPONSIBILITY

4. FAIRNESS Play by the rules. Take turns and share.

5. CARING be kind, compassionate, and show you care.

6. CITIZENSHIP

## SAFETY RULES:

1. Campers must notify counselors every time when they need to use the restroom or go to the water fountain.

2. Closed toe shoes must always be worn.

3. No horseplay, with siblings or other campers.

4. HYDRATE: Always send your child with a bottle water so they may fill it up and drink water and keep hydrated during camp.

## SUPERVISION RATIOS:

Camper age: 5 - 15 years old

Number of staff to camper ratio: 1:8 (Ages 3- 5); 1:10 (Ages 6- 11); 1:12 (Ages 12- 15)

CIT per group: 1-2

## CHILD ABUSE:

Under the mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, the Recreation Staff is mandated to report any suspected form of child abuse to the proper authorities. HARASSMENT OF ANY OTHER CHILDREN BY ANY PARENT OR FAMILY MEMBER IS CONSIDERED TO BE CHILD ABUSE, AND WILL BE REPORTED.

## Camp Day (Camp Sharwood & Woodies)

**CAMP ACTIVITIES:** Campers will be participating in daily activities such as Arts and Crafts, science, cooking, sport, active games, team building and more.

**KONA ICE FRIDAYS & MONEY:** The Kona Ice truck or cart comes to Camp Sharwood on select Fridays throughout the winter 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.

**MOVIES:** All movies shown at or during camp will either be rated G or PG.

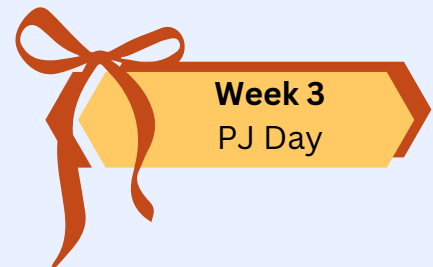
**PHOTOGRAPHS:** By enrolling your camper(s) in the camp program, you agree to allow the City of Los Angeles Dept. of Recreation and Parks and the Woodland Hills Recreation Center/Camp programs to use photographs, videos, and testimonials of participants for use in publicity material free of any fee or usage charge unless otherwise notified.

# Woodland Hills Recreation Center

**REGISTRATION FORM:** Registration forms must be filled out and submitted before the first day of camp. Camper's can not be signed into camp without a filled and signed form. Registration form ensures the safety of your child as it contains emergency contact information and 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](mailto:Rap.campsharwood@lacity.org)) by December 1, 2025 to gather further information on getting an aide processed. Shadows or aides attending field trips shall require a field trip fee. We strongly recommend to gather information needed as soon as possible.

**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.



**LUNCH:** Lunch will be from 12:00 p.m. – 12:30 p.m. with the exception of trip days. Please refrain from packing any lunches that need refrigeration or heating. The campers are constantly moving all day please be sure to pack them with extra snacks for the day and water. Water bottles, with your child's name on them, are highly recommended. It is important that we work together to prevent dehydration of any camper and have a health-conscious attitude.

**SNACK:** An afternoon snack will be provided by the camp. The designated snack time will be at 3:30pm. Snack is not always provided on trip days.

**PERSONAL BELONGINGS:** You are encouraged to label all personal articles (clothing, backpacks, lunch pails, etc.) so as to ensure accountability. Campers are not to bring personal items (toys, balls, money, electronic games, jewelry, smart watches or cell phones, etc.) to camp. Campers will not be allowed to use cell phones or smart watches during camp hours. If seen by our staff, these items will be taken away and a parent will have to pick it up from the office at the end of the day. The Recreation Center, its staff and the City of Los Angeles Department of Recreation and Parks are not responsible for lost or stolen items.

## Woodies Facility Use

**WOODIES:** The campers will be engaged in activities that include usage of facility kitchen, appliances, tennis courts (located in the back), and weekly buddies with the Little Twigs camps.

## SUMMER DAY CAMP ACTIVITY SCHEDULE:

7:30 A.M. - 9:30 A.M.	-	Extended-care
9:30 A.M. - 9:40 A.M.	-	Opening Circle
9:40 A.M. - 10:20 A.M.	-	Activity Rotation #1 (Arts & Crafts, Sports/Game, Science or Cooking)
10:20 A.M. - 10:40 A.M.	-	Snack (From campers lunch)
10:40 A.M. - 11:20 A.M.	-	Activity Rotation#2 (Arts & Crafts, Sports/Game, Science or Cooking)
11:20 A.M. - 12:00 P.M.	-	Activity Rotation#3 (Arts & Crafts, Sports/Game, Science or Cooking)
12:00 P.M. - 12:30 P.M.	-	Lunch
12:30 P.M. - 1:00 P.M.	-	All Camp
1:00 P.M. - 1:40 P.M.	-	Activity Rotation#4 (Arts & Crafts, Sports/Game, Science or Cooking)
1:40 P.M. - 2:20 P.M.	-	Activity Rotation# 5 (Arts & Crafts, Sports/Game, Science or Cooking)
2:20 P.M. - 2:55 P.M.	-	Activity Rotation# 6 (Arts & Crafts, Sports/Game, Science or Cooking)
2:55 P.M. - 3:30 P.M.	-	Activity Rotation# 7 (Arts & Crafts, Sports/Game, Science or Cooking)
3:20 P.M. - 3:50 P.M.	-	Snack
3:50 P.M. - 4:00 P.M.	-	Closing Circle
4:00 P.M. - 6:00 P.M.	-	Extended Care

**Please note:** The daily activity schedule is subject to change slightly to accommodate special events, field trips, and may be modified at any time by the discretion of the Day Camp Director.

**PARTICIPATION:** A variety of different activities will take place throughout the day. It is important, and to each child's benefit, that everyone participate in all activities. Participation by everyone makes camp more fun for all so all campers are ask to participate at least once for each activity. They will get DIRTY! Please dress them appropriately.

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

# Woodland Hills Recreation Center

## PARENT'S OATH:

- My child and I will abide by the rules and guidelines established by Woodland Hills Recreation Center in an effort to ensure the safety, health, and welfare of all participants.
- I will help with all discipline matters concerning my child. I understand that failure to obey all rules of the center may result in dismissal from the program.
- I fully understand and agree that 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, lack of following rules or instructions given by staff, 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.
- I fully understand that violent or disrespectful behavior, based on the Director's judgment, will not be tolerated and may also result in immediate dismissal from this program.
- I fully understand that weapons of any kind are not permitted on park grounds.

Woodland Hills Recreation Center reserves the right to cancel or substitute programs or activities when necessary.

**PROBLEM RESOLUTION:** In the event that your child should have a problem with another camper, he/she should bring it to the attention of the Recreation Staff to resolve the issue. **Under no circumstances should any camper retaliate against another.**

**DISCIPLINE:** We want a fun and safe camp for everyone, but there will be consequences for continual misbehavior. In the event that the rules are broken, the following 4-step Re-Direction procedure will be carried out.

## DISCIPLINARY PROCEDURES:

1. First incident: child will be spoken to and their energies will be redirected.
2. Second incident: a conference with the Camp Director. This will be recorded on a Conduct Report Form and the parent will receive a copy.
3. Third incident: a conference with the Director-in-Charge and the issuance of a Conduct Report with a scheduled meeting with the parents.
4. Fourth incident: a cool down time will be issued until the parent comes to pick up the camper. We will contact you and ask that you pick up the camper as soon as possible. A report will be issued dealing with the incidents. The Director-in-charge will meet with the parents and camper to discuss the resolution of the incident or the dismissal of the camper from the program.

VIOLENT BEHAVIOR AND DISOBEDIENCE THAT ENDANGERS AND/OR DISRUPTS THE CAMP REQUIRES IMMEDIATE PARENT PICK-UP. IN THE EVENT A PARENT OR AUTHORIZED ADULT CANNOT BE LOCATED, THE CAMPER MAY BE DISMISSED FROM FURTHER PARTICIPATION IN CAMP. NO REFUNDS WILL BE PROVIDED.

All Conduct Reports are kept in the camper's files. Campers are accepted back to camp when parent has signed the form. **There are no refunds if the camper is withdrawn from camp.**

**Please note: The Camp Director and Facility Director reserve the right to remove a child from the program at any time if behavior warrants, regardless of the outlined disciplinary steps.**