



# **FAMILY HANDBOOK SUMMER 2017**

**Aloha Beach Camp**

**P.O. Box 5338**

**West Hills, CA 91308**

**(818) 932-4600**

**[www.AlohaBeachCamp.com](http://www.AlohaBeachCamp.com)**

## Summer 2017

Dear Parents:

This Handbook answers the most frequently asked questions about Aloha Beach Camp and provides vital information you need to ensure a safe, happy, successful summer. Please review this Handbook with your child(ren) so you both know what to expect this summer. Of course, you're always welcome to contact us with any questions or concerns by calling us at (818) 932-4600 or emailing us at [info@AlohaBeachCamp.com](mailto:info@AlohaBeachCamp.com).

We're looking forward to a safe, fun and rewarding summer experience with your child. Thank you for choosing Aloha Beach Camp.

Best personal regards,

*Eric and Teri Naftulin*

**Eric and Teri Naftulin**  
**Executive Directors**

**P.S.** In order to maintain happy campers and parents, it is imperative that you notify the camp office immediately should any problems arise during the summer. We are always available to discuss any questions or concerns you might have. We are in the field most of the day, so unless your call is urgent, we may not be able to return your call until late afternoon or evening, but we'll get right back to you ... you can count on that! Here's to a great summer!

## **CAMP PROGRAMS**

Aloha Beach Camp delivers aquatic-themed day camp experiences for kids and teens at L.A. and Ventura's best beaches, lakes and water parks.

Our younger campers (ages 4-7) spend their days at Paradise Cove Beach in Malibu while older kids (ages 8+) visit various aquatic locations on a rotating basis including Paradise Cove, Zuma Beach, Castaic Lake and Channel Islands Harbor, among others. Please view our web site at [www.AlohaBeachCamp.com](http://www.AlohaBeachCamp.com) for more information about our programs, activities, and program activity location sites.

Concerning such programs, activities, and locations, please note these may change from the preplanned schedule from time-to-time, and that Aloha Beach Camp reserves the right to make any such changes due to inclement weather, unavailability of equipment or personnel, or any other reason(s) at its discretion.

Should any changes become necessary, we will make every effort to tell you beforehand, but sometimes factors beyond our control necessitate implementing such changes immediately making advance notice to you impossible. We appreciate your understanding in this matter. If you have any questions regarding our programs and activities, including the daily activity schedule(s) and program activity sites, please call (818) 932-4600.

## **PHILOSOPHY**

Our goal at Aloha Beach Camp is introduce campers ages 4 to 15 to safe, fun and exciting aquatic activities in an outdoor group setting. Emphasis is placed on beach and ocean safety. Older campers (ages 12 and up) participate in "high-action" activities like surfing, boogie boarding, jet skiing, boating, tubing, kayaking, wakeboarding and more. "Middle aged" campers (ages 8-11) attend our Kahuna Camp where they enjoy all the same activities High Action kids do, but in a slower-paced, more age-appropriate camp environment. Younger campers (ages 4-7) enjoy an introduction to the beach and ocean environment through camp activities like boogie boarding, ocean swimming lessons, group sand games, occasional surfing lessons and more.

Camp activities rotate from day-to-day, week-to-week. Some are familiar and some will be new. Since children are often hesitant to try

new things, we hope you'll help us by encouraging your child to participate at camp. Although we will never make anyone do anything they don't want to do, we *will* attempt to encourage, assist, teach and be supportive. We want your camper to learn, grow, and enjoy our program at his or her own pace.

## **RULES AND REGULATIONS**

Ensuring a successful camp experience takes a cooperative effort between our staff and your family. In order to ensure a smoothly run summer, we employ certain rules of decorum we expect every child to abide by. Should a problem arise that requires attention, we will contact you immediately to help us resolve it. Meanwhile, a simple review of the following rules and regulations with your child should help keep camp safe and happy for all:

### **Prior to Camp:**

1. All campers and their parents are required to sign a "Day Camp Code of Conduct" demonstrating their commitment to, and understanding of, all camp rules and regulations.

### **While Camp's in Session:**

1. All campers must stay with their group.
2. All campers must follow instructions from counselors, directors, lifeguards, specialists, and other persons in positions of authority.
3. All campers must have a counselor present when using public restrooms.
4. All campers must use polite, encouraging words when speaking with others.
5. All campers must follow safety rules when riding in camp vehicles.
6. High Action and Kahuna campers may purchase food, drinks, or other items **only** when/where it's convenient to do so, and **only** when accompanied by someone from our staff. (In general, purchasing lunch on beach days is OK, but not Lake days.)
7. Keiki campers should not bring money to camp or purchase food, drinks, or other items unless given permission beforehand.
8. We advise against, but to not restrict, campers from bringing cell phones, digital cameras, radios, pagers, personal gaming systems, or other valuables to camp that may be lost, damaged or stolen.

10. Bringing guns, knives, or other dangerous weapons to camp shall be cause for dismissal & potential legal action.
11. Bringing or using alcohol, drugs, or illegal narcotics to/at camp shall be cause for dismissal & potential legal action.

## **CAMP LOCATIONS**

Aloha Beach Camp operates three (3) age-specific day camp programs including Keiki Camp for kids ages 4 to 7, Kahuna Camp for kids ages 8 to 11, and High-Action Camp for campers ages 12 and up.

### **KEIKI CAMP DAY CAMP PROGRAM**

Aloha Keiki Camp is located at Paradise Cove, Malibu. The address is 28128 West Pacific Coast Highway, Malibu, CA 90265. Keiki Campers also take occasional field trips to Zuma Beach for surfing activities and instruction.

### **KAHUNA AND HIGH ACTION DAY CAMP PROGRAMS**

The main program address for the Kahuna and High-Action Camp program is our Zuma Beach, Lifeguard Tower 6 location at 30100 Pacific Coast Highway, Malibu, CA, 90265. But Kahuna and High Action kids visit many other beach and lake locations, too. Each morning after picking-up your child in our camp bus or van, we head directly to the day's activity site – a local beach or lake, for example – to participate in the daily beach camp activities. Please consult the Master Daily Activity Calendars at [www.AlohaBeachCamp.com](http://www.AlohaBeachCamp.com) to see the different places we go.

## **PARENT VISITATION**

Parents and family members are encouraged to visit us at camp. However, there are several important guidelines we ask you to follow to ensure your visit goes smoothly. We prefer all visitors to wait until after 10:30 AM before coming to camp so we have enough time to conduct our morning bus arrival session and daily ocean safety events with limited traffic and distractions.

Before coming to camp, please call ahead of time for directions and to confirm our location. From time-to-time we may need to make a last-minute scheduling change, and we don't want to worry, surprise, or inconvenience you.

Particularly at the Keiki program, we understand parents, nannies, babysitters and/or family members may want to stay at camp for extended periods. You are welcome to stay as long as necessary for your child to feel comfortable. However, after a certain period of time we will respectfully ask you to leave. It is important to remember camp is for the kids, thus we want your child to spend as much time as possible together with his or her counselor and group. In addition, by limiting the time you spend at camp, you will be helping us minimize any jealousy or separation issues among those children who don't have the luxury of having their own parent(s) with them at camp. Thank you for understanding.

### **HEALTH INFORMATION**

Camper health and safety is our first concern. Please read this section carefully for important health information. As always, call us at (818) 932-4600 with any questions.

### **DOCTOR'S HEALTH FORM**

To properly care for your child at camp, a complete [Health History](#) must be provided with information provided by you and your child's doctor. **Your child will not be admitted to camp without a fully completed medical form.** Even campers who have attended Aloha Beach Camp in the past must have a new doctor's form completed this year.

### **MEDICATION**

If your child must take medication at camp, please send a note with clear instructions. The medicine must be in the original prescription container or labeled bottle. Aloha Beach Camp shall not be liable or responsible for notifying you if the prescription runs out.

### **CONTAGIOUS DISEASES**

Please make sure your child does not come to camp with a fever or other medical problem. Should your child come into contact with any communicable disease during the summer, please tell us immediately.

## **FIRST AID**

Aloha Beach Camp counselors are CPR and First-Aid certified. If your child becomes ill or sustains an injury at camp requiring more than basic first aid, we will notify you at once. Injuries that require only basic first aid, such as minor scrapes or bruises, will be treated and documented in writing by our staff.

## **WHAT TO WEAR & BRING**

In the interest of safety, we suggest all children wear an Aloha Beach Camp T-shirt or Rash Guard to camp everyday. We also recommend sending your camper with a daypack or back pack. Keiki campers should bring their own lunch. Kahuna and High Action campers can bring their lunch or buy it where lunch is publicly sold, but please note that **snack bar lines can be extremely long cutting into camp activity time**. The camp provides all necessary toys, equipment and activity program supplies including ample numbers of boogie boards and surfboards so you don't need to send your own.

## **T-SHIRTS AND RASH GUARDS**

All campers are advised to wear a **current** Aloha Beach Camp T-shirt or Rash Guard each day. One free (1) T-shirt and one (1) free Rash Guard come free with your child's enrollment. Your child will receive their free T-shirt and Rash Guard on their first day of camp this year. If you want to order extra T-shirt(s) or Rash Guards, please complete the Camp Store Order Form or call the camp office at (818) 932-4600.

## **LUNCH AND SNACK**

Keiki campers should bring a lunch to every day (except/unless they are given notice to the contrary ahead of time). Kahuna and High Action campers can bring lunch to camp or buy it when and where it's convenient to do so. **Please check with us ahead of time to find out the locations where lunch is sold; in general, on beach days it is fine to purchase lunch, but not on Lake days because there is no official snack bar at Castaic Lake, only a bait shop with no substantial lunch food.**

For those campers who will be bringing their lunch, including all Keiki campers, please note we do not provide refrigeration equipment, so it's best to pack non-perishable items. In addition, please note there

may be times when the camp will provide lunch for everyone, but we will always give you notice ahead of time.

(\***Note to Kahuna and High Action Camp Families:** If your camper will be buying lunch at the beach, please be advised snack bar lines can be exceedingly long and cut into camp activity time. Aloha Beach Camp will not be responsible for any lost activity time should your camper be caught in a long snack bar line.)

The camp will provide an afternoon snack each day for all campers, such as crackers or pretzels and/or punch, juice, or water. If your child has dietary restrictions, please let us know in advance.

### **ACTIVITY SUPPLIES**

The camp provides all program activities, toys, and equipment so you don't need to send your own. For example, we have boogie boards, sand toys, surfboards, kayaks, boats, jet skis and more for the kids. If your child is attached to his or her own boogie board, please feel free to send it. However, we do not have room on the bus for larger items such as individual surfboards, so please do not send those to camp.

### **DRINKING WATER**

Aloha Beach Camp provides ice water every day, all day, for the kids. **We recommend sending an extra bottle of water** so your child can refill his/her bottle when it's empty for the afternoon bus ride home.

### **CLOTHES AND OTHER MATERIALS**

In addition to an Aloha T-shirt or Rash Guard, we recommend your camper wears "flip-flops" or sandals to camp. Please also send the following items in your child's backpack:

1. Sunscreen (the camp does not supply sunscreen)
2. Towel
3. Hat
4. Bathing suit
5. Extra shirt
6. Plastic bag to separate wet and dry clothes
7. Sunglasses (optional because they get lost easily)



## **NAME TAGS**

Aloha Beach Camp shall not be liable or responsible for personal items brought to camp. Some parents place nametags or labels on every piece of clothing, while others do not for security reasons. In prior years we advised all clothing to be clearly marked with first and last names; we now make no such recommendation but leave the decision to you. Should you decide to use name labels, they are easiest to spot on neckbands, waistbands, and corners of towels.

## **LOST AND FOUND**

We make every attempt to find and return any lost items, but your child is ultimately responsible for his or her own belongings. If your child has lost and not found something, please tell us immediately as we regularly donate unclaimed items to charity.

## **WHAT NOT TO BRING**

We do not advise (but do not prohibit) sending your child to camp with cameras, video games, cell phones, squirt guns, watches, toys, or any other items that might be lost, stolen, damaged or dangerous. Keiki campers should not bring money to camp unless instructed otherwise in advance. High Action and Kahuna campers may purchase lunch or snacks where and when it's feasible. Please check with us ahead of time if you're unsure about whether lunch is sold at any location.

## **ABSENCES**

If your child will be absent from camp, please call us by 7:45 AM at (818) 932-4600 to let us know.

## **TELEPHONE GUIDELINES – HOW TO REACH US**

Summer office hours are 7:30 AM – 6 PM. Our phone number is (818) 932-4600. Please don't hesitate to call for any reason, but **please also remember our staff is out supervising most of the camp day. Calls will be returned at the first opportunity, generally in the afternoons and evenings between 5 and 8 pm.** When you call us, please indicate the best time to reach you and whether a return call is necessary.

## **TRANSPORTATION**

Aloha Beach Camp provides daily morning and afternoon transportation in safety-equipped, fully insured buses or vans. In the interest of maintaining short rides and reliable schedules, we have arranged convenient meeting points. If you have not yet picked your meeting point, please contact us as soon as possible as transportation requests are subject to availability.

## **VEHICLES**

Our vehicles are provided from many sources. Some are leased or rented, some are chartered, and some we own. All parties maintain strict quality control over their vehicles. Each bus is equipped with seatbelts, 2-way radios or cell phones, first aid equipment and fire extinguishers. Our buses meet state and federal construction standards for school buses which are considered by transportation experts to be among the safest vehicles for carrying kids.

## **DRIVERS**

Our drivers may include our own camp staff and/or contracted professionals. Each driver is subject to ongoing drug testing and must pass a criminal background check. Extra counselors (in addition to the driver) typically also ride the routes for added safety and supervision. Please note your child's bus or van driver may not be his or her counselor during the regular camp day.

## **DRIVER COMMUNICATION**

Once camp starts and you have met your camper's bus counselor(s), please keep conversations with them to a minimum. A note to the Director or your child's counselor may be sent with the bus counselor. Please do not give any verbal messages to the transportation staff. If you ever need to contact your child or your child's bus counselor or anyone else at camp, **please call the camp office directly.**

**\*IMPORTANT:** please ***do not*** ask our staff for their cell phone numbers or attempt to call them personally, as **all correspondence must come through the camp office.** Similarly, if you have any questions, problems or concerns relating to business matters, please call the camp office at (818) 932-4600. We are happy to help any way we can.

## **DIGITAL CELL PHONES AND RADIOS**

Every Aloha Beach Camp vehicle is equipped with 2-way radios or cell phones so that everyone is always in reach. Whenever you need to contact your child or anyone else at camp, please call the camp office. As stated above, **YOU ARE NOT AUTHORIZED TO CONTACT ALOHA BEACH CAMP STAFF MEMBERS ON THEIR CELL OR HOME PHONE NUMBERS.**

## **VEHICLE SAFETY**

We do our best to minimize the time your camper spends on the bus or van, but sometimes extended travel time becomes unavoidable. Similarly, while we always try to make the bus ride pleasurable for the kids, we also have strict safety rules which are strongly enforced as follows:

1. Campers must stay seated with seatbelts fastened at all times.
2. Campers must keep all body parts inside the vehicle at all times.
3. Campers may talk in normal voices, but they must remember their manners and practice respectful behavior toward each other, their transportation staff, and passersby.
4. Campers may not eat or chew gum on the bus unless granted permission by the bus staff.

## **MEETING POINTS**

In the interest of providing short rides and reliable schedules, we ask all families to meet the bus at central locations. If you have not yet arranged a meeting point, please call our office as all transportation requests are subject to availability.

After your child has been placed on a route, it may take some time to identify exact pick-up and drop-off times. Accordingly, you will receive information about your driver, route number, and approximate pick-up and drop-off times the week before your child is scheduled to start camp. Please arrive at the meeting point at least five (5) minutes before the estimated times since our staff is instructed to wait only two (2) minutes past the estimated times before continuing with their routes. We suggest setting your watch according to your bus counselor's watch to avoid any problems.

## **ADULT SUPERVISION AT THE MEETING POINTS**

It is Aloha Beach Camp's policy never to leave a child unattended at a meeting point. If you would like your child to remain unaccompanied and/or unsupervised by an adult at his or her meeting point, please indicate this on your Enrollment Form or send us a signed note or email in advance. The camp shall not be liable or responsible for any campers left unattended at their meeting point(s).

## **LATE PICK-UP**

Aloha Beach Camp is not staffed to care for campers after the PM route ends. If you think you will be late picking-up your camper, please call us immediately at (818) 932-4600 because you may still have time to meet the bus or van at a further stop. However, if you do not make it to the final afternoon stop in time, you must wait at your normal drop-off location until the driver can complete his/her route and return to you. As you can imagine, these delays create undue strain for both your camper and the bus staff. Accordingly, **a fee of \$25, paid directly to the transportation staff, will be charged for each 10-minute time block (including a 10-minute minimum) after your scheduled drop-off time.** To help ensure that each day ends on a wonderful note, PLEASE BE PROMPT!

## **BRINGING/PICKING-UP YOUR CHILD TO/FROM CAMP**

We do not recommend driving your child to camp yourself. For one thing, we spend lots of time on the bus getting to know each other, playing games, and having fun. In addition, by taking advantage of our bus service, you will be helping Aloha Beach Camp reduce traffic in the beach parking lot while ensuring safe arrival and dismissal periods at camp.

If you wish to drop-off your child at camp, please do so by 9:45 AM so you have enough time to check-in with the camp director and exit before the buses arrive. (It is preferable you only stay a few minutes. This will help us reduce traffic in the beach parking lot and ensure a safe morning arrival period at camp.)

If you wish to pick-up your child from camp early, please call our office to make arrangements. You will need to pick-up your child before 2:30 PM. Please call ahead so you know exactly where to meet us. **When you arrive at camp, be prepared to show a photo ID and sign our attendance/sign-out log.** If anyone other than you has

permission to pick-up your child, we require written authorization beforehand.

### **AUTHORIZATION TO PICK-UP CAMPERS**

To ensure the safety of all campers, it is not possible for our staff to release a camper to any unauthorized person. If your camper is to be met by any person other than the parent or legal guardian, please indicate this on your camper's Enrollment Form or send us a signed note or email with the authorized person's name and phone number at least one week prior to your child's first day of camp.

We understand there may be unexpected circumstances that warrant your child being picked up by someone other than the previously authorized adult. Should this occur, please call our office at least 24 hours prior to the morning pick-up to inform us. Our transportation staff will ask for proper ID from the substitute person. For the safety of all campers, **this is a policy that is strongly enforced.**

### **BUS, VAN AND ROUTE CHANGES**

We strive to maintain short rides for campers and reliable schedules for parents. However, sometimes factors beyond our control – such as unpredictable traffic patterns, camper absences, and other unforeseen issues – can negatively influence our efforts. These situations are a typical part of camp life, so we hope you will be patient.

If there is one area where we cannot compromise, it is protecting the safety of your child. Accordingly, once scheduled, no changes to your meeting point or scheduled times are permitted.

### **EMERGENCY PROCEDURES**

Aloha Beach Camp has organized procedures in place for each type of foreseeable emergency to ensure the safety of the camp community.

First and foremost, at any time in any location, we will defer to the instructions of the local onsite authorities or agencies such as the LAPD, LAFD, Red Cross, Los Angeles County Lifeguards, Los Angeles County Sheriffs or Paradise Cove Lifeguards.

If an emergency that endangers the camp (i.e. fire or earthquake) arises, we will immediately and continuously update our camp voice mail system and post a special message on our Web site to keep you

informed. In the event of an emergency, please call our main phone number at (818) 932-4600 or visit our Web site at <http://www.AlohaBeachCamp.com/emergency.html> for specific, up-to-the-minute information.

Should it become necessary to evacuate camp, campers will be taken to a pre-designated location depending on the day's activity location. Evacuation points include:

- Pepperdine University (Malibu)
- Malibu Bluffs Park/Malibu Little League Field (Malibu)
- Hughes Research Labs Parking Lot (Malibu)
- Malibu Creek State Park (Malibu)
- Salvation Army Camps (Tapia Park, Calabasas)
- College of the Canyons (Valencia, Santa Clarita, Castaic)
- Burton W. Chase Park (Marina del Rey)
- Santa Monica High School (Santa Monica)

In the event of an emergency, please **DO NOT** come to the campsite location to pick-up your camper(s), as this may hinder our evacuation process and put in you danger. Instead, please listen to the camp voice mail or visit our Web site for directions on how and when to pick-up your camper(s). At the evacuation site(s), all campers will have access to food, water, and first aid supplies as needed.

We have never had to evacuate camp and hope we never will. But rest assured our staff is well-trained in the above procedures should we ever need to implement them.

If you have any questions or concerns, as always, please don't hesitate to call us at (818) 932-4600 or email us at [info@alohabeachcamp.com](mailto:info@alohabeachcamp.com).

Here's to a fantastic summer!

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