



FAMILY HANDBOOK SUMMER 2010

**Aloha Beach Camp
P.O. Box 4443
West Hills, CA 91308
(818) 932-4600
www.AlohaBeachCamp.com**

Summer 2009

Dear Parents:

This Handbook answers the most frequently asked questions about camp and provides vital information you need to know to ensure a safe, happy and successful summer. Please review this Handbook with your child(ren) so you both know what to expect this summer. Of course, you are always welcome to contact us with any additional questions or concerns by calling us at (818) 932-4600, (888) 51-ALOHA or emailing us at 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 important 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. 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. Younger campers (ages 3, 4, 5, 6 and 7) spend their days at Paradise Cove in Malibu while older kids (ages 8+) visit various aquatic locations on a rotating basis including Zuma Beach, Castaic Lake, and Channel Islands Harbor, among others. Please view our web site at www.AlohaBeachCamp.com for more information about our programs and activities.

Concerning such programs and activities, please note that these may change from the printed 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, however, sometimes factors beyond our control may 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 our daily activity schedule(s), please call us at (818) 932-4600 or 1-888-51-ALOHA.

PHILOSOPHY

Our goal at Aloha Beach Camp is introduce children ages 3 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 12-15) 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 do all the same activities High Action kids do, but in a slower-paced, more age-appropriate camp environment. Younger campers (ages 3-7) 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, there are 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 will 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 others in authority positions.
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. Keiki campers should not purchase food, drinks, or other items unless given permission beforehand.
7. High Action 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.
8. Keiki campers should not bring money to camp, unless we advise you otherwise beforehand.
9. High Action campers may occasionally bring money to purchase lunch or an afternoon snack.
10. Bringing cell phones, digital cameras, radios, pagers, personal gaming systems, etc. to camp is **STRICTLY PROHIBITED**.
11. Bringing guns, knives, or other dangerous weapons to camp shall be cause for dismissal & potential legal action.
12. 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 3 to 7, Kahuna Camp for kids ages 8 to 11, and High-Action Camp for campers ages 12-15.

KEIKI CAMP DAY CAMP PROGRAM

Aloha Keiki Camp is located at Paradise Cove, Malibu. The address is 28128 W. Pacific Coast Highway, Malibu, CA 90265.

KAHUNA AND HIGH ACTION DAY CAMP PROGRAMS

The Kahuna and High-Action Camp programs incorporates a mobile or "itinerant" activity format. After picking-up your child in our bus each morning, we travel to the day's activity site – a local beach or lake, for example – to participate in the daily activities. Please consult the Master Daily Activity Calendars at www.AlohaBeachCamp.com to see the different places we go.

PARENT VISITATION

Parents and family members are encouraged to visit us at camp, but there are 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 safe bus arrival and our daily ocean safety assembly with limited traffic and distractions.

Before coming to camp, please call us 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 that parents, nannies, babysitters 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 that 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, all children must 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 required to wear a **current** Aloha Beach Camp T-shirt or Rash Guard each day. One free (1) T-shirt and one (1) Rash Guard are included with your registration fee. Your camper will receive his/her T-shirt and Rash Guard on their first day of camp. 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 when 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.**

For those campers who will be bringing their lunch, including all Keiki campers, please note that we do not provide refrigeration equipment, so it's best to pack non-perishable items. In addition, please note that 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 that the 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 all of the kids. If your child is attached to his or her own boogie board, please feel free to send it, but we do not have room on the bus for larger items such as individual surfboards so please do not send those.

DRINKING WATER

Aloha Beach Camp provides ice water all day, every day for kids who want or need it. However, **we also recommend sending an extra bottle of water or two** so your child can refill his or her bottle when it's empty and/or for the bus ride home in the afternoon.

CLOTHES AND OTHER MATERIALS

In addition to an Aloha T-shirt or Rash Guard, we recommend that 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 that all clothing 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 when on neckbands, waistbands and corners of towels. (Please visit www.aloha.labeldaddy.com for custom labels and to save 10%.)

LOST AND FOUND

We will 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 let us know. We regularly donate any unclaimed items to charity.

WHAT NOT TO BRING

Please **do not** send your child to camp with cameras, video games, pagers, cell phones, squirt guns, watches, toys, or any other items that might be lost, stolen or dangerous. Keiki campers should not bring money to camp unless advised otherwise in advance. High Action campers may purchase lunch or snacks when and where it's feasible to do so (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 that 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 call us. Please note that all transportation requests are subject to space 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 the vehicles. Each bus is equipped with seatbelts, 2-way radios or cell phones, first aid equipment and fire extinguishers. Our school buses meet state and federal construction standards for school buses which are considered by 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 that 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 in 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

While we do our best to minimize the time your camper spends on the bus or van, extended travel time is sometimes unavoidable. And while we try to make the ride pleasurable, 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 transportation requests are subject to space 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. 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, then 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 our staff. Accordingly, **a fee of \$25, paid directly to the transportation staff, will be charged for each 10-minute time block beyond (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

Since the camp day starts and ends on the bus or van, we **do not** recommend driving your child to camp yourself. If you insist on doing so, please call our office to make arrangements.

If you wish to pick-up your child from camp early, you must do so 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'll need written authorization beforehand.

AUTHORIZATION TO PICK-UP CAMPERS

To ensure the safety of all campers, it is not possible for our drivers or 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 with the authorized person's name and phone number at least one week prior to your child's first day of camp.

We understand that there may be unexpected circumstances that warrant your child to be 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 our campers, this **is a policy that is strongly enforced.**

BUS, VAN AND ROUTE CHANGES

While we strive to maintain short rides for campers and reliable schedules for parents, factors beyond our control including unpredictable traffic patterns, camper absences, and other 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 will be 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. Since we are a travel camp with no fixed daily location, our emergency plan varies with, and is specific to, each activity location.

First and foremost, in any location at any time, we will defer to the instructions of the local onsite authorities or agencies such as the LAPD, LAFD, Red Cross, Los Angeles County Lifeguards, 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 camp line at (818) 932-4600 or visit our Web site at www.AlohaBeachCamp.com/emergency 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. The evacuation points are as follows:

Activity Location:
Paradise Cove
Zuma Beach

Evacuates To:
Pepperdine University
Pepperdine University

Castaic Lake
Hurricane Harbor
Marina del Rey
Santa Monica Beach

College of the Canyons
College of the Canyons
Burton W. Chase Park
Santa Monica High School

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 while attempting to get to the site. 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.

Here's to a fantastic summer!

- END -