City of West Hollywood's
Recreation Services Division

Parent Information Guide

FOLLOW US!

www.Instagram.com/WeHoRec
www.Facebook.com/WestHollywoodRec

WELCOME!

We are thrilled that you have made the decision to register your child for weCAMP@Home. The City of West Hollywood's Recreation Services Division is offering a variety of weekly themed virtual camps to explore the interest of your child between the ages of 6 – 13 years old. We invite campers to be part of a daily virtual group and experience pre-recorded and live original streaming content with camp staff from the Recreation Services Division.

Each week is action packed with unique and exciting guided activities that promotes creativity, safety and wellness, physical activities, building positive relationships, and creating new memories.

weCAMP@Home BACKPACK & CAMP SHIRT

All campers will receive one t-shirt, one reusable weCAMP@Home backpack filled with their weekly materials and supplies, and one (or two) essentials kit. For campers who sign up for 1 to 3 weeks, they will receive one (1) essentials kit. For campers who sign up for 4 to 7 weeks, will receive two (2) essentials kits. The essentials kit will include markers, colored pencils, crayons, pencils, erasers, scissors, paint, paint brushes.

Parent/Guardians are responsible to visit Plummer Park to pick up the weekly supplies and materials the week before camp starts. For those who are registered for more than one week, please bring your backpack with you for pick up and staff will fill it up with themed activities that will prepare campers for the fun and exciting week ahead!

Supplies will be distributed each Thursday prior to first day of camp for each designated week. You will receive an email with the pick-up information the Wednesday before camp starts.

WEEK	START DATE	PICK UP SUPPLIES @ PLUMMER PARK
1	June 29	June 25
2	July 6	July 2
3	July 13	July 9
4	July 20	July 16
5	July 27	July 23
6	August 3	July 30
7	August 10	August 6

WEEKLY SUPPLIES PICK UP

The Thursday before the start of camp, visit Plummer Park, 7377 Santa Monica Blvd, West Hollywood, CA 90046 to pick up your Camper's supplies for the week. Park in the south lot in a parking spot designated for Camp. Signs will be posted indicating a spot number and the phone number to call/text upon arrival. Once parked, text/call **(323)497-6907** with your child's name and the number of parking spot you are parked in. Staff will bring out the camp supplies to your car. Parents must be prepared to show their ID and sign the attendance form as a way of confirming the supplies were picked up.

WHAT DO I NEED TO CONNECT?

- A valid parent/guardian email address that is checked regularly.
- A laptop or a desktop will work best; however, a tablet will work as well. As a last resort, you could use a phone, but we recommend a larger screen for a better experience.
- A working webcam, audio, microphone, and stable Wi-Fi.
- A comfortable and quiet work area. Some of our virtual camp sessions do include physical activity, so space to move around is highly encouraged.

WHAT IS THE PARENT'S ROLE?

Our staff is trained to guide the campers through the daily program without parental assistance. However, this depends on the comfort of your child with technology and the ability to work independently. You are welcome to stay with your child during the class if you feel it is necessary. The camp is offered for multiple age groups to provide daily LIVE engagement with a parent nearby, but not participating directly. Additionally, the pre-recorded videos are distributed throughout the camp day to allow the flexibility of off-screen breaks and completion of offline camp activities.

HOW DO I ACCESS weCAMP@HOME?

The Wednesday before camp begins, an email with the **ZOOM** link, weekly calendar, and backpack distribution information will be sent to the email you registered with. All activities are designed to take place in the home or outside and mixed with plenty of off-screen challenges and activities during the camp day.

WHAT FUNCTIONS WILL BE USED ON THE *ZOOM* PLATFORM?

Campers will use functions such as “Breakout Rooms”, "Raise Hand," "Mute/Unmute," "Chat," "Whiteboard," and "Polls." All features are contained within the ZOOM platform. Staff will operate the secure file and video sharing feature, a text/chat tool, and create a poll. A whiteboard feature that allows counselors to split the whiteboard, so each camper has their own. The campers are encouraged to keep their video on for the duration of the live stream program portions to ensure they stay concentrated and ease communication with our staff.

SAFETY IS OUR NUMBER ONE PRIORITY!

Only enrolled campers can get access to the platform; this is not a public access platform. The Camper's name is the only data that is kept in the virtual platform. A logistical feature of our platform is the split room option - which allows staff flexibility in supervision. The split rooms can be used for games and for paying attention to campers who need it. Behavior and internet safety expectations are reviewed each morning with campers, and reminders are given throughout the camp day.

All activities are monitored by the Recreation Coordinator, Dana Abel and Recreation Supervisor, Marina Rhodes. Staff and campers cannot change how their name is displayed in the activity rooms. The staff has the right to remove participants or to suspend a camper temporarily with the approval of the Recreation Coordinator. The ratio maintained is a minimum of one staff in each break-out/activity room.

TOYS, GAMES & ELECTRONICS

Toys, games, and other electronic devices are ***not*** allowed during live sessions of camp. It is highly suggested that campers are fully engaged during the live sessions. Camp is full of games, crafts, and activities that will keep Campers entertained throughout the day.

CAMPER CODE OF CONDUCT

To ensure all campers have a positive experience, it is imperative that ALL CAMPERS follow the camp rules at all times. Disciplinary action (usually in the form of loss of privileges) will be taken for any camper disobeying the camp rules. The Recreation Coordinator will deal with more severe or consistent rule violations. Please review and sign the **Code of Conduct** at the end of this document.

CONTACT INFO:

Recreation Coordinator, Dana Abel at dabel@weho.org or call 323-848-6511
Recreation Supervisor, Marina Rhodes at mrhodes@weho.org or call 323-848-6533

COUNSELORS:

The City of West Hollywood Camp Counselors are employees of the City's Recreation Services Division. They have been selected for their ability, desire, and interest in working with young children. Many counselors have several years of experience working in the City of West Hollywood's Recreation programs.

HOW DO I REGISTER?

Visit www.weho.org/recreation to register. You may sign up for one or all seven weeks at the same time. Spaces are limited. Camp payments and Refund Policy:

- Requests for withdrawals and refunds for all Recreation Programs require written notice via email to recreation@weho.org ten days prior to start date of the program for a full refund minus a $5 administration fee. Submitting a refund request does not ensure the refund will be granted.
- Make-up classes, credit or refund will NOT be given for any dates missed by patron for any reason.
- Full refunds/credits are available for camps cancelled by the City.
- Credit card transactions will be refunded to the same credit card within five business days.
- A $5 administration fee will be charged per transaction per participant.

IS YOUR CHILD AGE VERIFIED?

All current and new accounts for children ages 17 and under must be age verified to participate in any of the Recreation Services Division youth programs. Proof of age must be submitted in person at time of weCAMP@Home Backpack pick up at Plummer Park the week prior to the start of camp. The verification must be an original legal document such as a birth certificate, passport, identification card, or insurance card. Documents are noted in our system, and immediately returned back to you. If your camper has been verified in previous years, no further action is required.

SPECIAL MODIFICATIONS

Please feel comfortable and open with us if your child is on the spectrum and has been given a one-on-one aide during the school year. It is suggested that your child have an aide for camp if they have an aide during the school year, however, it is not required. We will do our best to work with you and your child on making sure he/she has a positive camp experience.

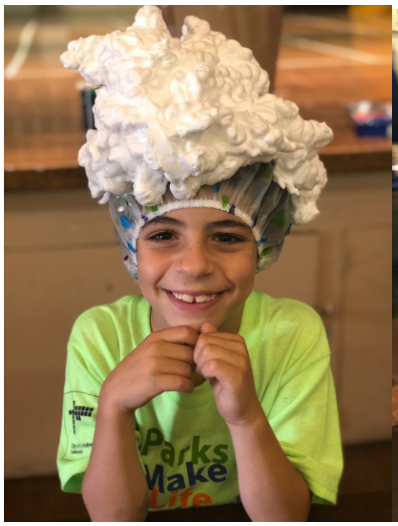
WEEKLY EMAILS FROM THE COORDINATOR

You will receive an email the Wednesday prior to the start of camp from Dana Abel with the weekly schedule, weCAMP@Home backpack pickup schedule, Zoom Link, and any additional information you'll need. Please be sure you have the correct email address listed on your account. Check your junk mail in case you do not receive the email.

WHAT DOES A weCAMP@HOME DAY LOOK LIKE?

We have these unique and exciting experiences planned for weCAMP@Home this summer:

- Live Welcome & Goodbyes
- Camper Show & Tell
- Arts & Crafts
- Reading Challenges
- Science Experiments
- Camp Songs
- Trivia Games
- Bingo
- Virtual Field Trips
- Coloring Books
- Kindness Projects
- Physical Education
- Sports Drills
- Puzzles
- Scavenger Hunts
- Escape Rooms
- Language Lessons
- Poetry & Journals
- Mindfulness Matters Activities



City of West Hollywood's
Recreation Services Division

Virtual Camp Code of Conduct

In order to ensure the quality and enjoyment of virtual Camp, and to promote a safe and positive atmosphere, all campers shall abide by the following Code of Conduct:

1. Campers shall act with respect towards staff and other participants, their privacy, and safety. Treat others the way you want to be treated.
2. Keep camp safe and fun. Be courteous, respectful, helpful, nice, and use only kind words.
3. Profanity, physical, verbal abuse or threats of any kind will not be tolerated.
4. Do not participate in any cyberbullying and/or harassment.

Failure of participant to follow this Code of Conduct will result in disciplinary action, including (but not limited to):

1. The camper will be given a verbal warning and staff will direct a more appropriate behavior.
2. The camper will be given a second verbal warning, which will include an explanation of what rule(s) have been broken and the consequences for future negative behavior.
3. A call to parent/guardian and suspension of the camper for the remainder of the day. The camper may return the next day with the expectation of good behavior.
4. Virtual meeting with camper, parent/legal guardian, Camp Counselor lead staff and Recreation Coordinator to discuss behavior.
5. In the event the camper continues to not meet the behavior expectations, he/she may be removed entirely from camp, without a refund.

Camp Counselors reserve the right to assess the severity of the behavior and begin corrective disciplinary actions to address the infraction. Parents will be contacted and Recreation Coordinator will review decisions which result in suspensions from Camp.