

# CAMP CAYTON PROCEDURES & AGREEMENTS

## LOCATION

The Cayton Children's Museum is located on the 3rd level of Santa Monica Place, next to the Cheesecake Factory and across from Curious Palate. Our address is 395 Santa Monica Place Suite 374, Santa Monica 90401.

## PARKING

Parking is available in the City of Santa Monica's Public Parking Structure 7 and Structure 8, immediately adjacent to Santa Monica Place. Structure 7 is located on Broadway, just west of 4<sup>th</sup> St while Structure 8 is located on Colorado, just east of 2<sup>nd</sup> St. The first 90 minutes are free, and it is \$2.00 for the next hour and between \$2.00 and \$3.00 for each additional 30 minutes. The daily maximum on weekdays is \$20.00. The lots are first come, first served. We do not guarantee parking, nor do we validate.

## CAMP HOURS

Camp hours are from **9:00am-12:00pm**. A typical day at camp comprises an art-based activity, museum play time, and snacks! Camp Cayton is all indoors, and we do not go outside. Due to a fun filled schedule, Camp Cayton does not offer nap time during camp hours.

**Sign-In** begins at **8:45am** at the front desk of the museum.

- All campers should arrive by 9:15am to ensure a quality experience for all participants.
- Please let us know if you plan on dropping off after 9:15am. The museum is closed on Tuesdays and staff will close the doors at 9:15am.

**Sign-Out** begins at **11:45am** at the front desk of the museum.

- All campers must be picked up by **12:00pm**.
- A \$1 per minute late pick-up fee will be charged for every parent that is late after 12:00pm.

## DROP OFF and SIGN IN

For the security of your camper, each camper must be signed in and out at the beginning and end of each day.

To drop off, park and walk campers into the Cayton Children's Museum on the third floor of Santa Monica Place. Sign in with Cayton staff at the front desk, and then walk your camper to their designated camp room and check in with Camp Cayton staff.

- While we understand transitions can be difficult for both you and your camper, we highly recommend not lingering.

### **PICK UP and SIGN OUT**

To pick up, park and walk into the Cayton Children's Museum and sign out with Cayton staff at the front desk. **Campers will only be released to listed authorized adults. Anyone picking up a camper must be prepared to show a photo ID.**

- After signing out, walk to the designated camp room and check out with Camp Cayton staff.

### **AUTHORIZED PICK UP**

Campers will only be released to listed authorized adults. If an adult is not on your camper's authorized pick-up list, they will NOT be allowed to pick up your camper.

- All adults listed on the registration form (Parents, Guardians, Emergency Contacts, Authorized Adults) are automatically added to your camper's authorized pick-up list.
- You can update the Emergency Contact and Pick-up Authorization anytime by emailing [camps@caytonmuseum.org](mailto:camps@caytonmuseum.org). Please let us know if a new adult will be picking up a camper prior to their arrival to ensure a smooth transition.

### **EMERGENCY INFORMATION**

On your camper's first day of camp, please review and edit the emergency information that you provided upon registration. This will be made available to you upon sign-in. This includes a list of adults authorized to pick-up, an emergency contact other than yourself, and any allergies or medical conditions of which we should be aware.

### **ALLERGIES/ MEDICATION**

Please notify Camp Cayton staff of any food allergies or dietary restrictions before the beginning of camp. If your child has an allergy, please make staff aware by disclosing the allergy in your online registration form. Camp Cayton staff may reach

out to you before the first day of camp with further instructions or additional paperwork.

Children that have allergies that might require the administration of an EpiPen Auto-Injector should bring the EpiPen to camp on your child's first day. The EpiPen will be stored on site until your child's final day at Camp Cayton. The EpiPen must arrive in its original box with your child's name printed on it. We cannot accept an expired EpiPen or an EpiPen product without your child's name on it.

If your child requires medication that needs to be administered during camp hours, please reach out to us at [camps@caytonmuseum.org](mailto:camps@caytonmuseum.org) for additional information and paperwork. Please note that we cannot administer Tylenol or any other over the counter medication that is not a prescription. If your child is sick, please keep them home from camp until they are 24 hours symptom free.

### WHAT TO WEAR

Please dress your campers in clothes that are comfortable and will allow them to remain independent in the bathroom. (Overalls and Jumpers are not easy for little ones that are in a hurry to get to the bathroom.)

Campers will be expected to wear a Cayton vest, which will be provided to them, while playing on the museum floor.

### WHAT TO BRING

Each camper must bring their own snack to camp. **Please pack a nut-free snack that does not require refrigeration or microwaving.** Please also include a water bottle with your child's name on it.

- There is one snack time in regular camp hours.
- Camp Cayton will NOT be providing food for campers
- Camp Cayton staff will refill campers' water bottles throughout the day.
- Please notify Camp Cayton staff of any food allergies or dietary restrictions.

Since there are so many great ways to play at the museum, please leave toys at home! All toys/objects brought from home will be taken by camp staff for safe keeping and returned to the camper at the end of the day.

### EXTRA CLOTHES

All campers must bring an extra set of clothes (we recommend 2 sets of bottoms) to leave at camp for the week. We'll be making messes on purpose (with paint and water!), and by accident (because we'll be so excited, we forget how our bodies work!). **Please label everything!**

### **NUT FREE POLICY**

Camp Cayton's goal is to provide a safe and fun environment for all campers and staff. To do this, we want to lessen the possibility of severe allergic reactions to nuts or nut products. When packing your campers' lunch, we request that you do NOT send food to school that contains any nuts or nut products. This includes peanut butter and Nutella. Campers that bring food that contains nuts or nut products will be required to eat their food away from other students. Campers are also encouraged not to share food, utensils or containers, and to practice appropriate handwashing and food hygiene behaviors.

### **POTTY PROFICIENT**

All campers must be potty proficient by the start date of their camp week. Potty proficient means campers are transitioned out of diapers, able to tell an adult they need to use the bathroom, use the toilet themselves, and wash and dry their hands.

### **CANCELLATION POLICY**

The Cayton will issue a refund for cancellations made at least **two weeks prior** to the first day of camp less a mandatory \$50.00 cancellation fee. When cancelling more than four weeks of camp, an additional \$25 will be charged per each additional camp week. There will be **no refunds** for any camp week that is cancelled within two weeks of the start date. There are **no refunds** for aftercare. The Cayton Children's Museum reserves the right to cancel any camp week or aftercare if enrollment minimum is not met.

- Transfers from one week to another will be based on availability and must be made before any missed camp dates.
- Registration cannot be transferred to other individuals.
- As unpredictable as it is, we do not refund for sick days.
- Camp Cayton does not prorate camp costs if you miss or plan to miss a day(s) of camp or any other reason.
- If your camper misses a camp day(s), it cannot be made up in a future camp week.

## HOW TO REACH US?

For any inquiries, please do not hesitate to contact us!

**Janine Rubin:** [jrubin@caytonmuseum.org](mailto:jrubin@caytonmuseum.org) / 424.416.8325

*Program Manager*

***We look forward to seeing you and your little ones soon!***