



Summer Day Camp

Parent & Camper Handbook 2011

Camp Hours: 9:30 a.m. - 4:00 p.m.

Drop Off: 9:10 a.m. - 9:30 a.m.

Extended A.M. Care: 7:30 a.m. - 9:10 a.m.

Extended P.M. Care: 4:15 p.m. - 5:30 p.m.

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Section I. The Camp Program

A Welcome from the Owner

Dear Camp Keystone Parent,

I would like to welcome you to a great and memorable summer at Camp Keystone. All of us here hope that you are as excited as we are about the upcoming summer! As parents, you may have questions and concerns about your child's experiences at camp. We have put together this information packet with the hope that most of your important questions will be answered.

Camping is a wonderful part of a child's life, and we hope to make Camp Keystone a fun, friendly and memorable experience. Should you have additional questions that are not covered in this packet, please feel free to call us at anytime in the camp office. I look forward to seeing you this summer!

Larry Klein a.k.a. "The Grand Poo Bah"

Owner / Director/ Camp Parent

Your Child's First Day at Camp

A camper's first day can be very stressful for old and new campers alike. At Camp Keystone we try to minimize any first day jitters and make a camper's first day exciting and enjoyable. Our experienced counseling staff will do everything possible to make sure that your child is happy and has a positive camping experience right from the start. Please be sure your child is wearing their name tag that you received in the mail. If you do not receive one prior to your child's start date, please call the office and a new one will be sent to you.

As your child arrives at camp, he/she will be escorted to their appropriate group table under the Pavilion for morning activities and be personally greeted by the group counselor. The counselor will introduce him/herself and all of the other campers in the group. Every camper will then receive a basic orientation explaining camp programs and rules as well as information about critical areas in camp, including the water fountains, bathrooms and First Aid Office. Junior Camp, Sports Camp, and the C.I.L.T. groups are co-ed. Day Camp is grouped by gender, grade, then age.

Camp begins at 9:30 a.m. and ends at 4:00 p.m.

A.M. Drop Off

If you are providing your own transportation, please drop off your camper(s) no earlier than 9:10 a.m. at the Welcome Booth across the creek. You will need to sign your child(ren) in and out every day.

P.M. Pick Up

Pick Up is at 4:00-4:15 p.m., unless you have scheduled Extended Care. In order to help alleviate traffic issues, we would appreciate it if you would not pick your child up between 3:45 p.m. and: 4:00 p.m. This will enable us to dismiss the camp busses quickly and efficiently.

1. Parents may park their car and walk in to sign out and claim their child(ren).
2. Parents may stay in their car and drive through the pick up zone. Their child(ren) will be escorted to their car by a staff member

What Your Child Should Bring To Camp

Every day that your child attends camp, please send along a day bag/backpack. In this bag, we ask that you include the following: a swimsuit, towel, sunscreen, a pair of long pants, a lunch either in a brown bag or small cooler (unless your child will be purchasing lunch at camp) and any other items you feel are necessary to ensure your child's comfort and happiness for the day. Oftentimes, a hat or visor or even an extra T-shirt will come in handy! On especially warm days you might also include a water bottle, although there are plenty of water fountains in camp and the counselors do take regular water breaks between activities. **Please clearly label all items with your child's name.**

*** Please do not send your children to camp with any extra personal items, especially those of great value such as electronic games, radios, sporting equipment, and/or family pets. **Electronic equipment or cards of any kind are prohibited** (Gameboys, ipods, cell phones, Blackberries (or similar type of texting device), trading cards, playing cards, etc.) **Such items will be confiscated.** The camp will provide all of the necessary equipment/materials for your children to participate in our activities. Camp Keystone is not responsible for personal items that may be lost or damaged.

What Your Child Should Wear

Comfortable play clothes are recommended for all campers. Usually campers wear shorts and T-shirts with tennis shoes. Please do not wear clothing that you'd be upset if the clothes get dirty or stained. This is camp. Your child will come home dirty. **All shoes must be closed-toed** for safety. **No sandals, Crocs or jellies** please. Campers not wearing closed-toed shoes **MAY NOT** participate in activities. Parents **WILL BE CALLED** to bring shoes. We also suggest aqua socks/shoes for stream exploration, grassy area water play, pool deck etc.

From time to time, we also have camp wide dress-up days. Please refer to the "2011 Camp Calendar." We love to see campers as well as staff members all decked out! On these days, we encourage campers to wear whatever they feel is appropriate; however, we also recommend that campers bring a change of clothing if the costume is going to be uncomfortable to wear all day. Dressing up is a wonderful way to promote group unity and make new friends, and counselors will present special dress-up awards to everyone who dresses up!

Camp Keystone Clothing

Camp Keystone clothing can be purchased on our internet camp store at www.store.campkeystone.com. You can also indicate what you would like on the back of your registration form when you sign up for camp. You will be able to view all the newest merchandise on our website, including the 2011 camp T-shirts and hats. You have the option of having the item(s) shipped to you, or distributed to your child on his/her first/next day of camp. Camp Keystone merchandise is also available for purchase at the Welcome Booth throughout the summer.

If for any reason you order merchandise and the size is not correct, please send back all items that do not fit your child on his/her next camp day. All exchanges will be handled at the Welcome Booth. If your correct size is not available, please keep your T-shirt until it can be exchanged.

Bringing Money to Camp

Camp Keystone does not require campers to bring money with them. All activities in camp are included in the daily tuition. There are no additional charges. (Optional overnight and special day trip activities that are scheduled beyond our regular camp programs have additional costs involved, but you will be informed of them before any commitment is required.)

Campers who are buying lunch and have not paid in advance should bring their lunch money, \$5.00, each day and pay for their lunch at the Welcome Booth the first thing in the morning. During lunch, the Snack Shack is also open. Snack prices range from \$.25 to \$1.50 and may be purchased on a limited basis. Commemorative Pins can also be purchased during the camp day for \$1.00. At no time should a camper have an unusually large amount of money at camp.

Visiting Your Child at Camp

We welcome visitors at Camp Keystone! We have an open door policy and encourage parents and guests to visit your campers at least once over the summer.

We ask that if you do come to camp for any unscheduled visits that you please check in at the Camp Office as soon as you arrive at camp. There, the office staff will greet you with a Camp Keystone nametag and direct you to your child's group. To ensure your child's safety at camp, we require all visitors to wear nametags for identification. We have specific policies in place with regards to "strangers" in camp, so please wear your nametag at all times. If a staff member does not see a nametag or does not recognize you as a welcomed visitor, he/she will approach you. Please do not be offended but instead simply explain who you are and your purpose for visiting camp. All of our staff will be happy to assist you once they are sure of your friendly intentions.

Changing Your Child's Camp Schedule

We understand that there may be a time when you will need to change your child's schedule. Should your child become ill, or if you will not be attending camp on a day that you are registered for, please notify our camp as soon as possible. If the Camp Office is closed or our staff is otherwise unavailable, please feel free to leave a voice message 24 hours a day. **There are no refunds for missed days.** Each camper will be allowed **two** make-up days, **subject to space availability.** The office must be notified by 9:00 a.m. on the day of the absence, otherwise the make-up day will be **forfeited.** If you miss a rescheduled make-up day, the day will be forfeited. **No make-ups will be allowed during sessions 2 or 3.** Make-up days are not guaranteed and are subject to space availability. Each schedule change after June 1st will be charged a \$10 administrative fee. Payment is due at the time the schedule change is made. Overnights are not available as make-up days. The make-up week for those attending 3 out of 4 weeks during session 2 due to vacation plans can only be made up during a one week session.

Enrolling for additional camp days is always an option for those campers who want more time at camp. Adding additional days, however, can be limited due to our maximum daily enrollment. If space is available in your camper's group, we will gladly extend your camp schedule. Payment in full is due at the time the days are added.

Swim Test

All campers will be swim tested their first day at camp to determine if they are water safe. Wrist bands will help alert our aquatics staff as to the ability of your child.

Lost and Found

Given our camp environment, it is often difficult to return lost items to their original owners. In order to make this process as painless as possible, we ask that you please label each item of clothing that your child brings to camp, including swimsuits and towels. Your child's full name should be printed in permanent marker or on a personalized label inside the clothing. This makes it much easier to return lost clothing.

At the end of each day during our Afternoon Roundup, we will hold up all lost items and call out names. Campers can then come up to the stage to claim their lost belongings. Periodically throughout the summer, we will donate any unclaimed items to a local charity. We are not responsible for lost items.

Emergency Procedures

First Aid

Camp Keystone has a First Aid Specialist on staff that is responsible for the treatment of all injuries and the distribution of all medications. ***No matter how minor the injury may be, the First Aid Specialist will be notified immediately and provide any necessary care.*** Parents are notified when all but minor injuries occur by a Director or the First Aid Specialist.

In the event of a serious injury, Camp Keystone has physicians on call at all times as well as standing orders with certain hospitals and Urgent Care facilities in the local area. These doctors or treatment centers will be used for any emergencies that cannot be handled on site.

Evacuation Plans

The main objective in an evacuation is to remove all campers and staff from the premises in the fastest and safest way possible. Camp Keystone performs practice fire and earthquake drills regularly throughout the summer to prepare campers for such an emergency. It is important that campers understand the potential threat of a fire or earthquake, but at the same time have a sense of security if an emergency situation does occur. Please reassure your campers that they will be safe and that we will be in contact with all of their parents as the need arises.

If an emergency occurs requiring an evacuation, the Directors and Administrative Staff will give each staff member specific instructions as to what must be done. All campers will be escorted into the vehicles, and depending on the situation, the camp will either be moved to the North side of the 101 Fwy. in Agoura Hills or towards the beach. ***If we were to move to Agoura Hills, the camp would relocate to Sumac Park at the corner of Laro Drive and Calmfield Ave. Otherwise, the camp would relocate to Bluffs Park where Las Virgenes Cyn Rd. / Malibu Cyn Rd. meets the Pacific Coast Highway in Malibu (see map and directions on following page).***

The Administrative Staff will take any necessary equipment or games and continue with camp programming until parents can be contacted to pick up their child(ren), or until it was safe to return to camp.

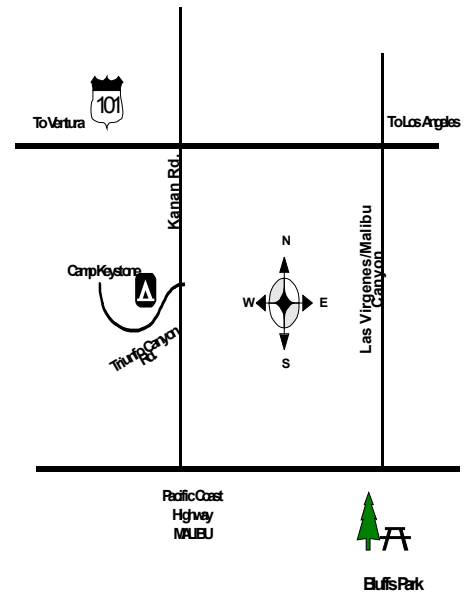
In the event of such an emergency, parents should call the Camp Office for further instructions. A voice message will provide detailed information as to our location and whether or not they should attempt to pick up their children.

Evacuation Site - Bluffs Park

Evacuation Site-Bluffs Park

Directions to Bluffs Park (310) 317-1364

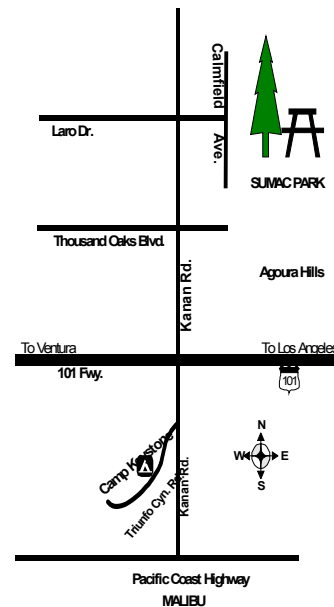
Head South towards the beach on Las Virgenes Rd. /Malibu Canyon Rd. to Pacific Coast Highway. When you reach the signal light at PCH, go straight through the intersection and into the parking lot of the Bluffs Park.



Evacuation Site - Sumac Park

Directions to Sumac Park (818) 597-7361

Head North on Kanan Rd. past Thousand Oaks Blvd.
Turn right at Laro Drive. Sumac Park will be directly in front of you.



Camp Hours

Camp begins at 9:30 a.m. and ends at 4:00 p.m.

Extended Care

Extended Care A.M. hours are 7:30 a.m. - 9:10 a.m. and Extended Care P.M. hours are 4:15 p.m. - 5:30 p.m. All campers are to be dropped off in the morning in front of the Camp Office, and picked up in the afternoon by the Pavilion. **You will be charged \$1.00 per minute late charge after 5:30 p.m. Payment is due at the time of pick up/drop off.**

Medications

Send all medications to the First Aid Specialist with specific instructions. Campers may not be in possession of any medications. All medications must be sent in the original medicine bottle with the Doctor's instructions. The use or possession of unauthorized medications, drugs and/or alcohol, will result in immediate dismissal. This includes over-the-counter medications, vitamins, herbal supplements, etc.

The "NO" List

1. No personal items (i.e. electronic games, Game Boys, ipods, cell phones, Blackberries, radios, cameras, etc. that are of worth).
2. No trading cards of any kind (i.e. Yu-Gi-Oh!, Pokemon, Baseball etc.)
3. No open toed shoes, Crocs or jellies.
4. No large amounts of money. The Snack Shack is available during lunch with items up to \$1.50.
5. No pets/animals are allowed to be brought from home.
6. No non-swimmers allowed on the waterslide and no floaties allowed in the pool.
7. No bathing suits with zippers, metal buttons, snaps, rivets, etc. or jewelry may be worn on the waterslide.
8. No weapons or objects which may be viewed as an instrument of harmful intent (knives/army knives, arrows, swords, small scissors, clippers, box cutters, metal objects/tools).
9. No smoking on camp property

Camper Code of Conduct

We have developed the following guidelines in order to maintain the caring and rewarding environment that makes Camp Keystone a retreat from the pressures that many of our campers face in their day-to-day lives. Please review this information with your child before they attend camp. Please let your child know that if their fun and safety is ever jeopardized by any camper or staff member at Camp Keystone, it is imperative that they let a counselor or camp director know immediately.

Behavior

Camp Keystone is a camp for well-adjusted children who treat others with respect and value each child's right to have a fun and safe experience at camp. Any disrespectful, violent, or mean behavior, including teasing, taunting, harassment or violence of any kind, will not be tolerated. If your child willfully/intentionally destroys any camp property, you will be required to pay for the replacement cost.

Language

Use of foul or offensive language is not permitted under any circumstances.

Electronic Equipment

Electronic equipment is not permitted in camp. This includes Game Boys, **cell phones**, Walkmans, Blackberries (or similar type texting items), ipods, MP3 players, and any other electronic games and/or equipment. If a camper brings these items to camp, they will be confiscated and placed in the Camp Administrative Office until the child's parent or guardian is able to come and pick the item up.

Dismissal from Camp

In the event that your child fails to meet the above Code of Conduct, you will be contacted and depending on the circumstances, your child may be sent home. Should your child be dismissed from camp for unsatisfactory behavior or conduct, 50% of the unused tuition shall be refunded.

Campers are subject to immediate dismissal from camp for violation of the following camp rules:

1. Abusive or disrespectful behavior towards any member of the camp community.
2. Continuous use of inappropriate language.
3. Failure to meet the Camper Code of Conduct.
4. The use or possession of cigarettes or unauthorized medications and/or drugs. See page 6, "Medications".

Please review the Camper Code of Conduct with your child and make sure that your child understands these rules.

Lunch Service

Camp Keystone offers a hot lunch program for \$5.00 a day. Campers who want to take advantage of our freshly prepared lunches can do so in the following ways:

1. For those who would like hot lunch every day that they attend camp, simply add that on to the prepaid lunch box on the back of your registration form. There is no need to fill out this menu and return it.
2. If your camper would only like to prepay for lunch on certain days, please indicate those days on this form by placing an "X" in the column next to the day you would like, and return it with your registration form.
3. For your convenience, campers may also purchase their lunch each morning when they arrive at camp at the Welcome Booth.

Listed below is our Summer Lunch Menu*. Lunches consist of an entree (as listed), two sides (such as cole slaw, green salad, potato salad, fresh fruit, vegetables, chips), and cookies or other dessert. Juice/punch and water are always available to ALL campers whether they have bought a lunch or not.

*Camp Keystone may make substitutions to this menu on occasion as necessary due to unforeseen circumstances

Week/Dates	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 June 20-24	Macaroni & Cheese	Teriyaki Chicken	Grilled Cheese	French Toast Sticks	Cheese Pizza
Week 2 June 27-July 1	Chicken Nuggets	Hot Dog or Chili Dog	Sloppy Joes	Hamburger or Cheeseburger	Subway Turkey Sandwiches
Week 3 July 4-8	CAMP CLOSED	Cheese Pizza	Macaroni & Cheese	Meatball Torpedo	Cheese Quesadilla
Week 4 July 11-15	Teriyaki Chicken	Taco Bar	Hot Dog or Chili Dog	Subway Turkey Sandwiches	Cheese Pizza
Week 5 July 18-22	Chicken Sandwich	Corn Dogs	Hamburger or Cheeseburger	Bean & Cheese Burrito	Baked Ziti W/Meat Sauce
Week 6 July 25-29	Cheese Quesadilla	Teriyaki Chicken	Meatball Torpedo	Cheese Pizza	Chicken Nuggets
Week 7 August 1-5	Grilled Cheese	Bar-B-Q Beef	Taco Bar	Baked Ziti W/Meat Sauce	Corn Dogs
Week 8 Aug. 8-12	Bean & Cheese Burrito	Cheese Pizza	Sloppy Joes	Hamburger or Cheeseburger	Subway Turkey Sandwiches
Week 9 Aug 15-19	Bar-B-Q Beef	Meatball Torpedo	Hot Dog or Chili Dog	Teriyaki Chicken	Taco Bar
Week 10 Aug 22-26	Chicken Taquitos	Cheese Quesadilla	Subway Turkey Sandwich	Chicken Nuggets	Cheese Pizza

In addition to our regular lunch program, the Camp Keystone Snack Shack is open during lunch. Campers may purchase a variety of items, such as Fun Dip, Ring Pops, Skittles, licorice, etc. These items cost up to \$1.50.

Section II. The Transportation Program

An Introduction

On behalf of Camp Keystone and Atlantic Express, we'd like to welcome you to the Camp Keystone Transportation program! Riding the bus should be a fun and exciting experience! We feel that your child's camp day actually begins the moment that he/she climbs aboard the bus. Therefore, we make the ride fun and enjoyable. By riding our busses, your child has the opportunity to make new friends (who live in your local neighborhood) and take part in fun games and songs.

Vehicle Safety

Atlantic Express employs thousands of drivers all of whom display a "can do" attitude. Their uniformed drivers are highly trained and qualified professionals who comply with federal and state Department of Transportation motor vehicle regulations and Board of Education requirements. They receive extensive in-house training, refresher courses and safety workshops. They are also subject to Atlantic Express' stringent pre-employment screening, ongoing random drug and alcohol testing programs and annual medical examinations.

Seat Belts

All Atlantic Express busses are equipped with seat belts in every seat. All passengers, including campers and staff, are required to wear them. We ask that you please help our drivers by encouraging, and even verbally reminding, your child to wear their seat belts. Campers who refuse to wear their seat belts on a recurring basis may be removed from the Camp Keystone Transportation program if necessary.

Air Conditioning

Yes, all Atlantic Express busses are air-conditioned!

Bus Supervisor/Parent Contact

Every morning, our Camp Office opens at 7:30 am. By this time, the Transportation Director contacts each Bus Supervisor to inform him/her of any changes that may have occurred overnight and to double check the number of children to pick up for that day. If your child will **not** require transportation on any given day, please notify the office **no later** than 7:30 am. This will allow us time to contact your child's Supervisor before they begin their route.

Any time you make a schedule change that requires a change in transportation, you must contact the Camp Office directly. Please **do not** rely on the Bus Supervisor to forward any messages to the office. Remember our Bus Supervisors have counseling responsibilities too as soon as they arrive at camp! Our office is open to take changes between the hours of 9:00 am and 3:00 pm Monday through Friday. Should you need to change your child's schedule due to illness, you may call the office at any time and leave a voice message if the staff is otherwise unavailable. The Transportation Director will check all messages in the morning and inform the driver as to any necessary changes.

Throughout the summer, questions may arise that you would like to ask your Bus Supervisors. Please be aware that the busses are on a very tight schedule that the drivers need to adhere to. Please feel free to call our office with your questions and we will be happy to assist you.

Car Seats

If by law your child requires a car seat, Atlantic Express will be happy to provide one for you. These are special car seats (not booster seats) that are federally approved for the bus. Please be sure to check the box on your registration form that indicates that your child needs a car seat so that we can have one reserved for you.

Routes

PLEASE NOTE: The times listed on the transportation sheet are the times the bus will leave each pick-up point. In order to ensure that all busses arrive on time to camp, we ask that you have your child at their pick up point at least 5 minutes before the bus is due to arrive. Please remember, if you are late, the bus will **NOT** wait for you. You will need to drive your child to the next pick up point, or, if necessary, to camp. At the end of the day, please make sure that there is someone at the bus stop to pick up your child. If you are not there at the designated time, your child will remain on the bus, and you will need to drive to the next pick up point to pick him/her up. After the first infraction, your child may be removed from the Transportation program. Limited transportation will be available week 10.

On rare occasions, camp busses may run a few minutes late in the morning or afternoon. This could be due to traffic delays or any number of unforeseen circumstances. In any event, we ask that you allow a window of **10 minutes** past the usual pick-up or drop-off time before calling the office. In the event that your bus is more than 10 minutes late due to traffic, etc, the office will call and notify you of your approximate pick-up time.

Making Changes to Your Child's Transportation Schedule

Occasionally, you might need to add or drop a day from your child's schedule. Please call the Camp Keystone office at (818) 889-2224 after 10:00 am. The office is not open for schedule changes until that time. Please note that there is a \$10.00 processing fee assessed to each change per camper after June 1st. There is no additional charge to schedule more camp days, only to cancel or schedule alternate days for camp days that have already been scheduled. **If your child is not at the bus stop for their scheduled pick-up and we have not been notified of their absence in advance, the office will call you to verify that your child is not coming to camp. In this case, your child will not be eligible for a make-up day. Make-up days are only available for absences that are reported to the office in advance.**

If a camper must leave camp early, please be sure to notify our Camp Office ahead of time. This will allow us to get a note out to your child's counselor so that we can have your child ready for pick-up when you arrive, and to alert your bus supervisor. All campers leaving early must be signed out in the Camp Office. Friends or relatives may not pick up a child without written permission from a parent.

Emergency Procedures

All of our drivers are required by law to perform evacuation drills regularly. If you see a practice drill taking place in your neighborhood, please understand that this is simply a drill.

Children are instructed to proceed out the nearest, and safest, emergency exit and file into a line a safe distance away from the vehicle. Our drivers are trained to handle this procedure calmly and without hesitation. Therefore, we ask that you do not interfere with the drill until it is over.

All of our vehicles are equipped with a First Aid Kit, fire extinguisher, and other emergency equipment including reflectors. Our drivers are trained how to use each of these items properly and have formal emergency procedures to follow if ever necessary.

Additional Questions for the Transportation Staff

We understand that you may have additional transportation questions throughout the summer. ***Please feel free to contact our Camp Office anytime between 10:00 am and 3:00 pm to answer your questions.*** In order to give you the attention you deserve, we ask that you limit your questions to these hours, as the office tends to be extremely busy at other times of the day. You may also leave a voice message 24 hours a day if the Transportation Director is otherwise unavailable to take your call.

Camp Keystone Transportation Rules

Please review these rules with your child prior to his/her first day of camp. These rules were developed for the safety and well being of everyone involved with our transportation program: your child, other passengers, the parents, and the driver.

1. Remain on the curb or sidewalk until the bus arrives.
2. Wait for the bus to come to a complete stop before you approach it.
3. When crossing the street to board your bus or after leaving your bus, wait until the driver or supervisor checks the traffic and then tells you it is safe to cross.
4. Always stop, look, and listen before crossing any street going to and from the bus.
5. Never chase after a camp bus.
6. Once on board the camp bus, please sit in a designated seat and remain seated at all times. *Do not sit on the floor.*
7. Always wear your seat belt.
8. When preparing to leave the bus, wait until the vehicle has come to a complete stop before releasing your seat belt and rising from your seat.
9. Talk quietly with your neighbor. Singing is great, but no yelling please.
10. Keep your hands, arms, head, and other body parts inside the vehicle at all times.
11. Do not put or throw any objects out the window.
12. Sit with your back against the seat at all times, looking forward.
13. Do not sit on your knees or turn around at any time.
14. Please keep your hands to yourself and treat others with respect, as you would like to be treated.
15. The use of profanity or vulgarity of any kind is prohibited.
16. Eating certain snacks and drinking water on the bus is a privilege and will be taken away if not controlled.
17. Follow all driver/supervisor instructions.
18. Please help your driver by following the above rules and enjoy your ride to and from camp!



QUICK REFERENCE

Make up days may not be scheduled during sessions 2 and 3. Please refer to page 4 for more information.

For the safety of the children, campers must always wear closed-toed shoes! No sandals, crocs, or jellies will be permitted.

Parents wishing to visit their child at camp must first sign in and receive a name tag at the office.

After June 1st there are NO refunds, no exception.

To find out what the weekly theme is and what the dress up days are, please refer to the 2011 Summer Calendar on our website, or pick one up in the Camp Office.

The highly anticipated overnights are scheduled for July 8th, July 22nd, and August 5th

The Penny Carnival Hoe Down will be held on Friday, July 29th.

At our Waterslide Camp/Acro Flyer Week, August 22nd through August 26th, campers will participate in regular camp activities and the Acro Flyer during the morning hours. After lunch everyone will head up to the pool and waterslide for an afternoon of sun and fun!

Check out our blog and website at www.campkeystone.com frequently during the summer to view pictures and videos!

Only Jr. Camp, Sports Camp, and the C.I.L.T. groups are co-ed. Groups are divided by grade and age.

Floation devices (floaties) are not allowed in the pool.

For further information, please contact the Camp Keystone Office at 818-889-2224