



Agreements & Procedures

LOCATION

The Cayton Children's Museum by ShareWell is at Santa Monica Place, 395 Santa Monica Place, Santa Monica, CA 90401. The museum is on the third level of the mall next to the movie theater.

PARKING

Parking is available in the City of Santa Monica's Parking Structure 7 and Structure 8, immediately adjacent to Santa Monica Place. Structure 7 is located on Broadway, just west of 4th St. while Structure 8 is located on Colorado, just east of 2nd St.

Pricing:

- The first 90 minutes are free.
- \$2.00 for the next hour and between \$2.00-3.00 for each additional 30 minutes.
- \$20.00 daily maximum on weekdays.

These lots are first come, first served. We do not guarantee parking nor do we validate.

CAMP HOURS

Camp hours are from **9:00am-3:00pm**.

Sign-In begins at **8:40am** at the front desk of the museum. To ensure quality experience for all participants, please be on time.

Sign-Out begins at **2:30pm OUTSIDE** the museum entrance.

Aftercare is offered at an additional cost from 3:00pm – 5:00pm, Monday - Thursday. An additional \$10 late pick-up fee will be charged for every 10 minutes after 5:00pm.

DROP-OFF & PICK-UP

- For the security of your child, each child **must** be signed -in and -out at the beginning and end of each day.
- **Authorized Pick-Up** – Campers will only be released to authorized adults. Please be sure that any adults picking up your child are named on your child's authorized pick-up list.
- **Anyone picking up a camper must be prepared to show a photo ID.** You can update the Emergency Contact and Pick-up Authorization anytime by contacting us or when you drop off your camper in the morning.

DROP-OFF and SIGN-IN

- Park and walk campers into the **Cayton Children's Museum by ShareWell** on the third floor of Santa Monica Place. Sign-in with Camp Cayton staff by the front desk, and then walk your camper to their designated camp room.

PICK-UP and SIGN-OUT

- Park, then meet Camp Cayton staff stationed outside of the museum to sign-out. During this time, Camp Cayton staff will bring your child out of the museum to meet you!

EMERGENCY INFORMATION

- On your camper's first day of camp, please review and edit as needed the emergency contact 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, any allergies & medical conditions, and acknowledgement of your understanding of our agreements & procedures.

WHAT TO WEAR

- **All campers must wear their Camp Cayton shirt each day.**
 - Each participant will receive one Camp Cayton T-shirt for each week registered and you may treat the camp shirt like a smock and wear it over another shirt.
 - Previous Camp ShareWell and Camp Zimmer shirts are okay!
 - Additional T- shirts are available for \$10. If you forget a t-shirt, you will be **required** to purchase another one.
- All campers must wear closed-toed shoes.
- All campers must bring an extra set of clothes (we recommend 2 sets of bottoms) to leave at camp for the week. **Please label everything!**
 - 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!)

WHAT TO BRING

- Please pack a **nut-free** lunch that **does not** require refrigeration or microwaving.
 - Camp Cayton provides snacks that rotate between fruits, pretzels, and crackers.
- Please include a water bottle with your child's name on it.
 - Camp staff will refill water bottles throughout the day.
- There are so many great ways to play at the museum, **please leave toys at home!**

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

- Cayton will issue a refund for cancellations made at least **four weeks** prior to the first day of camp less a mandatory **\$75.00 cancellation fee for up to four weeks of camps and an additional \$25 per each additional camp week after 4 weeks.**

- There will be **no refunds** for any camp week that is cancelled within four weeks of the start week.
- There are **no refunds for aftercare**.
- The Cayton Children's Museum by ShareWell 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.

HOW TO REACH US?

Please do not hesitate to contact us!

Sara Choi: sara@sharewell.org 424-416-8352

Marissa Ring: marissa@sharewell.org 424-416-8370

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