

# *Summer at Village School*

## **Camper & Parent Handbook**



Accredited by the American Camp Association

Accredited by the California Association of Independent Schools  
and the Western Association of Schools and Colleges

Member

National Association of Independent Schools  
California Association of Independent Schools  
Educational Records Bureau  
Independent School Alliance for Minority Affairs

Village School admits students of any race, color, national and ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

# Welcome to Summer at Village School!

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## Mission Statement

*Summer at Village is dedicated to providing enrichment activities that encourage social, emotional, and physical growth through a variety of engaging recreation, art, athletic, and academic programs. We welcome every child's unique personality and interests and strive to create a safe summer program that offers opportunities for children to design their own summer experience.*

Summer at Village School is open to all students regardless of which school they attend during the school year. Enroll your child in classes based on the grade they are entering in the fall.

## Contacting Summer at Village:

- Camp Directors, Gricelda Gamboa & Wendy Jacobson
- Phone: 310-459-8411 During Camp hours: 310-463-4840
- Email: [ggamboa@village-school.org](mailto:ggamboa@village-school.org) & [wjacobson@village-school.org](mailto:wjacobson@village-school.org)
- Camp's email: [summer@village-school.org](mailto:summer@village-school.org)

## Camp Hours: 9:00am-3:00pm

### 2020 Summer Camp Dates:

June 8-10: Volleyball Camp (9:00-1:00pm)

Week 1- June 15-June 19

Week 2 –June 22-26

Week 3- June 29-July 2 (4 day week)

Week 4- July 6-10

Week 5- July 13-17

Week 6-July 20-24

August 3-7: Volleyball Camp (9:00-1:00pm)

August 3-14: ISEE Prep Course



Main Campus Address: 780 Swarthmore Ave, Pacific Palisades CA 90272

Center for Arts & Athletics Address: 15236 La Cruz Dr, Pacific Palisades CA 90272

This Camper & Parent Handbook has important information with which you will need to become familiar. Campers are expected to comply with the guidelines set forth in the handbook. We ask that you refer to the handbook throughout your attendance in our program for relevant information.



# Important Notes & Daily Procedures

## Drop-Off and Pick-Up Procedures

- Morning drop-off is between 8:45am-9:00am on the west side of Swarthmore Avenue.
- TK and Kinder Campers can be walked to classroom by parents between 8:50 am and 9:00am.
- Half Day Pickup: TK & Kinder Camp Pickup is at 12:30pm in the Swarthmore carpool line.  
Regular Half –Day Camp pickup is at 12:40pm in the Swarthmore carpool line.  
Campers stay through the end of lunch.
- Afternoon Only Campers: Please drop- off at the Swarthmore Campus for the afternoon session between 12:30-12:40pm.
- Please do not park in the carpool area on Swarthmore.
- Please do not use the bus lane in front of the school to drop-off or pick-up campers.
- Only those people authorized on the enrollment form will be allowed to pick up campers.
- Pick-up changes must be in writing (note or email) and forwarded to the summer camp office by 12:00pm.
- Afternoon pick-up runs from 3:00-3:10pm. Campers not picked up by 3:10pm will be taken to the camp office. A late fee of \$25 is incurred if picking up after 3:30pm.
- Please display the Carpool Pick-up Pass on the passenger side dashboard to help expedite pick-up. Non-Village School families should have ID ready at pick-up.

## Tardies

### **Absences & Tardies**

Please call 310-463-4840 to report absences. Since excessive absences or tardiness may affect the quality of a camper's experience, we ask camper's to attend each day and arrive on time for the start of class.

**Medications at Camp** All prescription and non-prescription medications brought to camp must have a medication authorization form completed by a parent and doctor. Please see camp office or the summer camp page at [www.village-school.org](http://www.village-school.org) to obtain an authorization form.

**Snack and Water** Each camper should bring a morning and afternoon snack to enjoy during each recess. Don't forget a bottle of water labeled with the camper's name.

**Sun Block** Please apply sun block before arriving to camp. A hat and extra sun block may be brought to camp in camper's backpack.

**Personal Belongings** Please label all bags, bottles, towels, hats, and sweat-shirts with camper's name. Use of electronic devices including cell phones are not permitted. We are not responsible for lost items.

### **Early Pick-Up & Late Arrival**

Please come to the front office to sign your camper in or out when picking up early or arriving late.

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# Campus Map & Drop-Off/ Pick-Up Locations



## Carpool Information

- For drop off, please pull up to the carpool drop-off area on Swarthmore between 8:45-9:00am. Our camp staff will help campers out of the car and walk them to the play yard on the main campus (map above).
- **No Parking in the Carpool Line. Do not exit your car while in the carpool line.**
- U-turns out of the carpool line are not safe and are not permitted.
- Campers who are staying for only a half day and lunch will be walked to the carpool pick-up area on Swarthmore at 12:40pm. TK & Kinder Camp Half-Day students dismiss at 12:30pm.
- Fully Day campers will be walked to the carpool pick-up area at 3:00pm.
- Do not arrive in the carpool line for pick-up more than 5 minutes early. Parking enforcement is ticketing cars that arrive in carpool and park before 2:55pm.
- **Do not block the crosswalk or park in red area.**
- Please display your carpool pick-up pass on the passenger side of your dashboard.
- If you prefer to walk to school, please arrive on the Swarthmore play yard between 8:45-9:00am or in the carpool pickup area at 3:00pm.

## TK & Kinder Camp Dismissal

- Pick-up is at 12:30pm if students are not staying for an afternoon class.
- At 12:30pm students will be walked out to the carpool pick up area across the street from our campus and placed into their parent's car.
- Please display your Pick-Up Pass on the passenger side of your dashboard (a copy of the pass is included in the registration confirmation email). Please write your child's name on the carpool pass.
- Do not leave your car unattended in the carpool pick up line.
- If your child is staying for an afternoon class, pick-up is at 3:00pm in the carpool line.

## **Playground & Lunch Area Safety Rules**

1. Follow directions given by camp instructors.
2. Stay within playground boundaries and away from off-limit areas.
3. Use camp equipment; do not bring toys and equipment from home.
4. Respect other people's space. Keep your hands and feet to yourself.
5. Be courteous and a good sport.
6. Speak respectfully to each other.
7. Leave the playground area only with permission.
8. Retrieve all clothing and return yard equipment to its proper place before leaving the playground.
9. Clean up lunch area by throwing trash in the bins and wipe down tables.
10. Stop playing and line up when the signal is given. (5-clap)
11. Ask an adult for help if conflict arises with another camper.



## **HEALTH & WELLNESS**

### **Allergies and Food Sensitivities**

Your enrollment form should indicate any food allergies/sensitivities that we should be aware of. Please speak with your child about not sharing food with other students. With your child taking responsibility for their particular allergy, it will help us help them.

### **Birthdays**

If your child will be celebrating a birthday during camp, you are invited to bring in fruit juice popsicles or rice krispy treats for his/her group. Please let us know in advance if you would like to make arrangements to have your child's birthday celebrated.

### **Change of Clothing for TK & Kinder Campers**

Please pack a change of clothing in your child's backpack on the first day, just in case. Clothing will be returned on Friday.

### **Parent Notification** (HW.10)

Parents/guardians will be notified immediately by the Camp Director or Assistant Camp Director of any serious emergency, injury, or illness to their child. If parents/guardians can not be reached, the emergency contact on file will be notified.

Injuries requiring minor first aid will be addressed prior to calling parents/guardians.

Parents or guardians are informed of camper illness if:

- Symptoms require camper to be removed from camp program for more than 10 minutes.
- Injuries or Illness requires advanced medical intervention.
- Illness is deemed or suspected to be contagious, or otherwise dangerous to the health of other campers.
- Injury is to the head, neck, or back.
- Other injuries or illnesses deemed serious by Camp Director or Assistant Camp Director.

## **Healthcare Policies** (HW.11)

The camp does not employ a nurse or mental-health care provider on campus however, all Village School teachers and staff are certified annually in CPR & First Aid by the American Red Cross. Each Village School camp staff member is responsible for the care of campers with minor illness/ injury as well as for providing First Aid to those requiring medical attention.

During the assessment of an ill camper, the child's temperature is taken. If the temperature is less than 99.5 the child will return to class. If the reading is 99.5 or greater, the parent(s) or an emergency contact will be called, and they will make arrangement for the ill child to be taken home.

If an injury occurs outside of the camp grounds, the camp staff will notify the Camp Director immediately and may need to take the initial steps to assist the injured until the Camp Director arrives.

Parents are always called and informed of any injury sustained to the head, neck, or back or any other type of injury that may require additional attention either by the parent(s) or a physician.  
The summer camp does not provide mental health services.

**In the case of a life-threatening event or serious injury, camp staff is required to call 911.**

Only medically certified health care personnel may attend to campers/staff with serious injuries.

### **Serious injuries include:**

Broken bones	Unconsciousness
Lacerations	Wound to head or face
Burns	Back or neck injury

## **Parent Responsibility**

Please inform us of changes in the camper's health and/or medications as they occur so that information can be updated and implemented.

## **Additional Health Resources**

### **Health Care Consultants**

A nurse licensed by the state of California is available via telephone during camp hours.  
The nurse is not present at camp.

Kathy Silberman (school nurse)  
[ksilberman@village-school.org](mailto:ksilberman@village-school.org)



## **Special Needs and Accommodation Policy** (HW.14)

Summer at Village Camp will consider the special needs of camper on an individual basis to determine if the camp can reasonably accommodate him/her. Disclosure of health history is crucial to the camp's ability to provide a supportive, safe and healthy camp environment for your camper.

We request that the parents of the special needs child contact the Camp Director before attending to discuss the camper's needs. If the camper can be safely and adequately accommodated without negatively impacting the experience of the other campers, enrollment will be considered.

We reserve the right to deny enrollment or to send home any camper who (1) has a condition beyond the camp's capability to provide proper care; (2) requires ongoing one-on-one care; or (3) poses an unreasonable threat to the health or safety of themselves, other campers and staff.

In cases where special needs are not disclosed and issues are discovered once camp has started, the Camp Director reserves the right to contact the parents to immediately pick up their child from camp without refund of camp fees.

## **Prescription and Non-Prescription Medications** (HW-19)

Medication administration requires a medication authorization form. Please contact the camp office for a copy of the form. An incomplete authorization form means we **cannot** administer the medication.

- A written order for prescription medications must be obtained from the camper's licensed physician.
- OTC (non-prescription) medication shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container. A written order for non-prescription medications must be obtained from the student's parents/guardian.

Medication must be brought to the school in a container or labeled zip-lock bag labeled appropriately with the child's name and name of medication.

The request must include the name of the student, the parent(s) or guardian's name and phone number in case of emergency. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request, and medication are brought to camp on the first day.

**Medications are stored in a locked drawer or cabinet in the camp office. Medications requiring refrigeration is kept in a locked refrigerator separate from food products. Locked refrigerator is located in the cafeteria area.**

At the end of the summer program or the end of the treatment regime, the student's parent(s)/guardian is responsible for removing any unused medication from the school.



# **CAMP MANAGEMENT**

## **Personal Property Policy** (OM.4)

### **DRUGS AND ALCOHOL**

Village School is required by law to provide a safe and healthy environment for its students and employees. In order to achieve these goals, Village School has the following rules about the use, possession, and sale of drugs and alcohol.

- The illegal use, sale, distribution or possession of narcotics, drugs or controlled substances, while on the job or on school property, will result in immediate discipline.
- The use of drugs/medications that are prescribed by a licensed physician or are available over the counter is not prohibited by the policy. However, if a physician has prescribed medication that requires any accommodation, please notify the Camp Director or Assistant Camp Director to discuss what accommodations are necessary.

### **PERSONAL BELONGINGS**

- Village School will not be responsible or liable for personal property of an individual that is lost, stolen or damaged. The responsibility for safeguarding, replacing or repairing personal property lost, stolen or damaged while on school premises is that of the camper or employee. Consequently, we encourage campers or employees not to bring personal property of value to camp. This includes cameras, jewelry, electronic games, musical instruments, sports equipment, or other valuables that can be easily misplaced or stolen.
- Campers and employees should mark all personal items with their first and last name. Items such as clothing, towels, shoes, hats, water bottles, backpacks, and lunch boxes should be marked prior to arriving at camp.

### **ANIMALS OR PETS**

- Animals or pets are not allowed on campus unless permission is given by the Camp Director for an educational class. If permission is granted to bring a pet to class, the pet must be brought to camp in a cage with an appropriate amount of food.

### **VEHICLES**

- Camp staff may not use their personal vehicles to transport campers.

### **WEAPONS**

- Weapons are prohibited on campus. Any member of camp staff who brings a weapon onto the premise will be immediately dismissed from the program.

### **SEARCHES OF SCHOOL AND EMPLOYEE PROPERTY**

- To protect campers, employees, and the School from theft, and to enforce School policy prohibiting other misconduct including the possession or use of drugs, alcohol, weapons and stolen property, Village School reserves the right to search campers and employees and their personal property (e.g. vehicles, purses, backpacks, lunch boxes, or other containers brought onto school premises) when there is reason to believe that school policy has been violated. Campers and employees are expected to cooperate in the conduct of such searches





### **Camper Security & Daily Release** (OM.13)

A camper will be released to the camper's parents or the person(s) designated on the campers enrollment form. Contact the front camp office via a written request to add or remove designated individuals to a camper's list.

If a camper is not picked up by 3:15pm the camper will be walked to the camp office and parents/guardian will be called. Campers will wait in the camp office until parent/guardian arrives.

### **Leaving Early**

Parents or guardians who are permitted to collect campers must come to the camp office and check-in with the Security Guard, Camp Director or Assistant Camp Director to sign out.

### **Absentee Camper**

Attendance is taken at the beginning of each camp day. Please call the camp office at 310-463-4840 or email the Assistant Camp Director at [wjacobson@village-school.org](mailto:wjacobson@village-school.org) to report absences. A phone call is made to parents/guardians of absent campers by the Assistance Camp Director by 10:00am if an absence is not reported by the second day of missed camp.

### **Emergency Situations**

Village School is prepared for emergency situations such as fire, earthquake, and lock-downs. Drills are rehearsed monthly during the school year and the school is prepared with medical supplies and food should a natural disaster occur.

In the event of an earthquake, no student will be dismissed from camp unless a parent or individual designated on the daily release comes to pick her/him up.

### **Lunch and Snacks**

Lunch can be brought from home or preordered through [Star Lunches](#). The school code is VS1. Please order 48 hours before service is requested.

Please pack a bottle of water and two snacks each day. Reusable containers with your child's name are requested. Glass containers, sodas, and candy are not permitted at camp.