

Welcome

Dear Camp Friends Parents,

I am delighted that you have chosen to have your child attend Camp Friends. We started a tiny summer camp twelve years ago, called "Friends Around the World" and our little program has grown over these years to serve kids interested in a huge variety of experiences in the arts and sciences, technology and crafts, outdoor education and creative writing. This year, we are also launching an academic summer camp called Horizons, designed for low-income public school kindergartners, especially those at academic risk, to address "summer slide" or the erosion of academic skills during the three summer months. We are proud to have so much learning and fun happening here at 250 Valencia.

I know you will find our Camp Friends Director Emmett Phelan and his team to be kind and creative "kid whisperers" who will support your children throughout their camp experience. Please don't hesitate to be in touch with Emmett or any one of us on the San Francisco Friends School administration and staff. We'll be here enjoying the summer fun, and preparing for the upcoming academic year!

With appreciation,

Cathy Hunter, Head of School

Mission

San Francisco Friends School is dedicated to educating, inspiring and nurturing girls and boys in the Quaker school tradition.

The daily life of our school is rooted in the Quaker values of simplicity, integrity, mutual respect, peaceful problem solving, and service to others.

We strive to develop in each child intellectual curiosity and passion for learning. We challenge students with academic rigor, while honoring individual strengths and abilities.

We seek to create a community that embraces children and families of all backgrounds, recognizing that diversity is essential to the vitality of our school.

We engage with the larger world around us, working toward the Quaker ideal of a caring and just society.

Carpool Information – Please note: Carpool will ONLY be available in the AM from 8:00 – 8:30am, WE WILL NOT HAVE PM CARPOOL THIS SUMMER.

For those who are new to Camp Friends, our morning drop-off time is referred to as "carpool." This is when you may drive up to the school's designated drop-off area, and drop your child(ren) off at Camp Friends. We strongly urge you to walk, ride public transportation, ride a bike, or ride together with other families to carpool. If you are arriving by car, anticipate a wait; please come southbound on Valencia Street, and pull in to the "cone lane" (in the white curb zone) where an assistant will meet your child and guide him/her into Camp Friends. Be very careful of bicyclists in the designated bike lane. If you arrive late to Camp Friends, please legally park your car and

bring your child(ren) to the front desk; the Front Desk Clerk will make sure your child gets to camp.

It is imperative that you avoid both Bronson Street and Clinton Park when dropping off or picking up your child. We have an agreement with the city and our neighbors not to use either of these two side streets during arrival and dismissal times; doing so jeopardizes our loading zone permit in front of the school. In addition, you may not idle in the bike lane on Valencia Street between Clinton Park and Duboce Street, nor use the loading zone in front of Francis of Assisi on Guerrero Street.

Afternoon Pickup

When picking up your child at 3:30pm, children will be grouped by camp on the front yard. Each camp will have a sign that they hold up to make finding your child(ren) easier. You will need to enter the front yard, either through the front gate on Valencia St., or on the side gate on Clinton Park. You, or a person on your authorized pickup list, will need to physically sign your child out with their camp instructor each day. This change was made to ensure each camper's safety.

Building Security

Our home on 250 Valencia Street has one entrance during camp hours for parents and visitors (Bronson Street side entrance). During arrival and dismissal, children enter and leave through the front gate (Valencia Street). After arrival and dismissal times, staff closes the front gate and all visitors (including parents) must enter through the Bronson Street entrance.

It is essential that all parents and visitors to the school sign in at the front desk and wear a visitor's badge while in the school. We are responsible for every camper's safety while here at camp, and having a clear log of who is on the premises and who has left contributes to the information that we have in the event of an emergency. Parents, knowing that we take our responsibility for the care of your children very seriously, we hope you will understand the precautions that Camp Friends takes in this regard.

Camp Friends Daily Summer Schedule – 2015

	TIME
Morning Carpool	8:00 - 8:30
All Camp Meeting	8:30 - 8:50 Outside on the yard or 234 (Multipurpose Room)
Snack/Recess	10:15 - 10:40 Eat 10:15 - 10:25 Play 10:25 - 10:40
Lunch Recess	K - 2 11:45 - 12:15 Eat 11:45 - 12:00 Play 12:00 - 12:15 3rd - 8th Lunch Recess

	Play 11:50 - 12:10 Eat 12:10 - 12:30
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Behavior Expectations

Occasionally, a minor social conflict will arise, and when they do we will work to solve it by listening carefully, proposing solutions, talking through possibilities, and building consensus. This Quakerly process takes time but produces a resolution that is sound and lasting. In the younger grades, children use the "Peace Table" to support the development of problem solving skills such as attentive listening, "I" statements, and assertive language. "Meeting for Business" is also used to discuss conflicts as a group with the guidance of a teacher. Our high school counselors serve as Peer Mediators, trained to help students manage social conflict of all kinds.

We work to help parties in conflict of any sort - aggressors, victims, or bystanders - and emphasize the responsibilities of every child and adult at school to manage all kinds of conflict. A child who kicks, pushes or hits another child is brought to the office; the administrator (Emmett) will call home and ask that the student be taken home. Please do not hesitate to call with questions or concerns about behavior or discipline.

Peaceful Problem Solving at Camp Friends

- 1.) Stop. Cool off.**
- 2.) Talk and listen to each other**
- 3.) Find out what is needed**
- 4.) Brainstorm solutions and agree on one**

Staffing

Camp Friends staff are experienced professionals with many years experience working with children and are well versed in the subject matter of the camp they are instructing. Many are teachers and staff from our school as well as some of the best specialty vendors in the Bay Area for technology, science, sports and dance.

Sick Child

We will call you if your child becomes ill at Camp Friends, and hope that you will come as quickly as possible to bring him/her home to bed. We do not have facilities or personnel to look after sick children. If your child is not well in the morning, please do not bring him/her to Camp Friends, even for part of the day. Furthermore, we ask that you wait at least 24 hours after your child has had a fever before returning him/her to the camp. Please e-mail summer@sffriendsschool.org in the morning if your child is ill. If a student in your child's class is infected with a contagious condition, you will receive an exposure notice with listed symptoms and treatment. We ask that children with contagious conditions not return to school until they have been confirmed infection-free by a doctor for the prescribed amount of time.

Field Trips

Each class has the opportunity to take one or more field trips each week, including local trips (to museums, cultural events, the library, or farmers market) We send home a "blanket" permission slip during the summer for field trips that are within walking distance of school or easily

accessible by public transport. Our student/chaperone ratio is between 6:1 and 10:1, depending upon the age of the children, and the nature of the trip and activity. Please note that if you choose for your child not to attend a field trip that is scheduled for that day, they will need to stay home for that class. We do not have the capacity to supervise children that wish to opt out of a field trip. When children are on a field trip, we will take emergency treatment release forms with us as well as a first aid kit.

Sunscreen Policy

For your child's protection, staff will not be able to apply sunscreen on your child. Please apply sunscreen on your child prior to camp each day and send your child to camp with their own sunscreen, labeled with their name each day. We will have a supervised, peer buddy system for children to reapply sunscreen on each other to allow for adequate protection.

Emergency Preparedness

Director of Finance and Operations Paul Galvin directs the school's emergency preparedness efforts. The school has staff members attend NERT (Neighborhood Emergency Response Team) classes, taught by San Francisco firefighters and emergency responders, as well as CPR and first aid sessions. We consult regularly with S.F. police and fire department officials about safety and evacuation procedures. We have food, water, clothes, blankets, a generator, radio, and flashlights on hand in order to take care of students for 72 hours in the event of an emergency. The camp will practice a fire drill once per summer. We work together with parents to respond in a developmentally appropriate way to any kind of crisis in the neighborhood or city. You will receive a text message from SchoolReach in the event of an emergency. In the event that we have an emergency at the school, you can pick up your child in person. We will NOT allow anyone inside the school. We will have a team of staff assigned to release your child(ren) into your care once you have arrived at the school.

Daily Check-In

To make sure we have an accurate record of your child's attendance - in case of emergency - we take a master attendance each day, both in the morning before camps start, from 8:15-8:30am, and in the afternoon before our PM camps start, at 12:30pm. Although this can be a time-consuming practice, we feel it is necessary to help ensure the safety of every child in the event of an emergency.

Medicine

All medications, including prescriptions and over-the-counter drugs, are kept by an adult in a locked drawer. Medications are held in the Director of Summer Program's Office, #122. Any required medications must be provided with your doctor's instructions in a zippered plastic bag marked with your child's name, the class they are attending, as well as your doctor's name and telephone number. Under no circumstances is your child allowed to carry medication on his/her person. Please be sure to renew any medications, including epi-pens, on a regular basis, as many of these get out of date quickly.

First Aid

All classrooms have a first aid kit and there are AED machines on each floor of the school. There will always be staff that are trained in First Aid/CPR/AED on site while children are present.

Lunch and Snacks

Please pack your child a lunch each day. Do not send candy, soda, gum, or anything in a glass container to school ever, even on a birthday or holiday. Please also send along a healthy snack for your child each day of the week. If they are in Extended Day, a snack will be provided for them.

Facebook

Camp Friends regularly posts images of camp activities, staff, and campers on its Facebook page in order to keep families up-to-date on the fun happening at camp. If, for any reason, you have concerns related to the privacy of your child or your family, please do not hesitate to contact us in order to discuss the use of photos of your child(ren) on our social media pages.

Contact information

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