

The Saklan School

Pre-K Through 8

Summer@Saklan Handbook 2022

1678 School Street
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www.saklan.org

This handbook has been produced to inform our staff and families about "life" at Summer@Saklan. Please take the time to read it and keep it in a convenient place for easy reference. While every attempt has been made to be as comprehensive as possible, there may be some questions left unanswered. Summer@ Saklan reserves the right to modify, rescind, or supplement the policies in this handbook. Please do not hesitate to call the school at any time with questions that may arise.

Revised: May 2022

ACCREDITATION

The Saklan School was incorporated in 1978 and is an independent school accredited by the California Association of Independent Schools (CAIS) and the Western Association of Schools and Colleges (WASC).

MISSION STATEMENT

Think Creatively: Take risks, make mistakes, and become a brilliant problem solver in the process. We challenge our students to think in new ways by providing many different kinds of learning opportunities to investigate connections across subjects, among themselves, and between the classroom and the real world.

Act Compassionately: Just as important as thinking creatively is viewing life from another's perspective. A close-knit school community provides the human scale in which students are encouraged to look beyond themselves, and then act on it. Community service projects begin in Pre-K and are a vital part of our program that also end up serving our students for life.

Live Courageously: Learning at Saklan is more than academic. It is get-your-hands-dirty, take-an-idea-and-run-with-it, no-fear, do-your-best, respect-yourself-and others education that connects the classroom to the way you live your life.

NON-DISCRIMINATION POLICY

Summer@Saklan does not discriminate on the basis of age, ethnicity, gender, race, religion, color, national origin, disability, learning style, physical ability, sexual orientation or socioeconomic class in providing education or in the administration of its educational policies, admission policies, or scholarship and assistance programs.

Administration and Administrative Staff:

Educational and operational policies and practices are established by the Head.

Head of School

David O'Connell
925.376.7900 ext.14
doconnell@saklan.org

Office Manager

Shalyn Sager
925.376.7900 ext. 10
ssager@saklan.org

**Early Childhood Director
Pre-Kindergarten Teacher**

Traci McMillan
tmcmillan@saklan.org

Fourth Grade Teacher

Ashley Villalobos
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summer@saklan.org

**Summer Camp Co-Director/
Preschool Assistant Teacher**

Maggie Kwong
mkwong@saklan.org

**Summer Camp Co-Director/
Saklan Staff**

John Miazga
jmiazga@saklan.org

Summer Camp Co-Director/

Camp Staff

Co-Directors: Shared email is **summer@saklan.org**

| | | | |
|-------------------|-------------|---------------------|----------------------|
| Ashley Villalobos | Co-Director | 925-376-7900 ext 26 | ajennings@saklan.org |
| Maggie Kwong | Co-Director | | mkwong@saklan.org |
| John Miazga | Co-Director | | jmiazga@saklan.org |

Mini Camper Staff

| | | | |
|----------------|----------------------------------|--|-------------------|
| Maggie Kwong | Head Counselor for 3-5 year olds | | mkwong@saklan.org |
| Gina Gabriel | Counselor for 3-5 year olds | | |
| Erin DeMoss | Counselor for 3-5 year olds | | |
| Zuleima Zarate | Counselor for 3-5 year olds | | |
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Explorer Staff

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|-----------------|-----------------------------------|--|--------------------|
| John Miazga | Head Counselor for 6-12 year olds | | jmiazga@saklan.org |
| Fritzie Cambero | Counselor for 6-12 year olds | | |
| Katheryn Cooper | Counselor for 6-12 year olds | | |

Language Teachers

| | | | |
|---------------|------------------|-----------|--|
| Jason Jun Lu | Mandarin Teacher | Session 1 | |
| Carmen Zelaya | Spanish Teacher | Session 2 | |
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SECTION II: SCHEDULES/ ATTENDANCE / BEFORE CAMP / EXTENDED DAY

Absences / Appointments

The reporting of absences is necessary to protect all campers. Campers must not report their own absences. Parents should call or email the director and the head Mini or Explorer counselor. In the case of a planned absence or lateness, please notify the director and head Mini and Explorer counselors at least one day ahead of time. If the camp has not received notification of a camper's absence, then a call will be made to the home/workplace of the parent to confirm the absence and the reason.

A camper who leaves camp early, for any reason, must wait for parents to come and get them from the pick-up zone so they can be signed out. We request that whenever possible, please schedule medical and dental appointments after camp.

Parents must notify camp if they are going to be away, and must provide the name and contact information of the adult(s) who will be caring for their camper in their absence.

Attendance Procedures

If your camper must be late or absent, please email or text the director and the head counselors of either Mini Campers or Explorers.

Arrival / Drop-Off

The drop-off procedure for campers is as follows, and will be in effect for parents beginning on the first day of camp:

1. Campers should proceed to the drop-off/ pick-up station between 7:45 and 8:00 am daily.
2. Parents are welcome to park on the street and walk their children to the drop-off/ pick-up stations.
3. All campers must be walked in by a parent and signed in.
4. Counselors will do a visual symptoms check as well as take the temperature of all campers. A camper with a temperature of 100.4 or more will be asked to stay home.

Mini Camper and Explorers Daily Schedules

Mini Camper Daily Schedule

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|--------------------------------------------------|-------------------------------------------------|------------------------------------|
| 8:45- 9:00 | Campers Arrive and Check-In | |
| 9:00- 9:20 <u>*Camp begins:</u> <u>9AM</u> | Morning Greeting/ Meeting | |
| 9:20- 9:40 | Language Class | Counselor-led Games and Activities |
| 9:40- 10:00 | Counselor-led Games and Activities or Free Play | Language Class |
| 10:00-10:10 | Transition/ Clean Up for Snack Time | |
| 10:10- 11:00 | Snack Break & Recess | |
| 11:00-12:00 | Counselor-led Games and Activities | |
| 12:00- 12:45 | Lunch | |
| 12:45- 12:55 | Outdoor Free Play | |
| 1:00- 2:00 | | |

| | |
|------------|--------------------------------------------------------------|
| 1:45-2:00 | Closing Circle and Pack Up |
| 2:00- 4:00 | Sign Out and Go Home <i>or</i> Snack and Extended Care |

Explorer Daily Schedule

| | |
|----------------------------------------|------------------------------------------------------------------------|
| 8:45- 9:00 | Explorers Arrive & Check-In |
| 9:00- 9:20 *Camp begins: 9AM | Morning Greeting/ Meeting- Counselor-led Games and Activities |
| 9:20- 9:40 | (Extra Time for either games or washing up) |
| 9:40- 10:00 | Snack Break/ Recess |
| 10:00-10:10 | Transition to Language |
| 10:10- 11:00 | Language Class Part I (lesson, speaking, cultural exploration, etc) |
| 11:00-11:15 | 15-minute Break |
| 11:15- 12:00 | Language Class Part II (hands-on- writing, art, projects, etc.) |
| 12:00- 12:45 | Lunch & Free Play |

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|--------------|----------------------------------------------------------------------------------------------------------|
| 12:45- 12:55 | Closing Regular Day: Prep for afternoon classes <i>or</i> pack up and sign out. |
| 1:00- 2:00 | Afternoon Activities/Enrichment class- (Music, Dance, Theater, Robotics, Coding, Art, Ceramics, etc.) |
| 1:45-2:00 | |
| 2:00-4:00 | Sign Out & Go Home <i>or</i> Afternoon Snack and Extended |

1. Camp ends at 2:00 p.m. for all campers, and Extended Day will be available from 2:00-4:00 daily for mini-campers only. All campers who leave must be signed out by a parent or pre-approved care-taker.
2. At dismissal time, counselors will stay with their campers. Mini-campers not picked up within that time frame will be signed into Extended Day and parents will be billed the appropriate fee, \$18 an hour.

Before any person other than the regular drop-off/pick-up person may take a child from the property, we must have a signed note or phone call from a parent with that person's name and arrival time, even if the person is listed on the emergency card. That person may be required to show a picture ID before we can allow the child to leave. If we do not have a note or phone call from a parent, the child will not be allowed to leave the property with that person.

Unless informed otherwise in writing, we will presume each natural parent has the same legal custody of any student. In the case of separations or divorces, a letter signed by both natural parents (or guardians) setting forth a custody agreement will be satisfactory. If a joint letter is inconvenient, a copy of the court order will do. Without prior written authorization, we will not release a student to anyone other than parents or legal guardians.

Extended Day

Extended day is available Monday - Friday from 2:00 p.m. to 4:00 p.m at a rate of \$18 per hour. Extended Day is a drop-in, part-time, or full-time basis. If your child hasn't been signed out and picked up at the pick-up zone by 2:00, they will automatically be enrolled in Extended for that day. Parents will be billed separately for Extended Day. If your camper is picked up after 3:00 p.m., a late fee of \$2 per five minutes will apply after the first five minutes. Parents or authorized persons listed on the emergency card must sign the camper out at departure. If you delegate someone other than those listed on the emergency card to pick up your camper on certain occasions, you must provide

the Head Counselor with a written notice. Please also make sure that the person to pick up your camper presents identification to the Extended Day personnel.

Extended Vacation

If your family is going on vacation during a certain session, please email summer@saklan.org.

Morning Arrival and Before Camp Care

Mini-campers and Explorers may enter the camp and go to their classrooms no earlier than 8:45 a.m.

Mini-camper Sign In and Out

All Mini-campers MUST be signed IN and OUT by an adult every day. The sign-in and sign-out sheets are located in the pick-up/drop-off stations outside of the Mini-camper classrooms.

SECTION III: GENERAL INFORMATION

Birthdays

If your camper's birthday falls over summer and you would like to bring in treats, that is allowed. Please let Head Counselors know ahead of time. Please remember we are a **NUT/TREE NUT FREE** camp.

Morning/Afternoon Snacks

Summer@Saklan provides a morning snack for all campers. If your camper has a strict diet, please provide them with one from home. Please make sure this is a nutritious snack, such as fruit, raw veggies, cheese and crackers, or yogurt. Because of the rise in sensitivity to nuts and nut products that some campers have developed, we strongly urge parents to not include nuts or nut products in camper's snacks brought from home. Again, we have a **NO NUT** policy here at Saklan (see more details below).

Water Bottles

All campers must bring a reusable water bottle to school each day. Campers will not have access to water fountains while they are here, but only water bottle refill stations. If a camper forgets a water bottle, they will be provided with a paper cup to refill throughout the day, but since this will not hold a large amount of water it may inconvenience them. Please make sure to send your camper to school with a reusable water bottle each day.

***We are a nut-free campus. Please no nuts/tree nuts.**

Examples of No foods, Nutella, peanut butter, mixed nuts, nuts in bars, candies that have a nut filling, etc.

Guidelines on Peanuts and Tree Nuts at Camp

Please note that we have some campers with severe allergies to peanuts and/or tree nuts. Peanuts and Tree Nuts can cause a severe, potentially fatal, allergic reaction (**anaphylaxis**). A serious reaction, requiring immediate medication or even emergency medical attention can be triggered by any contact with peanuts and/or tree nuts.

While the situation does not necessarily exist in each class, shared computer equipment, musical instruments and art supplies, as well as the ease with which food residue is transferred from one camper to the other give the Summer@Saklan cause for concern and vigilance. Our directors, Head Counselors and most of our other summer staff have First Aid and CPR Certification and thus have some preparation in responding to an emergency. But, another thing we can all do is reduce the risk of contact occurring. To this end, we ask for all of your support in reducing, and hopefully even eliminating, the incidence of peanut or tree nut products being sent to camp for lunches, snacks or class parties.

The typical products that could be sent to camp which contain peanuts or tree nuts are:

- Peanut butter or any other nut butter
- Crackers with peanut butter filling
- Any bar, biscuit, or other product that lists nuts as an ingredient
- Trail mixes with nuts, granola bars with nuts, or dried fruit with nuts
- Cereal with nuts
- Nuts in salad
- Candy, desserts, or cookies containing nuts
- Loose nuts of any kind (peanuts, almonds, cashews, hazelnuts, walnuts, mixed nuts, coconut, pecans, pistachios, etc.)
- Anything cooked in peanut oil
- All nut pastes (e.g., almond paste)
- All nut extracts (e.g., almond extract — used in making various cookies)
- Pesto

Our goal is to provide the safest possible environment for those campers with severe allergies by making every effort to eliminate nuts from our camp and thus reduce the risk of contact. Your help would be greatly appreciated.

Lost and Found

Lost and found items are kept on a rack in the Explorer area and Mini Campers are kept in their classrooms. Items marked with a child's name are returned as soon as possible. Unmarked items will be kept for a length of time. Any unclaimed items will be given to charity.

Sunscreen Policy

Sunscreen should be applied to each camper in the morning before drop-off at camp. An additional sunscreen should be brought to camp at the beginning of the Session which is labeled with a camper's first and last name marked in permanent ink. The sunscreen will stay on campus in case campers need to reapply at any point throughout the day. ***Please provide an extra sunscreen that can stay at camp with your camper so the counselors can reapply throughout the day.**

Privacy

Please note that the state education code prohibits the camp from discussing events involving campers with any person other than the parent of the camper directly involved and the camp staff. We realize that there are sometimes events that happen at camp among our campers that families at our camp would like to know more about, but we are greatly limited in what we can appropriately and legally say.

SECTION IV: SUMMER DRESS CODE FOR CAMPERS AND STAFF

Summer clothes

Campers should layer clothes. Mornings are chilly, but afternoons get hot. Light jackets and sweatshirts are good to be worn for mornings and a T-shirt or tank top underneath for the hot afternoons. For our Jr. counselors and CITs, all tops must have shoulder straps which have a width of two fingers. Tops may not expose the midriff. All pants must be worn at the waist.

Jewelry and Makeup

Jewelry and hair accessories must be kept to a minimum. Dangling earrings and makeup are not allowed for Explorers- we will be active and outside much of the day, and small jewelery items could get damaged or lost.

Shoes

Shoes should be comfortable and must have toes and backs (rather than open toed or flip flop sandals). For safety reasons, shoes should have a leather or rubber sole, and not be on rollers. Every camper should wear suitable, everyday shoes for playing on the playgrounds, playing outside games, and walking long distances for field trip days. Dress shoes worn to camp are discouraged, as they are not suitable for active outdoor play.

SECTION VI: CAMPERS BEHAVIORAL EXPECTATIONS

Summer@Saklan Behavioral Code

Behavioral Expectations

Summer@Saklan expects everyone to be positive, contributing members of our community at all times. We are committed to the principles of respect for self and others, and responsibility for our actions and the care of our community. Within the framework of a fun and engaging program, we expect all campers to follow these rules of behavior:

At all times...

1. Campers are expected to conduct themselves with tolerance and respect for each other regardless of an individual's race, religion, culture, gender, sexual orientation, thoughts, hopes or dreams.
2. Campers will respect all Saklan property and will not break, damage or deface the buildings and grounds, materials, books, laptops, printers and furnishings.
3. Campers will respect the personal property, belongings and materials of campers and instructors.
4. Campers will respect the rights of fellow campers without fighting, teasing or name-calling.

5. Campers will use language that is free from vulgarity and profanity.
6. Campers will be honest in their words and deeds.
7. Campers will act in a way that does not disrupt the work of the instructor or the participation of other campers.
8. Campers will walk, not run, in and around classrooms and keep their voices quiet as not to disturb other campers and instructors.
9. Campers will clean up after themselves, especially after meal times and swimming.
10. Campers will use the playground equipment properly and safely, as well as sharing with other campers.
11. Grabbing, wrestling, tackling and rough-housing are not allowed during camp.
12. Campers will not use sticks, stones, or other materials that may cause harm or injury.

Consequences

At Summer@Saklan, our expectations are that our campers will develop a strong ethic of self-discipline. Consequences for a lack of self-discipline are determined by the age of the student and the action in question. The goal is to not be punitive but to empower the student to be in charge of making good decisions. Behavioral consequences typically involve a discussion with the camper, but in some cases require calling their parents. In cases of severe misconduct, the camp director may suspend or expel a camper from the program.

Camper Telephone Use

The office is a busy place, however, campers may use the office telephone with site program director or head counselors permission. Cell phones are NOT permitted during the camp day. Phone calls home by campers should be made only in the most exceptional circumstances, and not for arranging playdates or requesting things be delivered to camp. Jr. Counselors and CITs may use their cell phones during their breaks, but after their breaks they need to be put away. If the director or counselors see their cell phone out at non-designated times they will be taken away for the rest of the day.

SECTION VII: HEALTH

Allergies and Responsibilities

It is the responsibility of the parents to inform Summer@Saklan of any allergies their camper may have. This information should be given to the director as well as head counselors involved with the camper on a daily basis. For allergies of a life-threatening nature (nuts, insect stings, etc.) parents should inform all of the personnel designated above of the action to take if campers have a severe reaction signaling they are in distress, including medication that immediately should be administered. We suggest campers in this situation should have two emergency packs at camp; one in their classroom and one in the office.

Health Forms and Physical Exams Required

A completed medical report must be sent to camp on the first day for all campers entering the camp for the first time and for all first grade students. State law requires that children/campers entering school in California be immunized against measles, rubella, polio, mumps, diphtheria, whooping cough and TB. Failure to comply with this requirement may result in temporary exclusion from camp. An updated medical emergency card and treatment release form must be on file at all times. This must include information on how to contact parents in case of an emergency or illness. If this information changes during camp, you must notify the director.

Prescription/Non-Prescription Medication

Summer@Saklan will administer only those medications authorized by a physician. Medications must be given directly to the head counselors, must be clearly labeled with the camper's name and type of medication as well as the dosage requirements. Parents must sign a medication authorization form. Do not put medication of any kind with a camper's lunch or backpack.

If your camper requires aspirin, Tylenol, over-the-counter cough medicine or any similar medications, please complete the non-prescription medication form and bring the medication to camp and give the medication to your camper's head counselor.

When Campers Should Not Come to Camp

Campers who exhibit signs of illness before coming to camp such as stomach ache, diarrhea, cold/flu symptoms, eye infection, rashes or fever must be kept at home until all signs of infection or discomfort have disappeared. If a camper arrives ill, she/he will not be accepted, and if a camper becomes ill in the course of the day, parents are expected pick up the child within 30 minutes. A camper who has a fever (100 degrees or more) should be kept at home for at least 24 hours after the temperature is back to normal to prevent contagion. According to state law, schools/camps are responsible for ensuring that children/campers with obvious symptoms of illness, including but not limited to fever or vomiting are not accepted.

Detailed information about communicable diseases and school/camp attendance can be found on the Contra Costa Health Services website at: <http://cchealth.org/cd/cd-guide/>

SECTION VIII: SAFETY AND SECURITY

Child Abuse

In accordance with California law, summer staff is obligated to report the reasonable suspicion of physical abuse, emotional abuse, or deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation to Child Protective Services ("CPS"). In accordance with the counsel of CPS and the police, the school does not contact parents when making a report to legal authorities. Summer staff will make such reports in the best interests of the affected camper and do not have any legal alternative except to make the reports to the proper authorities.

Bullying, Harassment and Discrimination

Summer@Saklan believes that providing an educational environment for all campers, employees, volunteers, and families, free from harassment, intimidation, or bullying, supports a learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Summer@Saklan will not tolerate behavior that infringes on the safety – physical or emotional, direct or indirect - of any camper. “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern of these that is intended to cause distress upon one or more campers in the camp, on camp grounds, at camp activities or sanctioned events. Bullying includes, but is not limited to harassment, intimidation or menacing acts of a camper which may, but need not be based on the camper’s race, color, sex, sexual orientation, gender identity or expression, ethnicity, national origin, religion, disability or age that a reasonable person under the circumstances should know will have the effect of:

- Placing a camper in reasonable fear of physical harm or damage to the camper’s property; or
- Physically harming a camper or damaging a camper’s property; or
- Insulting or demeaning any camper or group of campers in such a way as to disrupt or interfere with the camp’s educational mission or the education of any camper.

a) Sexual Harassment

Summer@Saklan shall maintain an educational, employment and business environment free from harassment, intimidation, or insult on the basis of an individual’s sex. Action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment, as defined and otherwise prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination and is prohibited between any and all campers, parents and employees of Summer@Saklan.

b) Investigating Intimidation, Harassment, or Bullying Behavior

The Head of School, or designee, will appropriately and promptly investigate all reports of harassment, intimidation, bullying or cyberbullying. In determining whether the alleged conduct constitutes bullying or cyberbullying, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

c) Consequences for Bullying

The goal of all disciplinary actions is to encourage positive behavior and to produce a safe environment for all campers. The most effective discipline plans are the product of mutually supportive parent-camp partnerships. Discipline includes positive behavioral support to assist campers in resolving problem behavior and encourages personal responsibility. While this document states our general policy, each case is looked at separately, taking the needs of each child into account. It should, however, be noted that:

1. Verified acts of bullying or cyberbullying shall result in intervention by the Head of School or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.
2. Bullying behavior, including cyberbullying, can take many forms and can vary dramatically in how serious it is, and what impact it has on the targeted individual and other campers. Accordingly, there is no one response to bullying. While conduct that rises to the level of “bullying” as defined above will generally warrant disciplinary action, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the Head of School.

d) Privacy/Confidentiality

All persons, including campers, have a right to privacy. Information about a camper’s personal records, family details, academic progress, medical records including transgender status, or gender assigned at birth constitute confidential information. Disclosing this information to other campers, their parents, or other third parties may violate privacy laws, such as the federal Family Educational Rights and Privacy Act (FERPA). The Summer@Saklan faculty and staff shall ensure that all personal, academic or medical information shall be kept confidential in accordance with applicable state, local and federal privacy laws.

e) Supporting an Inclusive Culture

Camps are places of learning, fun and also miniature societies. The climate of a camp has a direct impact on both how well campers learn and how well they interact with their peers. Head counselors/counselors and directors work hard to make their classrooms welcoming places where each camper feels included. Summer@Saklan strives to create a supportive environment for all campers, including those who identify themselves as being LGBT. This is supported by the following practices.

1. Names and Pronouns: Every camper has the right to be addressed by a name and pronoun that corresponds to the camper’s gender identity.
2. Access to Gender-Segregated Activities and Areas: With respect to all restrooms, locker rooms or changing facilities, campers shall have access to facilities that correspond to their gender identity. In any gender-segregated facility, any camper who is uncomfortable using a shared facility, regardless of the reason, shall, upon the camper’s request, be provided with a safe and non-stigmatizing alternative.
3. Dress Code: Directors, head counselors and counselors may enforce dress codes pursuant to Summer@Saklan’s policy. Campers shall have the right to dress in accordance with their gender identity, within the constraints of the dress codes adopted by Summer@Saklan.