



Parent Handbook
& Resources
Summer 2016

(818) 345-3002
6043 Tampa Avenue
Tarzana, CA 91356
www.valleytrails.com



Summer 2016

Dear Parents and Campers,

Thank you for choosing Valley Trails Camp for your child's summer of 2016! We have a full program planned for your child each day, complete with themes, trips, and entertaining activities.

In order for the campers to have the greatest of experiences, campers should wear comfortable summer attire including closed-toed shoes (no sandals or thongs).

Camp T-shirts will be mailed directly to you prior to your camper's first day of camp. We recommend that campers wear camp T-shirts on ALL field trips.

Swimming and water sports/play is a major part of our program. Campers should bring a swimsuit and towel to camp every day. Please apply sunscreen to your camper each morning prior to coming to camp. Campers should also bring a water bottle and hat to camp daily.

Please take the time to read the following information carefully and to complete the necessary enclosed forms. No camper may attend camp without a Health History/Authorization for Treatment Form, which must be completed and signed by the parent/guardian. All forms must be submitted a minimum of 7 days prior to the camper's first day of camp in order to be processed.

We hope that you will feel free to contact us at any time with any questions, problems or concerns that you may have. We look forward to providing a memorable summer experience for you and your camper this summer.

Sincerely,

Mike Stillson

Mike Stillson – a.k.a. Otter
Executive Director



Out-of-Camp Field Trips

1. Please have your child wear their Valley Trails Summer Camp T-shirt (from any year) on all field trips. This helps to identify and manage all of our campers to ensure their safety. All campers will also be fitted with a neon wristband with the camp name and phone number for all trips.
2. Please send a sack lunch with your camper on all field trips unless otherwise notified by the camp office. Lunches need to be packed in a **disposable bag**. Please do not send coolers or reusable lunch bags to camp.
3. Do not send money on field trip days. Campers will not be permitted to spend money for any reason. Tween's On The Move are excluded from this policy. (*Campers enrolled in the Trail Blazer program will be permitted to bring money to purchase lunch and snacks on trips to amusement parks).
4. Please be on time to camp. Camp begins at 9:00 a.m. Any camper who arrives late and misses the trip will be unable to attend camp that day. In order to guarantee the highest level of safety and security, parents/guardians may not drop their campers off at the trip destinations due to security and bus space issues.
5. Many of our trips will not return to camp until 3:30 or 4:00 depending on their destination (i.e. UCLA Marine Aquatics, Amusement Parks, Beach Trips), traffic, and other unforeseen reasons. If you are planning on picking your child up early from camp (before 4:00), we encourage you to contact the camp office prior to coming to our campus to ensure that your camper will be back here on time.
6. Please be aware that our staff will apply sunscreen to your camper on beach trips and water parks or when there may be long exposure to the sun. If your child has any reason that they cannot have the camp's sunscreen applied to their skin, please contact the camp office to make special arrangements.
7. Some trips are EXTENDED DAY trips. Campers will not return until 6:00 p.m. on these days, and afternoon shuttle transportation will not be available. Campers will need to be picked up from the Tarzana campus on these days. Please refer to the schedule on the "Activities" page on the website for these dates.



Bus/Transportation Guidelines

In order to maintain the highest level of safety, please review these important rules and guidelines with your child before camp begins.

1. Campers and staff are to remain seated and facing forward at all times.
2. Campers are to keep their entire body, including extremities within the confines of the seat. Arms, hands, and head are never to be placed out of a window. Limbs are to remain out of the aisles.
3. No eating, drinking, or gum chewing on the bus at any time.
4. Noise level must remain at a low level. No screaming, shrieking, or yelling for any reason.
5. All backpacks, lunch bags, and personal belongings are to remain on the camper's lap or under the seat while the bus is in motion unless other instructions are made by camp administration or driver.
6. Pets and/or animals are never allowed on camp vehicles.
7. Campers must use the handrail when entering or exiting the vehicle.
8. No climbing or standing on the vehicle seats.
9. Do not attempt to stop a camp vehicle for any reason. The drivers have been instructed to only stop when they have reached their predetermined destination or when given permission from a camp administrator.
10. Parents are not to enter the bus at any time.
11. Parents will be notified of any changes to the transportation schedule due to emergencies or other reasons via e-mail and/or our phone message systems.



Express Shuttle Transportation Instructions

1. Parent/Guardian must remain present with the camper until the bus arrives and the camper is loaded on the vehicle.
2. Parent/Guardian must be present when the Express Shuttle drops the camper off. No camper will ever be left un-attended at a pick-up/drop-off point under any circumstance.
3. If you miss the Express Shuttle at one stop, go to the next scheduled stop to meet the vehicle.
4. Express Shuttles will never stop at a location other than scheduled stops under any circumstance. If you are delayed at a stop for any reason, please contact the camp office at (818) 345-3002.
5. Campers that are not registered for express transportation may not participate in the express transportation program until arrangements have been made with the camp office.
7. If sending medication to camp, it must be given directly to our staff supervisor on-board the bus. Campers may never carry any forms of medicine or medication.
8. All campers must be signed out by an authorized parent/guardian.

Express Shuttle Route Times

Shuttle Departure Times

Sherman Oaks Shuttle

| | AM Depart | PM Depart. |
|---|------------------|-------------------|
| Woodcrest Preschool (13562 Ventura Blvd.) | 8:00 | 4:40 |
| B. Encino Elementary (Balboa & Ventura) | 8:15 | 4:15 |
| C. Valley Trails Summer Camp | 8:40 (arrive) | 4:00 |

*Extended Care location is Woodcrest Preschool, Sherman Oaks
13562 Ventura Blvd. / (818) 783-2930

West Valley Shuttle

| | AM Depart | PM Depart |
|--|------------------|------------------|
| A. McDonalds – El Camino Shopping Center | 8:15 | 4:30 |
| B. West Hills Baseball (Valley Circle & Vanowen) | 8:30 | 4:15 |
| C. Valley Trails Summer Camp | 8:45 (arrive) | 4:00 |



EXPRESS Pick Up

3:50 p.m. - 4:20 p.m.

Parents may pick their campers up using our Express Pick Up system. Parents/guardians will be issued placards (sent as an email .pdf) which must be displayed in order to utilize this service. Enter through the camp driveway, your camper will be waiting for you at the gate by the front playground accompanied by a member of the Valley Trails Staff. You will sign your camper out at the archway prior to receiving your camper.

* You may print and provide other authorized individuals copies of the placard to expedite the pick-up process.

Tarzana Campus Pick-Up and Drop-Off Procedures

1. Enter through the North Driveway.
2. Exit the South Driveway (Farthest Exit from Camp Office / Back side of the pool).
3. Campers are to be dropped off near fence, past second yellow speed bump, and are to go directly into camp grounds.
4. DO NOT DROP OFF campers on Tampa Ave. This creates safety hazards that we cannot supervise.
5. Campers awaiting pick-up may not leave the camp grounds until they have been signed out by parent/guardian.
6. Please DO NOT Double Park at any time.
7. DO NOT park in bus parking.
8. DO NOT park in Drop-Off/Pick-Up Zone.
9. When picking up a child early from camp, it is necessary to sign the child out through the front office.



Camp Standards

1. No violent or dangerous behavior will be tolerated. Campers may not bring any illegal substance or weapon to camp for any reason. We reserve the right to suspend or expel any child who violates this rule without refund of tuition.
2. Abusive or foul language, threats of violence or bodily harm towards anyone, is cause for disciplinary action and/or immediate dismissal from Valley Trails Summer Camp without refund of tuition.
3. Campers are expected to clean up after themselves.
4. Campers may not leave the designated lunch area until given permission to do so.
5. Campers may not leave the camp grounds until they are signed out by an authorized parent/guardian.
6. Campers may not eat inside the classroom unless the camp counselor gives approval. Campers may not be in a classroom alone.
7. Gum chewing is not allowed at any time.
8. Campers are not to bring personal electronics or trading cards to camp at any time. Valley Trails Summer Camp will not be held responsible if these items are lost, stolen, or broken.

Camper Injuries

- Parents will be notified of the following injuries and/or illnesses:
- Vomiting
- Fever
- Rash
- Bee stings
- Suspected breaks, sprains or strains
- Severe cuts, scrapes or gashes
- Burns
- Anything other than basic camp injuries

Camp Appropriate Dress Code

1. Campers should dress neatly and appropriately at all times. Please NO tube top, see-through blouses, or oversized and baggy clothes.
2. Shoes with proper support should be worn. NO thongs, sandals, open-toed, open heeled, or jelly shoes. Athletic shoes are preferred.
3. We reserve the right to send any child home who is not properly clothed.

Lost and found is located in the office.



Overnights

Trail Blazers and Tweens on the Move

Overnights are a special and unique part of the camp experience. We have found that the group returns more unified, excited, and develops an appreciation for what life was like without tv or I-Pods. This trip is a great introduction to camping and outdoor skills. We will have an emergency vehicle on-site and will be equipped with all necessary supplies in case of emergency. Parents are asked not to visit or call the camp unless it is a true emergency.

Other activities will include hiking, nature lore, traditional and not-so-traditional overnight activities, skits, and campfire games. All meals will be prepared on site as a group and will accommodate most dietary needs. If your camper has any special needs, please contact the camp office at least 1 week prior to the event.

If your camper is not normally enrolled for camp on the dates of the overnight, you must sign-up for the extra days in the office, and complete a schedule change form.

Campers will need to bring a sack lunch on Wednesday,. We will provide all other meals and snacks throughout the trip. Please send your camper with the following items, labeled with their first and last names for their group overnight:

I-Night Overnight Packing List

- Shorts (1)
- Jeans or Sweatpants (1)
- Sweatshirt or Jacket (1)
- T-shirt (1)
- Underwear (1)
- Socks (1)
- Closed-Toed Shoes-No Sandals! (1)
- Pajamas (optional)
- Towels (1)
- Sleeping Bag (1)
- Flashlight (1)
- Pillow – optional (1)
- Tarp or Ground Cover (1)
- Toiletries and Personal Items
- Swimsuit

1. Campers may not bring knives or sharp objects of any kind.
2. Campers may not bring any electronics, cell phones, or mp3 players.
3. Campers may bring table games, cards, and other group oriented activities.
4. Campers needing medication must bring it to the front desk prior to departure, and it must be accompanied by our camp's medication form, and signed by the doctor.
5. Campers may not bring any candy or soda. This may attract insects and unwanted critters.



Medication Form - Summer 2016

If Your Child Requires Medication at Camp...

For the safety of all Valley Trails campers, all medication must be hand delivered by the PARENT/GUARDIAN, to the main office. Campers are not to be held responsible to deliver medication to the office, nor may they carry any medication or over-the-counter drugs at camp. NO EXCEPTIONS!

If your camper requires the use of an inhaler, we require that Valley Trails Summer Camp be supplied with two individually labeled inhalers. One inhaler will remain in the camp office, and the other will be carried by your camper's Senior Counselor. Both inhalers will be returned to the parent at the conclusion of your camper's experience at Valley Trails.

No medicine may be dispensed without the written authorization of your child's physician.

-----Tear Off-----

Camper's Name _____

Grade in Sept. 2016 _____

Instructions:

1. Please fill out the portion below. List the name of each medication that the child will be taking, the correct dosage, scheduled time during camp, reason for the medication (If you are taking more than 1 medications please complete additional forms).
2. Keep all medication in the original package/bottle that identifies the medication and/or the prescribing physician, the name of the medication, the dosage, and the frequency of administration.
3. The information written on this sheet must be exactly the same as the information on the medication (If the two do not match, we will be unable to dispense the medication).
4. All non-prescribed medications will be administered as directed on the medication unless specified differently by the physician.

Name of Medication _____

Dosage _____ Times _____

Reason for Medication _____

Doctor's Signature _____ Date _____

Doctor's Name _____ Phone _____

Parent's Signature _____ Date _____



Summer Studies

Complete this form ONLY if your camper is ENROLLED in Summer Studies
Submit to the Camp Office immediately upon enrolling.

Child's Name _____ Grade in September 2016 _____
Current School _____
Teacher _____

Summer Studies includes math and reading. Please indicate whether your child needs enrichment or remediation in the subject areas.

| | Math | Reading |
|-------------|-------|---------|
| Remediation | _____ | _____ |
| Enrichment | _____ | _____ |

Do you wish for your camper to receive homework? _____ Yes _____ No

In order to serve the needs of your camper, please complete the following:

Specific needs in math:

Specific needs in reading:

Please specify any behavioral problems, learning disabilities, or special concerns that we should be aware of in order to help meet your child's academic needs:

Parent's Name: _____

Parent's Signature: _____

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