



Parent Handbook
& Resources
Summer 2016

661-257-0266
30910 S. Sloan Canyon Road
Castaic, CA 91384
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, 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.

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 child each morning prior to coming to camp. You may also send your camper with a visor or hat. Campers are required to bring a water bottle 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



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 (661) 257-0266
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 onboard 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

Route 1	<u>A.M. Depart</u>	<u>P.M. Return</u>
Stop A: Richard Rioux Park	8:15	4:35
Stop B: Stevenson Ranch Shopping Center at Wood Ranch	8:25	4:25
Stop C: Westridge Shopping Center	8:30	4:20
Stop C: Castaic Elementary School	8:45	4:05
Route 2		
Stop A: Canyon Country - 24 Hour Fitness	8:00	4:55
Stop B: Decoro & McBean (Wolf Creek)	8:25	4:35
Stop C: Seco Canyon and Copperhill	8:35	4:25



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 camp grounds until they are signed out by an authorized parent/guardian.
5. Campers may not leave the grounds without a counselor.
6. Gum chewing is not allowed at any time on camp grounds.
7. 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 camp office.



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 _____

Let's Get ready for camp!

with **LabelDaddy.com**
Label the things you love

10% OFF

EVERY CAMPER NEEDS TO LABEL... EVERYTHING!

SUNSCREEN ✓ HAT ✓ SUNGLASSES ✓ SWIM-SUIT ✓ BAGS ✓

MAKE SURE YOUR KIDS' STUFF COMES BACK HOME!

DON'T WASTE ANOTHER MINUTE IRONING, SEWING OR WRITING NAMES!

10% OFF WHEN YOU USE CAMP CODE: VT

1

VISIT THE WEBSITE
www.VT.labeldaddy.com
Browse the selections!

2

CREATE LABELS!
Lots of label colors,
icons and fonts
to choose from!

3

CHECKOUT!
Be sure to use
CAMP CODE:
VT
at checkout!

CHECK OUT OUR CAMP PACK!
(includes over 150 laminated* labels)



www.VT.labeldaddy.com

*LABEL DADDY EXCLUSIVE- LAMINATED LABELS ARE HIGHLY RECOMMENDED FOR ALL CAMPERS' LABELS!