



**Parent Handbook  
& Resources  
Summer 2009**



**(818) 345-3002  
6043 Tampa Avenue  
Tarzana, CA 91356  
[www.valleytrails.com](http://www.valleytrails.com)**



Medication Form - Summer 2009



Summer 2009

Dear Parents and Campers,

Thank you for choosing Valley Trails Camp for your child's summer of 2009! 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 distributed to your camper the first day that they attend 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.

To help you stay on top of all of the latest news and announcements, please be sure to check out the weekly newsletter, which will be available beginning Thursday for the next week on our camp's web site ([www.valleytrails.com](http://www.valleytrails.com)). This will keep you up to date with special events, dress up days, and other important announcements. Copies will be made available at the camp sign out desk.

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 turned into our camp office 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 - a.k.a. Otter  
Executive Director

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. 2007 \_\_\_\_\_

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 3 medications please request a second form).
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 \_\_\_\_\_

Name of Medication \_\_\_\_\_  
Dosage \_\_\_\_\_ Times \_\_\_\_\_  
Reason for Medication \_\_\_\_\_

Doctor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## 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.

## 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 in writing by the camp office. Lunches need to be packed in a disposable bag. Please do not send coolers or re-usable 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 4:00 or 4:30 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 4:30), 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 spe-

## Overnights

Trail Blazers and Tweens on the Move

Overnights are a special and unique part of the camp experience. We have been leading these events for the past 9 years, and 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 no later than Thursday, July 3rd.

**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.**

Trail Blazers need to bring a sack lunch on Wednesday, and the Tweens on Thursday. 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:

### 1-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

Campers in the Trail Blazers will be sleeping outdoors. Campers will not be sleeping in tents during this overnight experience.

1. Campers may not bring knives or sharp objects of any kind.
2. Campers may not bring any electronics, stereos, or walk-men.
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.

### Tweens on the Move Tent Policy

\*Tents will only be allowed if every camper that wants to sleep in a tent is able to. Campers need to work together, and include everyone. Boys will sleep in Boy's tents, and Girls will sleep in Girl's tents. No Coed sleeping will be allowed in the tents. Campers are asked to pre-arrange tent sleeping prior to the trip to limit the amount of tents being brought. Campers must be able to set their own tent up, and take it down.

## EXPRESS Pick Up (Tarzana Location)

3:55 p.m. - 4:20 p.m.

Parents may pick their campers up using our Express Pick Up system. Parents/guardians will be issued 2 placards 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.

## 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.

## 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 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.

## Camp Appropriate Dress Code

1. Campers should dress neatly and appropriately at all times. Please NO tube tops, 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 front playground  
of the Tarzana Campus.*

## Lunch Information

### **Trail Seekers (K-2) and Trail Blazers (3-5) Lunch Program**

Campers will have the option to purchase a lunch for \$4.00 on non-field trip days. Lunches must be purchased using exact change, or a pre-paid lunch ticket (see below for details).

Our camp menu will be available for you on our website beginning June 1st.

*Lunches may not be purchased at camp later than 9:15, no exceptions!*

### **Field Trip & Sack Lunch Guidelines**

Campers must bring a SACK LUNCH on all field trips.

Please observe the following Sack Lunch guidelines:

1. NO LUNCH BOXES OR COOLERS. All containers must be completely disposable.
2. NO Glass bottles. All drinks must be completely disposable.
3. NO "Soup Cups" or anything that will require hot water or the need to be warmed or heated up.
4. Label your child's lunch in large letters. Be sure to put both the FIRST and LAST name on the lunches.
5. Do not send anything that is perishable or that requires refrigerated storage.

Do not send money on field trip days except for Amusement Park Trips (Trail Blazers will be able to purchase lunch and snacks on these trips).

Campers must bring a sack lunch - no exceptions.

\*For your convenience, you may purchase pre-paid lunch tickets in advance at the front desk; packets of 6 tickets for \$24. Tickets must be purchased using exact change. Please issue one ticket to your child each day, and keep the remainder of the tickets at home for safekeeping. Lost tickets cannot be replaced; you are responsible for the tickets. Please write the camper's first and last name on the ticket.

### **\*\*\*Twins on the Move Lunch Guidelines\*\*\***

Campers enrolled in Twins on the Move have the option of bringing money to purchase lunch at an off-site location or to bring a sack lunch daily. It is recommended for your child's convenience to send money for meals at amusement parks.

## 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**

	<b>AM</b>	<b>PM</b>
A. Woodcrest Preschool (13562 Ventura Blvd.)	8:00	4:40
B. Encino Elementary (Balboa & Ventura)	8:25	4:20
C. Valley Trails Summer Camp	8:40	4:00

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

#### **Agoura/West Valley Shuttle**

	<b>AM</b>	<b>PM</b>
A. McDonalds – El Camino Shopping Center	8:20	4:25
B. West Hills Baseball (Valley Circle & Vanowen)	8:30	4:15
C. Express Pick-Up (Corbin Village)	—	4:00
D. Valley Trails Summer Camp	8:45	3:55

Summer Studies

Complete this form ONLY if your camper is ENROLLED in Summer Studies

July 6th – August 14th  
9:30 – 12:00

Child's Name \_\_\_\_\_ Grade in September 2009 \_\_\_\_\_

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: \_\_\_\_\_

Registration & Payment Policies

1. A non-refundable \$300 (\$500 deposit to receive early bird rates) deposit is required to guarantee your registration. Your deposit is applied towards each session's tuition. This deposit is non-refundable. The balance of your camper's tuition is due at the payment deadlines listed below. Campers may not attend camp prior to payment being received.  
oPayment for weeks 1-6 is due June 1st, 2009.  
oPayment for weeks 7-11 is due July 17th, 2009.
2. Campers must enroll for a minimum of 3 weeks during the summer. Campers must attend the same days during each week, with a minimum of 3 days per week (2 day program requires Tuesday/Thursday enrollment).
3. Schedule changes are defined as moving one week to another week as an equal exchange. It is not canceling or deleting any portion of your camper's schedule. Changes to a camper's schedule may be made free of charge before May 15th, 2009. Schedule changes made after May 15th, 2009 are subject to a \$15 (fifteen) schedule change fee for each change to your camper's schedule.
4. There is a \$50 registration fee per camper (includes registration costs and t-shirt).
5. Refunds and make-up days are not available due to illness, family vacations, or any other reason.
6. No refunds of tuition will be made available if a camper withdraws for any reason. No refunds will be made available if a camper is dismissed from camp.
7. There is a \$25 (twenty-five) service fee for all returned checks.
8. There is a \$25 (twenty-five) service fee for each week tuition is late.
9. Electronic submission of the application ensures us that your camper is in good physical health for the summer.
10. Valley Trails Camp is a dba of Woodcrest-Preschools Inc., a California Nonprofit Corporation.
11. I give permission to Valley Trails Summer Camp and Woodcrest School to use any photo, video, or likeness in which my child appears in any and all literature or advertising material.
12. I understand that Valley Trails Summer Camp reserves the right to amend the program without prior notice due to schedule, weather conditions, or any other reason deemed necessary.
13. Any camper attending camp for an overnight who does not normally attend those days must pay the necessary charges for the extra day(s).
14. All forms and paperwork included in the 2009 Parent Packet must be completed and turned in prior to your camper attending Valley Trails Summer Camp.
15. Large group discounts of 5% will be made to groups of 6 families or more. All families must register at the same time to qualify as a part of the group.