



**Parent Handbook
& Resources
Summer 2011**

**661-257-0266
30910 S. Sloan Canyon Road
Castaic, CA 91384
www.vtranch.com**



Summer 2011

Dear Parents and Campers,

Thank you for choosing Valley Trails Camp for your child's summer of 2011! 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 distributed to your camper the first day that they attend camp.

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 on our Bunk-1 site. Information on registering will be sent to you prior to camp.. This will keep you up to date with special events, dress up days, and other important announcements.

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

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

Valley Trails

Registration & Payment Policies

Enrollment Requirements and Registration Policies

1. A non-refundable \$300 (\$500 deposit to receive early bird rates by March 13th) deposit is required to guarantee your registration. Your deposit is applied towards your camper's tuition. This deposit is non-refundable. If your camper(s) is enrolled during weeks 1-5 or weeks 6-9 only, the entire deposit will be applied towards those weeks. If your camper(s) is enrolled in weeks that fall in both, weeks 1-5, and 6-9, 50% of the deposit will be applied towards each payment. 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.

* Payment for weeks 1-5 is due May 15th, 2011.

* Payment for weeks 6-9 is due June 25th, 2011.

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, 2011. Schedule changes made after May 15th, 2011 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. 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. All forms and paperwork included in the 2011 Parent Packet must be completed and turned in prior to your camper attending Valley Trails Summer Camp. 14. A 5% sibling discount will be applied when siblings attend camp with matching schedules (weeks and days).

15. All discounts are contingent upon timely payment.

16. Valley Trails Summer Camp will guarantee up to two friend requests (group placements) as requested on the enrollment form.

Valley Trails

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.

Valley Trails

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

| | <u>A.M. Depart</u> | <u>P.M. Return</u> |
|--|--------------------|--------------------|
| Route 1 | | |
| Stop A: Richard Rioux Park | 8:15 | 4:35 |
| Stop B: Stevenson Ranch Shopping Center at Wood Ranch | 8:25 | 4:25 |
| Route 2 | | |
| Stop A: Westridge Shopping Center | 8:30 | 4:20 |
| Stop B: Castaic Elementary School | 8:45 | 4:05 |
| Route 3 | | |
| 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 |

Valley Trails

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 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 office of the Tarzana Campus.

Valley Trails

Medication Form - Summer 2011

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. 2011 _____

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 _____

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