

# OJAI VALLEY

## SUMMER CAMP HANDBOOK

Welcome to OVS! We are so excited your camper will be joining us this summer! Our goal is to provide a safe and caring environment for campers to learn, grow, make friends, and of course, have fun! This handbook is designed to help you prepare for camp and become familiar with our camp policies and procedures. Please take the time to read and review the handbook with your camper, and please contact us with any questions.

### OPENING DAY

Opening day orientations are held on the following days for both day and resident campers:

Sunday June 25th	2:00-4:00pm
Sunday July 9 <sup>th</sup>	2:00-4:00pm
Sunday July 23 <sup>rd</sup>	2:00-4:00pm

On opening day, campers will check-in, meet camp staff, receive basic orientation, connect with friends old and new and be all ready for the start of classes on Monday. Parents will have the opportunity to meet important camp staff, ask questions, settle in their campers and leave feeling comfortable and confident about the program. Day students will go home at 4:00pm and return Monday morning! We will send more specific Opening Day information approximately two weeks before your session begins.

### COMMUNITY

The community at OVS is the basis a camper's summer experience. Learning to work along side others and contribute to camp is the key to a successful summer. Campers should come to camp with a cooperative, positive attitude, ready to study and play in a group environment. Campers will be guided with respect by camp staff and are expected to treat each other and the faculty and staff with that same respect. As part of the community, campers will pitch in with crew jobs, cafeteria clean up, grounds and classroom upkeep, planning and participation in social and activity functions are part of the student's involvement with the school.

### COMMUNICATION

We will communicate with families, through the phone and email contact information you provided on your admission form. Please make sure your email and phone information is current, so you receive the most up to date camp information. If you wish to reach us with questions or concern, please contact the main office or the appropriate administrator. You will also receive contact information for specific teachers and resident counselors upon arrival at camp.

### CONTACT INFORMATION and ATTENDANCE

Please contact Barb Bartok in the Main Office if your child will not be attending camp, or will be picked up leaving early for any reason throughout the day.

Main Office/Attendance	(805) 640-2584, ext. 1223
Director of Summer Programs: Kelly Espinosa	(805) 640-2584, ext. 1253
Assistant Camp Director: Ben Malkin	
Academic Coordinator: John Rowan	

### TELEPHONE USE

Day campers may visit the front office to use the phone to contact parents as needed. Resident campers will be discouraged from calling parents in the first few days of the session (to help with acclimation to camp) and will be encouraged to call home on the first weekend. Parents may call the Main Office to leave important messages for campers during business hours (8:00 am-5:00 pm).

## CELL PHONE POLICY

Camp at OVS is a unique opportunity for children to practice independence and make meaningful connections with others in a safe and nurturing environment. In order to maintain that environment and provide the highest level of reward for our campers, we allow limited cell phone use during the summer program. Resident camper cell phones will be collected upon arrival and limited to weekend calls home. Day students with cell phones may not use them on campus during program hours (8:00am-4:00pm). We understand this policy may be uncomfortable for some, but we ask that you support it wholeheartedly and allow your child to reap the benefits of independence and personal connections that will be the result.

## EMAIL

You may email the Camp Office at [campoffice@ovs.org](mailto:campoffice@ovs.org) with questions for our staff or to send messages you would like forwarded to your child.

## DRESS CODE

Campers are expected to wear clothing and footwear that is modest and appropriate for an active camp program. Our goal is to focus on what campers are doing, not what they are wearing! Attire should be neat, clean, size appropriate, and may not be ripped or torn. Shorts should not be too long, too short, or too tight for active play. Tops should cover undergarments and may not expose midriff.

- Closed shoes are required. No flip flops type shoes during daytime programs
- Campers should wear T-shirts, shorts, and athletic type shoes for recreational activities
- Clothing relating to alcohol, drugs, violence, death, sexual innuendo, or containing bad language, are unacceptable
- If worn, jewelry must be modest and may need to be removed for safety purposes
- Bathing suits should be modest and appropriate for active swimming and play.
- Hair should be one natural color and hairstyles should not be extreme. The hair must be layered in a normal fashion with no shaved areas.
- Piercings are allowed in ears only.

**All clothing items should be marked with child's FULL name in indelible ink or sew-on patches.**

Respect for the camp dress code is an important component of community cooperation, and is expected of all campers. Parents will be notified if campers are dressed inappropriately.

## CAMPING

All elementary, middle and upper school campers will have the opportunity to participate in at least one overnight camp trip during the summer. Overnight trips take place on the OVS Upper Campus, which is approximately 7 miles from the Lower Campus. Additional information and the specific schedule for your child's session will be provided, as we get closer to camp.

## MONEY/VALUABLES

Campers are discouraged from bringing money or valuables of any kind to camp. If there is a special event or field trip that requires additional spending money, day campers will be notified in advance and residents will be able to check out money from their camp accounts.

## MEALS

Meals are freshly prepared on-site by our OVS food service team. Included in tuition, day campers receive morning and afternoon snack as well as lunch. Resident campers receive breakfast and dinner in addition to all weekend meals. Campers with allergies can be accommodated in most cases. Please make sure to list all allergies on your child's health form. If you have questions about the camp's ability to accommodate your child's food needs, please contact the Summer Program Director.

## ACADEMIC CLASS COMMUNICATION

Teachers will communicate class information and updates via the family email provided at registration. Parents may bring questions or concerns directly to teachers, or contact the Academic Coordinator. Academic evaluations and comments will be sent to families at the end of the session.

## HEALTH and MEDICAL

When your children get sick, we're here to help. The Camp Health Center maintains a team of highly qualified and compassionate nurses who care for our campers. The Health Center staff is comprised of Sherrie McNeil, R.N., Tanishia Brown, R.N., and Paloma Sandoval. During off hours, the nurse on duty can be reached by cell phone for emergencies only. If a resident is ill and needs to be isolated, because of communicability or safety, the nurse on duty will remain overnight in the Health Center.

Ojai Valley Community Hospital is located three blocks from the Lower Campus. A physician is on duty in the Emergency Room 24 hours a day. The hospital can be reached at (805) 646-1401 and the fax number is (805) 640-2239. Drs. Gross, Dial and Halverson are local physicians who attend to the needs of the OVS students. These physicians provide the school with standing orders for emergency procedures, including first aid and treatment of illnesses. The Ojai Valley Family Medicine Group can be reached at (805) 646-7246 and the fax number is (805) 646-5536.

### **Student Health Screening**

All campers must have a current physical exam on file prior to the start of school; therefore, any physical limitations, allergies, treatment, medication or medical conditions should be clearly defined by the medical staff that performed the examination. The Health Center will generate and distribute a Confidential List containing those campers with medical concerns to appropriate staff.

### **Health Record Requirements**

Active camper health histories, record of health examinations, medical releases, immunization records or waivers, and health insurance and credit card information are kept on file in the Health Center. There is a logbook of all daily Health Center visits related to injury, illness and medication administration to both campers and staff. Medical Releases are sent out on all trips off-campus.

### **Medication**

The Health Center collects all camper medication, including vitamins and herbal remedies, with the exception of asthma rescue inhalers and epinephrine auto-injectors, which can be kept with students if parents/guardians and nurses approve. These medications are stored in the Health Center and administered by the Health Center staff or dorm parents. All medication must be labeled in English with the student's name, the dose, frequency, expiration date, and name of prescribing physician. All changes in medication administration must be submitted to the Health Center in writing by the prescribing physician.

Click the link to review the [Health Center Protocols](#). Contact the Health Center at 805-640-2584 ext. 1238 or email at [healthcenter@ovs.org](mailto:healthcenter@ovs.org) for questions or additional information.

## OVS CODE OF CONDUCT

The Ojai Valley Summer School and Camp expects campers to show respect for each other, the staff, the property of others and the policies and procedures of the school at all times. These expectations apply at camp and when away from camp on field trips or weekend excursions. We wish to maintain the policy of trust, and expect that campers will live up to our high expectations.

In recognition of the camp's responsibilities to the law and the camp's responsibilities to other members of the community, there are major infractions of which will be handled seriously and **MAY RESULT IN IMMEDIATE DISMISSAL WITHOUT REFUND**. They are as follows:

1. Violations involving drugs and alcohol, which include:
  - a. Use and/or possession of any harmful drugs or chemicals and/or paraphernalia
  - b. Use and/or possession of alcohol
  - c. Use and/or possession of marijuana
  - d. Use and/or possession of cigarettes, electronic cigarettes, or tobacco
2. Unauthorized absence from camp, or leaving off-campus excursions, without official permission
3. Violations of honesty, integrity, and consideration of other members of the school community, which include:
  - a. Lying
  - b. Academic dishonesty
  - c. Stealing
  - d. Willful property damage or harm to oneself, or another student or threat to same
  - e. Activity which would disrupt the operation of the Camp or endanger other people such as tampering with fire alarms, possession or use of sling shots, matches, fireworks, firearms, knives, etc.
4. Campers may not create a hostile environment for one another, which includes teasing, taunting, bullying and/or harassment.
5. Involvement in explicit sexual activity.
6. Violations involving computers and telecommunications including:
  - a. Misuse of computer equipment
  - b. Introduction of computer viruses
  - c. Downloading or use of any software/hardware without prior school approval
  - d. Unauthorized access of "on-line" services
  - e. Misuse of electronic mailing services, including telephones, to harass, intimidate or bully the internal or external part or person of the OVS community.
  - f. Use of the Internet, computer software or video games involving acts of violence, racial hatred, drugs, alcohol, explicit sex.
  - g. Misuse of Social Media

Ojai Valley School Administrators are respectful of our camper's individual rights and therefore, when a camper is suspected of committing a major infraction, the following occurs:

1. When possible, the parents are called immediately by a Summer Administrator and informed of the problem, as it exists at the moment.
2. The Summer Administrator will investigate the current circumstances and past record to determine the proper consequences, up to and including dismissal.
3. The Summer Administrator will then meet with school officials to discuss the final action to be taken. The camper and parents will be notified of disciplinary action at this time.

## DAY CAMPERS

### BRING TO CAMP

Modest bathing suit  
Beach towel  
Swimshirt/Rash-guard

Backpack/Book bag  
Sun hat/baseball cap  
Sun block

Water bottle  
Pens and pencils  
Notebook with paper

### DAILY PICK-UP

Day camp activities end at 4:00 pm and campers should be picked up no later than 4:30 pm. Pick-up placards will be issued to parents and guardians on Opening Day, based on information provided in your registration documents. Placards must be displayed during pick-up and campers must be signed out, to ensure they are leaving campus with authorized adults. Parents should enter the school via the WEST entrance (near the stables) for day camper pick-up.

### DAY BUS

The school provides a day bus for campers living in the Ventura area. There is an additional fee for this service. The bus stop is located at Marina Park 1400 Greenock Lane, Ventura. The Bus leaves the park at 7:40 am and arrives to camp at approximately 8:05 am. Day campers leave camp each day at 4:15 pm and arrive back to Marina Park at by 4:40 pm.

### EQUESTRIAN EQUIPMENT

The following equipment is required for campers who are enrolled in Equestrian camp or choose horseback riding as an afternoon activity.

Riding boots (1 pair)

NOCSAE approved equestrian helmet *only* (1)

Long Pants / Riding Pants

## RESIDENT CAMPERS

### ARRIVING TO CAMP

Resident campers should arrive at camp by 2:00 pm on the Sunday their session begins. Unfortunately, we cannot accommodate early arrivals.

OVS offers a transportation service to resident campers, from Los Angeles International Airport (LAX) at the start and end of each session. All flights must be scheduled to arrive and depart between 10:00 am and 1:00 pm on the following dates for the 2017 season.

Arrivals: Sunday, June 25

Sunday, July 9

Sunday, July 23

Departures: Saturday, July 8

Saturday, July 22

Saturday, August 5

It is VERY IMPORTANT for resident families to complete and return the Transportation Information form no later than two weeks before their session begins. The form provides vital information to the camp, and travel information tips for families to ensure a smooth experience for each camper.

Please follow this link [Summer LAX information](#) to complete the required Transportation form. You may contact the Camp Office at [campoffice@ovs.org](mailto:campoffice@ovs.org), or the Transportation Department at [transportation@ovs.org](mailto:transportation@ovs.org) any questions.

### RESIDENT SPENDING MONEY

On Opening Day, parents or guardians may deposit money into a personal account for their camper's supplies, laundry, and personal expenses while at camp. Campers may withdraw money from their personal accounts at the Camp Store located on campus. \$25-\$50 per week is the recommended amount. Money should not be kept in dormitory rooms, so the Camp Store will be opened for checking out money before excursions or special event requiring pocket money.

## WEEKEND EXCURSIONS

On Saturdays or Sundays and some weeknights, resident campers and staff will travel to local towns and beaches in Ventura or Santa Barbara counties. Off-campus field trips provide opportunities to visit parks, shops, museums, theaters and other local attractions. An excursion schedule will be sent to families in the Opening day packet as we get closer to camp.

## CREW JOBS

Resident campers are responsible for the daily cleaning of their rooms, their laundry and other jobs related to their living environment. This will include cleaning other areas of the dorm and dining hall and common areas.

## VISITING CAMP

To help all campers ease into camp life, socialize with new friends and avoid homesickness, we do not allow visitors on campus Monday- Friday. Parents who plan to visit must make arrangements through the camp office at least 24 hours prior to your arrival. Upon arrival, please check in at the front office and speak with the Director. If you plan to leave campus during your visit, you must sign your camper out in the front office.

## HOMESICKNESS AND SEPARATION

First time separation anxiety is a common issue, for campers and parents. It is important to recognize that this is totally normal, and that learning to live apart from parents is an element of growth and maturity. The camp environment is an ideal place to experience this growth.

Camp is a nurturing place, so it provides love and support without a parent being present. It is this absence of a parent that allows for a child's understanding that they are a unique individual, capable of solving and dealing with issues on their own. There is no greater skill we can help a child identify, than that of self-power.

There are a number of very clear and concise concepts to help both parents and children, deal with homesickness.

1. Do not be afraid of the topic. It should be openly discussed. Remember your attitude sets the tone for your child.
2. Communicate that some fear and anxiety is normal and there will be other children at camp with the same type of concerns.
3. Make sure your child knows that the camp staff have dealt with this issue and are trained to assist them through any difficulties they may experience
4. Please **DO NOT** make a deal with your child that "if you don't like it, I will come get you." The first time a child is unhappy, they may hold you to that promise, and you will be left without any options. You can promise that if there are any problems you will be working with the Director and the counselors to make sure the child is supported.
5. You should discuss the topic long enough that your child becomes comfortable with the concept and is ready for the challenge.

At camp we will work with your child for the first few days, to help them acclimate to the program. We will respect their ability to overcome their fears and trust that they can handle it! We will redirect them into fun and interesting tasks and activities and guide them gently towards positive solutions. It is typical for most children to adjust within two to three days and once they do, they carry that feeling of pride and accomplishment with them throughout camp (and beyond)!

Parents will be contacted if a child does not respond to staff coaching and is still upset or anxious after the first few days. If you have any questions or concerns about your child's ability to acclimate to camp, please call the Director.

## PACKING LIST

Pants (3)	Pajamas (2)	Jacket (1)	Everyday / Athletic shoes
T-shirts (8)	Bathing suit (2)	Sweatshirt/sweater (1)	Pens and pencils
Shorts (4)	Bath towel (2)	Cap or Hat (1)	Notebook with paper (1)
Socks (6)	Beach towel (2)	Laundry bag (1)	
Underwear (6)	Sun block (1), Swimshirt/Rashguard		Sandals/flip flops (1)
Lightweight Blanket	Pillow/Pillowcase (1)	Backpack/Book bag	

LINENS-Campers will be provided with a set of standard twin size sheets, blanket and pillow - but may bring their own if desired.

## CAMPING EQUIPMENT

Campers will participate in one overnight camping trip. Most equipment, including a backpack, ground pad and eating/cooking utensils will be provided. Sleeping bags are available, but if campers are in possession of a good quality sleeping bag they are encouraged to provide their own.

International campers will be provided with essential camping equipment, all campers may bring their own equipment if desired)

Sleeping bag	Ground pad	Water bottle
Day pack (backpack)	Flash light	

## EQUESTRIAN EQUIPMENT

The following equipment is required for campers who are enrolled in Equestrian camp or choose horseback riding as an afternoon activity.

Riding boots (1 pair)	NOCSAE approved equestrian helmet <i>only</i> (1)	Long Pants / Riding Pants
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## OPTIONAL ITEMS

*Skateboard / Rollerblades	Baseball mitt	Camera
Boogie board	Tennis racquet	Costumes for dress-up days

Note: The only electrical appliances allowed in the dorms are radios, clocks, stereos, hair dryers. **No tablets or computers are allowed.**

In order to be in compliance with fire, safety, and school policy, halogen lamps are prohibited and all electrical appliances must be UL (Underwriters Laboratories) listed. The Ojai Valley School & Camp assumes no responsibility for lost, stolen, or damaged articles. Please be sure everything is marked with camper's name.