

OJAI VALLEY SUMMER CAMP HANDBOOK 2018

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

OPENING DAY

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

- **Sunday, June 24, 2018**
2:00 p.m. - 4:00 p.m.
- **Sunday, July 8, 2018**
2:00 p.m. - 4:00 p.m.
- **Sunday, July 22, 2018**
2:00 p.m. - 4:00 p.m.

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 4:00 p.m. and return Monday morning at 8:00 a.m. for the start of classes. We will send more specific Opening Day information approximately two weeks before your session begins.

COMMUNITY

The community at OVS is the basis of your camper's summer experience. Learning to work alongside others and contribute to camp is key to a successful summer.

Campers should arrive at camp with a cooperative and 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 events are also a part of the camper's involvement with the program.

COMMUNICATION

Contact Information & Attendance

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

Please call the main school number, or use individual email addresses below.

Main Office/Attendance

Phone: (805) 646-1423

Email: campoffice@ovs.org

- *Director of Summer Programs, Kelly Espinosa*
Email: kespino@ovs.org
- *Assistant Camp Director, Ben Malkin*
Email: bmalkin@ovs.org
- *Academic Coordinator, John Rowan*
Email: jrowan@ovs.org

We will communicate with families using the email and phone 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.

CAMP STORE

The camp store is open on Tuesday and Friday afternoons. The store sells souvenirs items such as T-shirts, sweatshirts, hats etc. as well as sundries and school supplies. Day students may bring cash to purchase items in the Camp Store and resident families may set up an account upon arrival at camp.

CELL PHONE POLICY / TELEPHONE USE

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 very limited cell phone use during the summer program. Resident camper cell phones will be collected upon arrival and will be returned upon departure.

Day Campers may not use cell phones on campus during program hours. Day campers may visit the main 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 a.m. to 4:45 p.m.

We understand this policy may be uncomfortable for some, however 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 / Mail

You may email the Camp Office at campoffice@ovs.org with questions for our staff or to send messages you would like forwarded to your child. We also encourage parents to mail letters to resident campers. Resident campers will receive mail (either email or post) each evening at dinner.

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.

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.

- Closed shoes are required. No flip-flops 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.
- Piercings are allowed in ears only.

MONEY / VALUABLES

Campers are discouraged from bringing money or valuables of any kind to camp. Because of our group living environment, campers will have no ability to lock away any valuable belongings.

Passports and other important documents will be collected upon arrival and stored in the

Admission office. 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 store account.

Very little money is needed, as most camp activities are funded by the camp.

CAMPING

All campers (2nd - 10th grade) will have the opportunity to participate in at least one overnight camping trip during the summer. Overnight trips take place on the OVS Upper Campus, which is approximately 7 miles from the Lower Campus. Overnights will include

outdoor education games and activities, team building exercises, meals prepped outside and sleeping under the stars.

Additional information and the specific schedule for your camper's session will be provided, as we get closer to camp.

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, lunch in most cases.

Please make sure to list all allergies on your camper'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.

HEALTH AND MEDICAL

The Camp Health Center maintains a team of highly qualified and compassionate nurses who care for all 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 staff 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.

Student Health Screening

All campers must have a current physical exam on file prior to the start of their session; 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, records 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 campers if parents/guardians and nurses approve. These medications are stored in the Health Center and administered by the Health Center staff or dorm counselors. All medication must be labeled in English with the camper'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 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 and camp at all times. These expectations apply on campus 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, but are not limited to:*

- 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, but are not limited to:*

- 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 CAMPER

Daily Pick-Up

Day camp classes begin at 8:30 a.m. Activities end the day at 4:30 p.m.

Campers should be picked up no later than 4:45 p.m. Pick-up placards will be issued to parents and guardians on Opening Day. 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.

What to Bring

- Modest bathing suit
- Backpack/Book bag
- Water bottle
- Beach towel
- Sun hat/baseball cap
- Pens and pencils
- Swim shirt/Rash-guard
- Sunscreen
- Notebook with paper

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)
- Equestrian helmet (must be NOCSAE approved)
- Long Pants/Riding Pants

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 a.m., arriving to camp at approximately 8:05 a.m. Day campers leave camp each day at 4:45 p.m. and arrive back to Marina Park at by 5:15 p.m.

RESIDENT CAMPERS

Arriving at Camp

Resident campers should arrive at camp by 2:00 p.m. on the Sunday their session begins. Please plan your travel accordingly.

Unfortunately, we cannot accommodate early arrivals.

OVS offers a transportation service (for a

fee) to resident campers, from and to 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 a.m. and 1:00 p.m. on the following dates for the 2018 season:

SESSION 1

- ARRIVAL: Sunday, June 24
 - DEPARTURE: Saturday, July 7
-

SESSION 2

- ARRIVAL: Sunday, July 8
 - DEPARTURE: Saturday, July 21
-

SESSION 3

- ARRIVAL: Sunday, July 22
- DEPARTURE: Saturday, August 4

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, or the Transportation Department at transportation@ovs.org with any questions.

RESIDENT CAMPERS

Resident Spending Money

On Opening Day, parents or guardians may authorize money into a personal account for their camper's supplies, souvenirs and personal expenses while at camp. Campers may purchase items from the Camp Store, or withdraw money from their account at the Store located on campus. The Camp Store will be opened for checking out money before excursions or special events requiring pocket money. Money should not be kept in dormitory rooms.

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 personal laundry and other jobs related to their living environment. This will include cleaning common areas of the dorm, dining hall and recreation areas. As campers work together to care for the camp and the community, valuable skills are learned and independence and responsibility are strengthened.

Laundry

Campers will be guided by counselors and instructed in the cleaning of their own laundry. Washers and dryers are located on campus in/near each dormitory. Laundry will be done as scheduled on the weekends, and soap and quarters will be provided. Campers are responsible for gathering their items (in their laundry bag) and after washing and drying, returning their items to their dorm room. Counselors will supervise laundry time, and campers will learn valuable skills as they prep for the start of a new camp week.

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. Visits on weekends are allowed mid-session on the weekends. Parents should check weekend plans and make arrangements through the camp office at least 24 hours prior to your arrival. Upon arrival, please check in at the front office. If you plan to leave campus during your visit, you must sign your camper out in the front office.

RESIDENT CAMPERS

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 to help them acclimate to the program. We will respect their ability to overcome their fears and trust that they can handle the changes. 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 Summer Director.

Calls Home

Camp is about leaving home and building the confidence needed to take care of yourself and find your place in a new community. It is also a time for parents to trust their children and allow for the growth and maturity camp can offer. To that end, we will limit parent contact (other than letters and emails) to weekend communications. Each Saturday evening, campers will have the opportunity to communicate with families via computer or phone. This is a great opportunity for campers to share the events of the week and for parents to hear of their adventures. On Opening Day parents choose the best form of communication and individual accounts can be set up as needed.

RESIDENT CAMPERS

Packing List

Please follow the packing list carefully. Numbers in (parenthesis) designate the number of items required. Campers will do laundry each weekend, so the list below provides needed clothing for one week. Campers have limited space to store belongings, so please do not pack additional items. Remember, camp clothing will get dirty and things will be lost. Please pack casual clothing appropriate for active play and items (like towels) that aren't the family best.

Casual Clothing

- Long Pants (2)
- T-shirts (8)
- Pajamas (2)
- Swim Suits (2)
- Short Pants (4)
- Socks (6)
- Underwear (7)
- Swim Shirt (1)
- Sweatshirt/Sweater (1)
- Hat/Baseball Cap (1)
- Athletic Shoes (2)
- Flip Flops (1)
- Strapped Sandals (1)

Personal Items

- Bath towel (2)
- Beach towel (2)
- Sunscreen (1)
- Soap/Lotion
- Washcloth (2)
- Laundry bag (1)
- Shampoo/Conditioner
- Toothbrush/Toothpaste
- Comb/Brush
- Medication (to be checked in with Health Center upon arrival)

Camping

Campers may participate in one overnight camping trip during their session. Most equipment, including ground pad and eating/cooking utensils, will be provided. Sleeping bags are available for resident campers. Day campers in possession of a good quality sleeping bag are encouraged to provide their own. International campers will be provided with essential camping equipment. All campers may bring their own equipment if desired.

Additional Items

- School Backpack
- Pens and Pencils
- Notebook

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)
- Equestrian helmet (must be NOCSAE approved)
- Long Pants/Riding Pants

Please do not bring any of the following items:

- Electronic devices (cell phones, mp3 players, handheld games)
- Laptop computers/tablets
- Knives, or weapons of any kind
- Trading cards (for example, Pokeman)
- Candy, treats, food, drinks

Optional Items

- Hair Dryer
- Camera (cell phone cameras not allowed)
- Sunglasses
- Sleeping Bag
- Summer reading book
- Flashlight
- Pleasure reading book(s)
- Costumes for dress-up days

Bed Linens

Camper beds are made when they arrive with a set of standard twin size sheets, blanket and pillow. You may bring your own if desired, but most campers do not.

The Ojai Valley School and Camp assumes no responsibility for lost, stolen, or damaged articles. Please be sure everything is marked with camper's full name.