



WESTSIDE  
SCHOOL

2020 SUMMER PROGRAMS



## Mission

Westside School prepares students for the world by challenging them to achieve academic success, and by connecting their human spirit and imagination to learning.

## Vision

Westside School is recognized as West Seattle's premier, accredited preschool through eighth grade independent school program. We help students develop essential skills for the 21st century, including conceptual thinking, communication, and cooperation. Our students thrive in the safe, caring, inclusive community environment Westside provides.

## Values

### Joyful Learning

We believe children experience the excitement of learning through academic achievement, creative expression, and cooperation with others.

### High Academic Standards

We believe the cultivation of problem-solving, innovative analytical thinking, and complex communication skills provides a strong foundation for lifelong success.

### Confident Learners

We believe children gain confidence through positive support and clear behavioral guidelines within a safe learning environment.

### Caring Community

We believe students become caring members of a global community by treating each other honestly, with respect and generosity of spirit.

## Diversity Statement

Westside School is committed to promoting inclusiveness, diversity, and cultural competence in its education, employment practices, school community, and governance. It views inclusiveness as a fundamental value, diversity as a key element, and cultural competence as a vital skill necessary to prepare students to participate in and contribute to a global society. Westside uses the term *diversity* broadly to encompass differences in the attributes of individuals, families, and communities.



## Health and Safety Protocols for Summer 2020

Safety for our campers and staff is a priority. Westside School has designed engaging summer programs that meet the guidelines and recommendations by the *Washington State Department of Health*. Below are measures we will be implementing.

### Class Sizes and Distancing

Campers will be divided into small pods, each with 9 campers or less. To minimize the risk of exposure, campers will have the same counselor(s) for the entire week and will not intermingle with other pods. Classrooms will be strategically assigned and tables strategically placed in order to maximize distancing. In addition, we will focus on keeping camps outdoors when possible.

### Cleaning and Sanitizing

Our Westside Maintenance staff will sanitize each camp classroom on a daily basis, including chairs, desks, high-touch items/surfaces, and restrooms. In addition, camp counselors will be diligent in sanitizing tables throughout the day, including before and after food consumption.

### Handwashing

Campers and staff will be required to wash their hands upon arrival, before/after eating, before/after using the restroom, before/after using materials, before/after playing outdoors, and immediately before dismissal.

### Health Screenings and Checking In/Signing Out

Parents will need to fill out an electronic health survey every day of camp prior to arriving on the campus. A Westside staff member will use a non-touch forehead thermometer to check the temperature of every child and counselor before they enter the camp each day. Detailed information on our health screenings and checking in/signing out procedures are outlined on page 5.

### Face Coverings

All campers will be **required** to bring and wear a face covering when indoors. Our staff will be wearing face coverings. When outdoors, campers and counselors may *choose* to remove them for fresh air. We understand that children, especially younger ones, may be uncomfortable when wearing a face covering; our staff will be understanding and find opportunities to give breaks without masks when needed. During food consumption, face coverings will temporarily be placed in a clean Ziploc bag. Please instruct your child on how to properly put on and remove their face covering prior to the start of camp.



### Snacks and Lunches

Snacks will not be provided by Westside this summer. Half-day campers must bring their own *peanut-free* snack. Full-day campers must bring two *peanut-free* snacks and a *peanut-free* sack lunch (not requiring refrigeration or heating). Refrigerators and microwaves will **not** be available. All food will be consumed within each pod's classroom. Tables will be wiped down before and after food consumption.

### Materials and Play Equipment

Instructional materials, craft materials, and supplies will not be shared between campers. During recess, however, each pod will have its own set of playground materials (e.g. balls) for the entire week, which will be sanitized after each use. Our play structure will be closed.

### Field Trips and Transportation

This summer, we will not be planning any field trips or using buses to transport campers. Most campers will remain on campus the entire duration of the camp. Campers enrolled in select camps may be guided around the neighborhood on foot by their counselor(s) as part of the curriculum.



## Checking In Procedure/Health Screenings

- Campers and staff sick with *any* illness must stay home. Families will be required to submit an electronic survey each morning before arriving on campus.
- Upon arrival, parents should park their car and walk their camper to the front entrance. Parents and campers are asked to wear a face covering and maintain 6 feet distance from other families during the check-in process.
- A staff member will check that the electronic survey has been completed and visually check each child for signs of illness. In addition, the staff member will use a non-touch forehead thermometer to check each child's temperature before they enter the building.
- Another staff member will escort your child to their assigned classroom.

## Signing Out Procedure

- Please pick up your child on time each day. If an emergency arises and you are unable to reach the site by the dismissal time, please call and inform the office at 206-932-2511.
- At dismissal, parents will be required to park their car and sign their camper out with a physical signature each day. Please maintain 6 feet distance from other parents/campers when signing out.

## Camp Hours

**HALF DAY:** 9:00am - 12:00pm

1:00pm - 4:00pm

**FULL DAY:** 8:45am - 3:45pm

*To prevent intermingling, campers may register for either one half-day camp or one full-day camp per week; AM and PM camps may not be combined. In addition, before- and after-camp care will **not** be available this summer.*



## Registration Policy

*Those at high risk should consult with their healthcare provider before registering for a camp.*

Payment and health forms must be received the Friday prior to your child starting camp. If payments are not received by the due date, your session will be cancelled, and deposit will be forfeited. Failure to pay consecutive weeks on time may result in an earlier due date in order to continue participation. A \$30 fee may be assessed for any checks returned for insufficient funds. For your convenience, a payment schedule is located below:

<b><u>Week</u></b>	<b><u>Payment Due Date</u></b>
<b>Week 1:</b> June 15-19 <b>(Cancelled)</b>	June 12
<b>Week 2:</b> June 22-26 <b>(Cancelled)</b>	June 19
<b>Week 3:</b> July 6-10	June 26
<b>Week 4:</b> July 13-17	July 10
<b>Week 5:</b> July 20-24	July 17
<b>Week 6:</b> July 27-31	July 24
<b>Week 7:</b> August 3-7	July 31
<b>Week 8:</b> August 10-14	August 7

## Credit and Refund Policy

For cancellations or transfers, we require a written notice **Monday at noon one week prior** to the start of the session. Deposits are non-refundable and may be non-transferable.

## Health Forms and Medical Emergencies

All students are required to complete a Health Profile in School Doc before the first day of camp. This Health Profile includes a medical release, giving us permission to seek medical attention for your child in case of an emergency. Please update this form as necessary with any changes in home, work, or medical phone numbers. In the case of a life-threatening emergency, a member of our staff will immediately call 911, administer First Aid & CPR, and notify you as quickly as possible. If you can not be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff member will accompany your child on the ambulance and will stay with them until you arrive. A staff member will then contact you to come and care for your child if additional care is needed. For minor injuries that do not require us to notify you immediately, a written report will be given to you that day when you pick up your child, explaining what happened and how the situation was addressed. Accident reports are completed for our records and recorded in our medical log.



## What to Wear

Dress your camper for the weather. You may choose to apply sunscreen on your camper before they arrive.

## What to Bring

### Half-Day Camps:

- Face Mask
- Water Bottle
- Peanut-Free Snack
- Water bottle

### Full-Day Camps:

- Face Mask
- Water Bottle
- 2 Peanut-Free Snacks (one for AM/one for PM)
- Peanut-Free Sack Lunch

Please label all clothing and items brought to camp with your child's first initial and last name. *Please keep electronics, cell phones, gum/candy, valuables at home.*

## Photography

We take photos of our camps for use in publications and social media. Names are never included. If you do not wish for your child's photograph to be displayed, you must send a written request to [summer@westsideschool.org](mailto:summer@westsideschool.org).

## Location and Contact Information

Westside School  
10404 34<sup>th</sup> Ave SW  
Seattle, WA 98146  
206-932-2511  
[summer@westsideschool.org](mailto:summer@westsideschool.org)

**Leo Lai**, Director of Extended Day and Summer Programs  
[LeoL@westsideschool.org](mailto:LeoL@westsideschool.org)

**Laura Anderson**, Director of Finance and Operations  
[LauraA@westsideschool.org](mailto:LauraA@westsideschool.org)