



WESTSIDE  
SCHOOL

2021 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 2021

Safety for our campers and staff is a priority. Westside School has designed engaging summer programs that meet the guidelines and recommendations (from 2020) by the *Washington State Department of Health*. Those at high risk should consult with their healthcare provider before registering for a camp. Below are safety measures we will be implementing.

### Class Sizes and Distancing

Campers will be divided into small cohorts. To minimize the risk of exposure, campers will have the same counselor(s) for the entire week and will not intermingle with other cohorts. 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

Parents will need to fill out an electronic health survey each day of camp, prior to arriving on the campus. A Westside staff member will use a non-touch wrist thermometer to check the temperature of every child and staff member before they enter the school building each day. Detailed information on our arrival procedures is outlined on page 7.

### Face Coverings

All campers and staff will be **required** to wear a face covering. During outdoor play, when on school property, campers and counselors may *choose* to remove them for fresh air. We understand that children, especially younger ones, may be less comfortable when wearing a face covering; our staff will be understanding and find opportunities to give outdoor face covering breaks. Please instruct your child on how to properly put on and remove their face covering prior to the start of camp. When possible, please have your child pack a spare one.



### 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 cohort's classroom or outdoors. 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 cohorts. During recess, for example, each cohort will have its own set of playground materials 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 for the entire duration of the camp. Campers enrolled in select camps may be guided around the neighborhood, on foot, supervised by their counselor(s), as part of the curriculum.

## Camp Hours

**HALF DAY:** 9:00am - 12:00pm  
1:00pm - 4:00pm

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

*To prevent intermingling between cohorts, 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.*

## Location and Contact Information

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

**Leo Lai**, Director of Extended Day and Summer Programs  
LeoL@westsideschool.org

**Laura Anderson**, Director of Finance and Operations  
LauraA@westsideschool.org



## Registration and Payment

Each camp requires a **non-refundable deposit** (half day: \$100, full day: \$150), per participant, per camp, due at the time of registration, which will be applied to the total cost of tuition. Full payment must be received **14 calendar days prior** to the camp start date. If your balance is not received by the due date, your child will be withdrawn from the camp and Westside School will retain the non-refundable deposit. New registrations made within 14 calendar days prior to the camp start date must be paid in full.

### Camp Week

**Week 1:** June 21 - 25  
**Week 2:** June 28 - July 2  
**Week 3:** July 12 - 16  
**Week 4:** July 19 - 23  
**Week 5:** July 26 - 30  
**Week 6:** August 2 - 6  
**Week 7:** August 9 - 13  
**Week 8:** August 16 - 20

### **Payment Due Date**

**(14 calendar days prior to camp start date)**

June 7  
June 14  
June 28  
July 5  
July 12  
July 19  
July 26  
August 2

*Processing Fees:* For each camp, there will be a fee assessed by SchoolDoc:  
ACH/Electronic Check: 1.5% + \$0.50 per successful charge (rounded)  
Credit Cards: 3.95% + \$0.30 per successful charge (rounded)  
Bounced Check: \$35.00

*Waitlists:* If a camp is full, you may choose to join the waitlist. Families on the list will be notified on a first-come, first-served basis, if a spot becomes available.

## Cancellation and Refund Policy

*Cancellations:* Camps cancelled by Westside School, due to low registration, will result in a 100% refund (including the deposit). If a camp is cancelled by Westside School due to COVID-19 concerns, families may choose to donate the remaining fees to Westside School or request for a prorated refund of the remaining days.

*Withdrawals and Refund Request:*

Westside School recognizes that families may have a change of plans, especially during these uncertain times. A refund of the camp tuition (**minus the non-refundable deposit**) is granted if a **written request** is made **14 calendar days prior** to the camp start date. Requests made less than 14 calendar days prior to the camp start date will result in complete forfeiture of camp fees for the week.



## Health Profile and Medical Emergencies

Each camper is required to complete a Health Profile in SchoolDoc prior to starting camp. This Health Profile includes a medical release, giving us permission to seek medical attention for your child in case of an emergency. Prior to camps starting, families will be notified to update their form. 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.

## 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).

## 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 (pack a spare one, if possible)
- Water Bottle
- Peanut-Free Snack

### Full-Day Camps:

- Face Mask (pack a spare one, if possible)
- 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. *Electronics, gum, and valuables should be kept at home.*



## Arrival Procedures/Health Screenings

Families will be required to submit an electronic survey each morning before arriving on campus. Campers and staff sick with *any* illness must stay home.

Upon arrival, no earlier than 15 minutes prior to the camp start time, enter the parking lot from **SW 104th Street** (going east, making a right into the lot), **forming one lane**. *Please refrain from entering the lot by turning left.* Drive toward the front entrance, staying in one lane. We will be serving one car at a time and ask that both parents and campers remain in the car until we are ready for you.

Once we check that your daily health screening has been completed, we will ask your child to step onto the curb for a temperature check. **Parents should remain in the car** (parked) during this whole process.

If everything is clear, your child will enter the school building and be led to their class by a teacher.

## Dismissal Procedures

Please pick up your camper on time each day, during your designated time frame. If an emergency arises and you are unable to arrive by the dismissal time, please call and inform the office at 206-932-2511.

Follow the same traffic flow as arrival. If you have a Westside name placard, please display it. Otherwise, with a face covering on, lower your window and state your camper's name. A staff member will then call your camper to be dismissed.

*Early Pick Up:* We encourage our campers to stay for the full duration of the camp. If your child needs to be picked up early and signed out for the day, please inform the office in advance to schedule a time. Campers should not be pulled out of school for a brief period of time and brought back (e.g. taking the child out for lunch).

*Carpooling:* Although the state has discouraged carpooling, if you have plans to carpool, please send a formal email to [summer@westsideschool.org](mailto:summer@westsideschool.org), granting permission for us to release your child to that adult (stating their full name and your child's full name); additional paperwork may be required.