



OAKWOOD  
— SCHOOL —

# Summer at Oakwood Parent Handbook

7210 Braddock Road Annandale, VA 22003  
703.941.5788 | [www.oakwoodschool.com](http://www.oakwoodschool.com)

# Summer at Oakwood Program Philosophy

Summer at Oakwood 2025 focuses on supporting students working below grade level to develop or reinforce critical literacy skills. Reading instruction follows the components of Structured Literacy, with each of our experienced teachers trained in Orton Gillingham methodology. Campers will receive evidence-based instruction that is both explicit and multisensory. Instruction will target the pillars of reading instruction, as identified by the National Reading Panel: phonemic awareness, phonics for reading and spelling, fluency, vocabulary, and comprehension. In addition, Written Language instruction will be differentiated to target the skills of campers in the class. This may focus on sentence-level remediation through paragraph writing.

To provide targeted instruction, class size is limited to 6 campers. While attending all four weeks of the program is not required, children will receive a greater benefit by enrolling in the entirety of the summer camp. A summary of skills taught will be provided at the end of the program.

Oakwood School does not discriminate on the basis of race, color, religion, age, gender identity, sexual orientation, socioeconomic status, or national or ethnic origin.

## Contact Information

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Summer at Oakwood Program Director

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## Drop Off & Pick up Procedures

### 1. Morning Drop Off: 8:30 AM Daily

- a. Parents should pull up alongside the Oakwood School overhang to drop their child off no sooner than 8:20 am unless they are attending Morning Care. Campers are to enter through Door #2.
- b. Doors lock at 8:35 am. If a child arrives after this time, parents will have to walk their child to the door and ring the bell for entrance.

### 2. Morning Care: 7:30 AM - 8:30 AM Daily

- a. For an additional cost, parents may choose to enroll their child in morning care for the weeks they are enrolled in camp.
- b. To drop off a Morning Care participant, a parent/guardian must ring the doorbell at Door 2 and wait for the Oakwood staff member to open the door.

### 3. Afternoon Pick Up: 11:30 AM Daily

- a. Campers will be brought to the plaza for dismissal by their teachers outside Door #1.
- b. Parents/Guardians must park and pick up their child from summer staff on the plaza (located outside Door 1 adjacent to the flagpole). Campers may only be picked up by an adult listed on the approved transportation form who presents an ID.
- c. There is no afternoon care or late pickup option for summer camp. All campers must be picked up by 11:45 am.

## Camp Dress & Supplies

### 1. Camp Dress

- a. Campers should come to camp daily dressed in comfortable clothing appropriate for learning and regular movement breaks.
- b. Clothing with inappropriate logos, graphics, or language is not allowed.
- c. We encourage campers to wear closed-toed shoes like sneakers for safety during regular active brain breaks throughout the morning.

### 2. Camp Materials

- a. Materials for lessons and activities will be provided for all campers.

### 3. Snacks & Water

- a. All campers should bring a reusable water bottle and a snack. Some snacks may contain common allergens. Camp staff will reinforce health and safety, such as hand washing and separation during snack and break times.

## Program Activities

1. **Academic Program:** Summer at Oakwood's academic program is small and purposeful. Our application process ensures we are able to support each camper's unique needs and abilities. Small groups of six or fewer individuals offer teachers the opportunity to differentiate instruction and optimize growth within a limited period of time. Instruction is explicit and multisensory, supporting each camper's understanding of content and process.

- a. Reading
  - i. Phonemic awareness
  - ii. Phonics: encoding (spelling) and decoding (reading)
  - iii. Fluency: building automaticity and phrasing
  - iv. Comprehension: learning and applying strategies to deepen understanding
  - v. Morphology/ Vocabulary (for select groups)
- b. Written Expression
  - i. Grammar
  - ii. Keyboarding or cursive

### 2. Camper Photos & Videos

- a. Parent/Guardian consent is given during the registration process for publicly sharing images and videos of Summer at Oakwood Campers.

- i. I agree to allow the School or its representatives to take photos, videos, and audio recordings of my child and use, without limitation and without compensation to myself or my child, the Student's image, likeness, and/or voice in digital and/or print materials, video, online presentations, and other media for the School's promotional or informational purpose. This authorization, including its subparts, will remain effective until it is revoked in writing.
- ii. Any parent/guardian wishing to revoke their consent should email the Director of Communications and the Summer at Oakwood Director.
- iii. Oakwood School will not publish photos externally if a parent/guardian revokes public use of image, voice, and likeness.

## Health & Safety

### 1. First Aid:

- a. Summer program staff is trained in basic first aid and CPR. Minor injuries will be treated immediately using the camp's first aid supplies. For more serious injuries, staff will contact the camper's parents or guardians immediately, or in the event of a medical emergency, emergency services.

### 2. Medical Information & Paperwork:

- a. Parents/Guardians are required to submit a copy of [Virginia School Entrance Health Form](#).
- b. If a camper has an allergy or medical condition requiring an action plan and/or use of life-saving medication, the appropriate paperwork and medication information must be filed. Email [summer@oakwoodschool.com](mailto:summer@oakwoodschool.com) to complete this step.
- c. Non-lifesaving prescription and/or over-the-counter medication will not be administered during camp program hours. Campers may not transport their medication to camp.

### 3. Illness:

- a. Campers should stay home if any of the following are true:
  - i. Fever of 100.4 or higher in the past 24 hours.
    1. Campers may return to camp when they are well enough to participate and have been fever-free without a fever-reducing medication for 24 hours.
  - ii. Vomiting and/or diarrhea in the past 24 hours.
  - iii. Undiagnosed rash that is accompanied by a fever or itching.
  - iv. Sore throat, with fever or swollen glands in the neck.
  - v. Frequent and/or disruptive cough; difficulty breathing.
- b. Any camper who experiences these symptoms at camp will be sent home and asked to return after 24 hours of the symptoms being resolved.

### 4. Emergency Procedures:

- a. Summer at Oakwood staff are committed to the safety and security of the campers while they are at Oakwood School. A comprehensive safety plan has been formulated with input from state and federal emergency preparedness agencies. All staff are trained to respond to a variety of potential situations and emergencies.

- b. If there is a disruption to the program due to extreme weather or external emergency circumstances, all parents/guardians will receive communication and information using an alert system.
- c. For specific information regarding emergency and safety protocols, please contact [summer@oakwoodschool.com](mailto:summer@oakwoodschool.com).

## 5. Behavior Expectations

- a. Summer at Oakwood is designed to provide a focused, supportive environment where campers with learning disabilities can thrive academically. We expect all participants to demonstrate respectful and appropriate behavior to maximize each day and maintain a positive learning atmosphere.

Any inappropriate behavior, such as bullying, damage to property, or actions that compromise the physical safety or well-being of other campers and staff, will result in removal from the program.

If a camper demonstrates a pattern of inappropriate behavior or continues to disregard verbal warnings, parents will be contacted and may be required to pick their child up.

## 6. Items & Materials Restricted at Camp

- a. To ensure camper and staff safety, minimize distractions, and promote a focused and enjoyable experience, the following items are restricted at camp. Possession of these items by a camper may result in their immediate dismissal from camp.
  - i. Weapons or dangerous items.
  - ii. Tobacco, alcohol, or drugs. This includes smoking and drinking paraphernalia.
  - iii. Medications that have not been appropriately documented and logged with camp staff.
- b. Campers are highly discouraged from bringing electronics and mobile devices, including cell phones, tablets, smartwatches, or gaming devices. If these are brought to camp, they need to remain in the child's bag until the children are dismissed.
- c. Oakwood School, including summer camp staff, is not responsible for any personal items that are lost, stolen, or damaged during camp activities. We encourage campers to leave valuables, electronics, and other personal items at home to ensure a smooth and worry-free experience. Personal belongings are brought to campus at the owner's risk.

## 7. Payment & Refund Policy

- a. After acceptance into Summer at Oakwood, a parent/guardian will receive confirmation and a link to make a non-refundable deposit. Deposits must be made within 24 hours of receipt of confirmation to secure their space.
- b. The balance of program costs must be paid in full no later than May 2, 2025.
  - i. Current Oakwood Families will be invoiced through FACTS for balance due.

- ii. Non-Oakwood families will be provided a payment link by email for the balance due.
- c. Morning care costs will be billed separately.
- d. Due to the short duration and high demand for our summer program, no refunds will be provided if a family withdraws their child from the program or a child experiences frequent absences.
- e. If a camper is dismissed from the program due to inappropriate behavior, a pro-rated refund will be *considered* for the remaining unused days, minus a processing fee. However, no refunds will be issued in cases involving serious safety concerns or violations of camp policies. This policy ensures fairness to other families and maintains the integrity of the program's expectations.

**8. Required Forms:**

- a. After registration, the following forms are required for all confirmed campers. Parents/guardians will receive an email directing them to the forms submission page.