Camps 2025/26



LYCÉE FRANÇAIS DE SAN FRANCISCO

PARENT HANDBOOK

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*Sunscreen authorization



LYCÉE FRANÇAIS DE SAN FRANCISCO

1. TEAM & CONTACT



Directors:

Ashbury: mbarrett@lelycee.org (Week 1-8)

Sausalito: sfox@lelycee.org (week 1 & 2) plegendre@lelycee.org (week 3-4-5)

jdourlen@lelycee.org (week 6-7)

Ortega: jdourlen@lelycee.org (week 1 and 2)

Director of Licensing Affairs for Pre-Kindergarten:

Ruchika Uthayakumar: ruthayakumar@lelycee.org

Social Media Inquiries:

communications@lelycee.org

General Inquiries:

camps@lelycee.org

We put together a team of qualified camp supervisors composed of Lycée teachers, assistant teachers and administrators, as well as teachers and educators from other organizations.

2. ABOUT the LYCÉE FRANÇAIS DE SAN FRANCISCO

The Lycée has been providing a world-class education to American and international students since 1967. Beginning at age 2 and continuing through grade 12, our students thrive in a unique multicultural, dual-language learning environment.

Instruction is provided in French and in English from preschool through high school. Our students can prepare for both the French Baccalaureate and the International baccalauréat (IB diploma). The Lycée provide an environment for academic excellence giving our graduates a clear advantage in their choice of university, as well as later in life.

Through the rigorous curriculum and international exposure, Lycée students become equipped to meet the challenges of an increasingly global world, whether they are pursuing college admission, competitive careers, or their life endeavors.

Our Camp Mission:

To run well organized, structured, high quality French/English bilingual educational, indoor/outdoor and cultural camps with qualified staff in a safe environment.

Campus Locations:

Our camps this school year will be held at our Ashbury campus (755 Ashbury St, San Francisco at our the Sausalito Campus (610 Coloma Street, Sausalito) and at our Ortega campus (1201 Ortega street, San Francisco). Our camps will be open from 08:00 am to 5:30 pm. A daycare from 8 to 9am and from 4.30 to 5.30 pm will be available.



3. ABOUT OUR BREAK CAMPS



Thank you for placing your child into our Camps!

All children are welcome: We host bilingual (French and English) camps which are open to Lycée and non-Lycée students (over summer only) from la petite école to 8th grade. Lycée camps are places to learn about empathy, emotion management, friendship, problem solving, and skills for learning.

Hosted in a safe & fun environment, our camps have been a huge success, during breaks and summers, and are designed to be fun, interactive, educational and tailored to the individual needs of each student. Our Pre-Kindergarten staff is required to have Early Childhood Education and is mostly composed of French speakers, but everyone also speaks English. We provide a minimum of 1 to 2 hours of French daily through activities such as story time, sing-alongs and physical activities.













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LYCÉE FRANÇAIS DE SAN FRANCISCO

4. COMMUNICATION

In-Person:

Every day at drop off (9 am to 9:30 am) and pick-up time (4:00 pm to 4:30 pm), camp staff will be welcoming or handing your child over to you. Do not hesitate to ask them questions or give them information at that time. It is important that you sign in and sign off when dropping off/picking up your child.

Email : camps@lelycee.org

Each site director will communicate with you by email prior to start of the week. They will send you any useful information related to field trips or daily activities. Please be sure to check your emails regularly.

We encourage direct and open communication between parents and camp staff. Please feel free to contact your camp supervisor directly with any questions or concerns. Camp administrators are here for you!

Communication:

To allow families at home and abroad to share all the fun, we will upload to Pixevety all the pictures a few days after each camp.

5. HEALTH & SAFETY



KEEP YOUR CHILD HOME if they have any of the following:

> Fever of 100.4 degrees F or higher
> Sore throat, cough, or difficulty breathing
> Diarrhea or vomiting
> New severe headache especially with fever
> Pink eye or COVID-19 diagnosis / close contact within 2 weeks

If NO symptoms -> child may attend camp as usual.

If YES to any symptom:

- Keep child home until symptom-free for 72 hours
- Contact the school/camp to report illness

NUT & SESAME-FREE ZONE - No foods containing nuts or sesame allowed on campus.

In addition to offering professional supervision by experienced teachers and an excellent ratio of one staff member per seven students, the following steps are being taken:

Staff Training

Camps are supervised by experienced LFSF staff and educators who have been cleared by the school and state authorities to work closely with our campers. Our camp staff undergo training to review our guidelines to ensure that the best needs of our campers will be met. Our number one priority at all times is to make sure that our campers are safe and under constant supervision.

All camp staff and supervisors will receive a mandatory break camp brief with a set of guidelines to follow along with all of our safety policies, (fire alarm, allergies, lock-down procedures, etc.).

First Aid Kits

A first aid/emergency kit is prepared for every camp by our school. Camp supervisors have them at all times. This kit includes: First Aid material, Emergency forms & Medical Forms. Personal first-aid items, (personal epi-pen or medicine to be brought by student). These will be taken with us during all field trips.





6. RULES & BEHAVIORS

OUR VALUES

All students are expected to behave in accordance with our values and school policies (please see camp agreement). All our camps follow regular school policies.

BEHAVIOR & DISCIPLINE

Campers are expected to be polite, respectful, and to follow instructions. Recurring behavioral issues will be reported to parents and the camp director. The Lycee reserves the right to exclude a camper whose conduct poses a danger to themselves or others.

TARDINESS & ABSENCE

Arrival: Children must arrive by 9:30 am. If late, bring your child to the front desk.

Late pick-up fees: $30 aftercare fee for late pick-up when not enrolled in aftercare. $6/minute after 5:30 pm.

Field trips: Students arriving after departure will remain on campus if supervision is available, otherwise they will not be admitted that day.

7. SUMMER CAMP LOCATIONS & TIMETABLE

- **Week 1:** Jun 16 – Jun 18 (3 days)

PreK theme: Welcome to Camp Friends

K-3rd theme: Art camp

- **Week 2:** Jun 22 – Jun 26 (5 days)

PreK theme: Under the Sea

K-3rd theme: Science camp

- **Week 3:** Jun 29 – Jul 2 (4 days)

PreK theme: Stars, Stripes & Superheroes

K-3rd theme: Sports week

- **Week 4:** Jul 6 – Jul 10 (5 days)

PreK theme: Mad Science Lab

K-3rd theme: Circus camp

- **Week 5:** Jul 13 – Jul 17 (5 days)

PreK theme: Around the World

K-3rd theme: Sports week

- **Week 6:** Aug 3 – Aug 7 (5 days)

PreK theme: Safari & Jungle Expedition

K-3rd theme: Cooking camp

- **Week 7:** Aug 10 – Aug 14 (5 days)

PreK theme: Space Explorers

K-3rd theme: Art camp

- **Week 8:** Aug 17 - Aug 21 (5 days)

PreK theme: Carnival, Celebration Week

K-3rd theme: Summer highlights



DAILY TIMETABLE

8:00 - 9:00 am **Early Care**
9:00 - 9:30 am **Welcome & Drop-off**
9:30 am - 4:00 pm **Camp Activities**
4:00 - 4:30 pm **End of Day & Pick-up**
4:30 - 5:30 pm **Aftercare**

CAMPUS LOCATIONS

Sausalito: 610 Coloma St, Sausalito CA 94965
Use Coloma St. entrance. PreK: enter PreK courtyard.

Ashbury: 755 Ashbury St, San Francisco CA 94117
Use Ashbury St. entrance. PreK: enter PreK courtyard.

Ortega: 1201 Ortega St, San Francisco CA 94122
Use Ortega st entrance for drop off and pick up. (WEEK 1: Volleyball clinic, WEEK 2: ART Camp)

8. PICK-UP & DROP-OFF

DROP-OFF

Hours: 9:00 am - 9:30 am

Please contact us if your child will arrive after 9:30 am. Parents/guardians of Pre-K may drop off children in the classroom - please limit your time inside to facilitate the transition for our campers.

PICK-UP

Hours: 4:00 pm - 4:30 pm

No car pick-up service. Please come to the designated pick-up point. If the pick-up person changes, please update staff ahead of time.

EARLY CARE & AFTERCARE

Early Care: 8:00 am - 9:00 am

Aftercare: 4:30 pm - 5:30 pm

Late pick-up fee: $6/minute after 5:30 pm. Aftercare day fee ($30) applies for late pick-up when not enrolled in aftercare.

Please wear a mask if you have any signs of illness at drop-off and pick-up.



9. GROUPS, FIELD TRIPS & BEACH DAYS

Groups

Camp groups are organized by age. Please understand that we cannot accommodate most group change requests due to administrative, licensing and camp organization reasons. Note that all children will have activities sometimes together even if they are not in the same group.

Field Trips

Pre-K groups will not go on field trip. Children in Kindergarten may or may not do field trips depending of the difficulty of the trip, (weather, distance, etc.). For the older campers, a field trip will be planned depending on the weather (Golden Gate Park or Beach for Sausalito). **We will try to avoid field trips on Mondays.** Activities can take place near the campus (Waller Center or MLK field for Sausalito). Other field trips may also be planned, (museums, etc).

Trips to the Beach

For a day at the beach, please make sure to apply **sunscreen** on your child in the morning before they arrive at camp, and leave a labeled bottle in their bag. Have your child WEAR flip flops or other footwear that does not include socks! Please make sure to pack a **towel, bathing suit** and a spare set of clothing. We also highly recommend packing and extra set of under garments on beach days! Please provide a **hat** and plenty of **water.** We will provide pails, shovels, beach toys. Many fun activities are organized throughout the day. If the water is too cold or if a lifeguard is not on duty, we will not be swimming at the beach. Please remember to pack snacks in your child's lunch! They get hungry with all the physical activity.

Other information will be share by the camp supervisor 1 or 2 days prior each field trip.

BE SURE TO LABEL ALL ITEMS OF CLOTHING & EQUIPMENT

10. MEALS & SNACKS ARE NOT PROVIDED

NUT & SESAME-FREE ZONE

Meals are NOT provided for the first 5 weeks. Cantine starts on August 3rd (Week 6). Please pack a nut-free lunch daily..

WATER & HYDRATION

Please send your child with a labeled refillable water bottle. Water fountains are available on campus for refills.

SUNSCREEN & HAT POLICY

Please apply sunscreen before camp. Per California licensing regulations, staff cannot apply sunscreen without prior written permission - please email your camp director.

ALLERGIES & DIETARY RESTRICTIONS

Please contact the Camp Director before camp starts for any severe allergies. Staff are trained to use Epipens - please provide a spare epipen for the duration of camp.

LOST & FOUND

Label ALL items with your child's name. Uncollected items TWO weeks after camp ends will be donated to charity.

11. WHAT TO WEAR/BRING & PRE-K

What Should I Wear?

Please send your child to camp with comfortable shoes for running and playing outside. For days at the beach, please wear flip flops or shoes that do not require socks.
Campers must wear a Lycee Summer Vest (provided by Lycee) during every field trip.
Please be sure to thoroughly apply sunscreen before heading to camp every day and especially on beach days.



What Should I Bring?

At the beginning of camp, please pack a bag (which will be returned on the last day of camp) with the following items:

- A change of clothes
- An unbreakable water bottle
- An extra pair of shoes (not mandatory)
- Please also pack a bag daily that will include: Sunscreen - Hat - A towel and a pair of underwear for beach days

Any other item that your camp supervisor may request

During our camps, children in PreK will be observing mandatory nap times/quiet times.
It's important that you pack:

- A sleeping blanket
- A pillow (if needed)
- A ziplock bag with a full set of spare clothes
- We recommend not bringing toys from home to avoid any losses or sharing issues. If your child brings a toy or comfort item, please only one.
    - **Note: our staff will not be responsible for the lost of any toy or comfort item.**















LYCEE CAMP

camps@lelycee.org

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