UCLA Lab School has been a leader in educational innovation for more than a century. Part of UCLA’s Graduate School of Education & Information Studies, UCLA Lab School is a place where educators and university researchers put theory together with practice in new, effective approaches to teaching; where teachers work together to maximize their talents and decision making for the children they teach; and where children from a broad ethnic and economic spectrum learn together in an atmosphere that respects their dignity, appreciates their diversity and recognizes their creative talents. The school’s philosophy is based on a firm belief that learning opportunities need to be developed within meaningful contexts, allowing for individual differences and varying levels of skill and ability among children. Intrinsically this curriculum is a commitment to help each child develop a strong identity as a lifelong learner, grounded in a positive self-concept and secure sense of worth, confident enough to try new things, to risk failure and to work productively on tasks as an individual and in a group setting leading to personal exploration of content and intellectual understanding.
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**Dates**

**Wednesday, June 17** - Visitation Day and Information Meeting, 10:30 a.m. - Noon

**Monday, June 22** - First Day of Summer School

**Friday, July 3** - Independence Day Holiday Observed (School Closed)

**Friday, July 17** - Last Day of Summer School

**Hours**

**Morning Class Schedule** - 8:30 a.m. to Noon

**Afternoon Summer Sports Camp** - Noon to 3:00 p.m.

**Extended Day Program** - Option I: Noon to 3:00 p.m.

Option II: Noon to 5:30 p.m.

Option III: 3 to 5:30 p.m.

**Important Phone Numbers**

**Principal** – Georgia Lazo  
310.825.1557

**Summer School Director** – Laurie Ramirez  
310.825.1801

**Summer School Program Coordinator** – Sylvia Vallejo  
310.267.4586

**Nurse's Office** – Esmeralda Perez  
310.825.1801

**Extended Day Program Director** – Marie Parks  
310.206.5194

**Front Desk Reception** – Ruby Marrufo  
310.825.1801
Summer School is a four-week program taught by UCLA Lab School faculty. A wide variety of classes are offered in the Sciences, Social Studies, Mathematics, and the Arts. Our faculty are an innovative, dedicated group whose goal is to help students develop the skills they need to succeed in a global society. They bring expertise from teaching in a variety of settings, both public and private, urban and suburban. In addition to advanced degrees, many have extensive knowledge in content areas related to elementary education. They are demonstration teachers who share their craft and commitment with fellow educators who visit from across the nation and abroad.

Our teachers believe that children learn best by being actively involved in the learning process and by connecting what they learn in school to their experiences outside of school. Teachers use a variety of grouping strategies that allow them to draw from students' strengths and provide reinforcement to expand each child's abilities. They respect each child's uniqueness. Teachers provide a nurturing environment that fosters empathy, tolerance, acceptance and respect for all children.

The UCLA Lab School campus offers a relaxing, peaceful school setting, with several play yards and a Redwood Forest.

Afternoon Sports Camp

If you are looking for a fun sports camp for your child, then this is the camp for you! We combine structured physical education with the fun and games synonymous with summer camp. The emphasis of Sports Camp is on active participation and having fun. Our program is designed to ensure excitement and variety in each day. Students have a lot of fun while developing the fundamental skills of each sport, outdoor team games and other recreational activities. In addition to teaching fundamental skills, this camp will teach sportsmanship, leadership, and teamwork. The Sports Camp will help children improve skills in a safe and fun atmosphere that engages each child intellectually, physically, and socially; each child will be empowered to increase personal health and self-esteem. All sports enthusiasts are welcome. No prior experience in a particular sport is necessary.

Extended Day Program

The Extended Day Program is an on-site, after-school program. The program focuses on the social and emotional wellbeing of each child. It provides children with a strong sense of community, values of care and respect, an appreciation of each child's own cultural, language and ethnic diversity, an awareness and validation of feelings and needs, and ways to manage conflicts. Children have many fun activities every day, including group time with stories and
games. They always have choices of inside and outside activities, including many types of arts and crafts, sports, sewing, cooking, dramatic play, science, and much more.

Family Orientation Meeting

If you are new to our Summer School and would like to visit the campus, please join us for the Family Orientation Meeting! **You and your child will have an opportunity to visit his or her classroom and meet the teacher.**

**Wednesday, June 19**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
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<tr>
<td>10:30 a.m.</td>
<td>Community Hall</td>
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<tr>
<td>11:00 a.m. to Noon</td>
<td>Teachers will be available in their classrooms</td>
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If you do not have a parent parking permit on Orientation Day, you will have to purchase a $12 day permit at the underground parking kiosk in Lot 4, located south of the Sunset Blvd. and Westwood Plaza intersection. If you do have a parent permit, try to park along the green curb around the perimeter of the school. If no space is available, overflow space is available (free of charge to permit holders) in Lot 4. Please make sure to abide by the parking restrictions.

General Information

**Arrival at School**

The Blacktop and the North Yards are supervised from 7:45 a.m. for children who wish to arrive early.

<table>
<thead>
<tr>
<th>North Yard</th>
<th>4- to 6-year-old children</th>
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<tbody>
<tr>
<td>Blacktop Yard</td>
<td>7- to 12-year-old children</td>
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- All students in a 4-5 year old classes must be walked into their classroom at school.
- All students in a 4-5 year old classes must be "signed in" by an adult.
- All other children can be walked in starting at 7:45, or dropped off at the carpool area starting at 8:00. Students are expected to walk themselves to their classrooms, after the first week of school
- Please arrive at school in time to begin class promptly by 8:30 a.m.
Security Gates

There are electronic locks at the following gates:

1. North Building entrance
2. Apu’s Garden
3. Carpool and drop-off area
4. Royce Drive entrance

- The gate at the entrance to the school by the carpool and drop-off area will be open for morning drop off, 8:00 – 8:30 a.m., and afternoon pick-up, 11:45 a.m. – 12:15 p.m. and 2:45 – 3:15 p.m.

- Once school has begun for the day all the gates will be locked.

- All gates will be locked at 8:45 a.m. Children who arrive after 8:45 a.m., must be walked to the classroom by a parent through the front entrance of the school at 330 Charles E. Young Dr. North.

- A gate code will be provided for Extended Day Program parents to pick up children from 3:00 - 5:30 p.m.

Leaving Class During the School Day

Teachers may not release a child to anyone without authorization from the office staff. If you need to pick up your child early for an appointment during the day, please come to the front office and complete an “Early Pick-Up Form” to sign your child out. For your convenience, we have designated the first parking space along the green curb in front of school especially for this purpose. If your child is regularly picked up by a carpool, please notify the carpool driver that your child is leaving early.

Field Trips

Many summer school classes take field trips to support the curriculum. Classes frequently make walking field trips to the Fowler Museum, Royce Hall and other points of interest on the UCLA campus. For all trips away from the UCLA campus, the UCLA Field Trip Waiver Form must be signed.
UCLA Lab School maintains a database of current information, such as home address, telephone numbers and emergency contacts for each student. It is essential that this information be kept up to date so that the school can contact parents when there is a need. It is the parents' responsibility to update this form and to keep the school informed of any changes as they occur. Please contact Sylvia Vallejo, in the Summer School Office, at 310.267.4586 with any change of address, phone number, email, emergency contacts or medical information.

We encourage children to be responsible for themselves. This includes keeping track of their own clothing. Please be sure to label all your child’s belongings. Any clothing left at school will be sent to the Lost and Found area located on the Blacktop playground. Lost and Found items will be available there for parents and children to check regularly. At the end of summer school, we will donate to charity any items not claimed. **We also advise parents to dress children in clothes appropriate for active play and art activities. Please do not send children to school with valuables. The school is not responsible for the wear and tear to clothing (grass stains, paint, etc.) or for the loss of any accessories (watches, earrings, necklaces, etc.)**

Periodically, the faculty and staff take photographs of our children as they work and play. These images are used by either UCLA Lab School or parties designated by the school. Teachers may use these photographs in their conference presentations, published materials and our Summer School website. Each year every family is given an opportunity to sign the Model Release Form, which indicates whether you give your permission for your child to be photographed.

Parents are welcome to photograph events in their children’s classrooms, in accordance with our photography policy, but these photographs are to be for personal, home use only. They are not to be published in any way, including posting on websites. *When photographing events in your child’s classroom, please be aware that there are children in the classroom who may not be photographed.* Each classroom teacher is provided with the list of children who may or may not be photographed. For the safety and security of all our children we must ask that parents adhere to this list and this policy.
A Safe School Environment

We are committed to supporting our children’s social development in positive ways. Our focus is to guide children in resolving conflicts by increasing their repertoire of social skills and strategies. Our school is also committed to the goal of fostering a caring community in which all our students feel safe, without physical, verbal or non-verbal harassment or threats of any kind.

Safe School Guidelines, Policy & Procedures

The faculty has developed our Safe School Guidelines, Policy and Procedures for maintaining a safe and nurturing environment conducive to learning and to supporting appropriate interactions among the children. The faculty believes it is important that students and parents be informed about the school’s expectations to maintain a safe school environment. At the beginning of Summer School, all the children will discuss the UCLA Lab School Safe School Guidelines, Policy and Procedures.

- All children will have discussions, guided by the teacher, on how to create a safe school environment and together they will set up classroom behavior rules.
- Teachers guide the children to work out problems by discussing what happened and the effect of their choices on others and themselves.
- Teachers assist children in figuring out SAFE options or strategies that could have helped resolve the problem. Teachers address the situation with only the children concerned but sometimes will ask the class to resolve the problem together.
- A parent conference or other type of follow-up may be arranged.

Additional School Rules

Please review these rules with your child before the start of summer school.

- Respect the environment and other people’s property.
- Follow directions from all school personnel.
- Be in class on time at 8:30 a.m.
- Only items directly related to learning and requested by the teacher may be brought to school.
- Children do not need money at school, unless specifically requested. If older children need to carry very small amounts of money for their activities after school, this money should be kept in their backpacks and not removed during the school day.
• Any clothing or hairstyle that interferes with a child’s learning and/or other students’ learning, will not be permitted.

• Hats and caps are allowed only on the yard for sun protection.

• Candy or gum should not be brought to school.

• Buying or selling of any product is not allowed without the authorization and written consent of the principal.

• Walk inside buildings and from one building to another. Run only on the yard.

• Help keep our campus clean by disposing of all trash.

• Students may not share or trade food at snack or lunch, due to possible allergies.

Guidelines and Expectations for the Use of Mobile Electronic Devices (this section is under review)
The following guidelines and expectations must be adhered to:

1. If you have decided that it is important that your child be allowed to bring a mobile electronic device to school, please be aware that it cannot be used on the school campus during school hours, as such use disrupts the educational environment.

2. If you feel that your child must have a mobile electronic device at school, you must complete and sign a consent form acknowledging that your child has your permission to bring this device to school.

3. UCLA Lab School is not responsible for any damage to or loss of mobile electronic devices that are brought to school.

4. Mobile electronic devices are to be turned OFF while your child is on the school campus. They must also be kept out of sight and stored in the student’s backpack. This includes Smart watches.

5. Any use of mobile electronic devices during the school day, including lunch period, breaks, change of classes, Extended Day Program, without permission of the administration, is considered a violation.

If a student violates this policy, he/she will be reminded of the guidelines and the device will be withheld; the incident will be reported to the principal and a phone call made to the parent. The device must be picked up by the parent.

Health & Safety Information

School Nurse

We are fortunate to have fulltime coverage in the school Health Office every day during the summer school program. Please do not hesitate to contact the nurse if you have any questions or concerns. If your child has any allergies, please make sure to put it in writing and bring the appropriate medications to the Summer School Office.
When a child needs medication at school, parents must obtain a “Request For Medication To Be Taken During School Hours” form, which is available at the front desk. Both a licensed physician and parent must complete the form and place it on file with the school nurse before medication can be sent to school. If you do not have the form with you when you visit the doctor, a note that has been signed by the child’s doctor and that includes the child’s name, the name of medication, the reason for medication and the instructions will be acceptable. All medications must be kept in the Health Office.

DO NOT SEND MEDICATION WITH YOUR CHILD IN A LUNCH BOX! MEDICATION MUST BE BROUGHT BY AN ADULT AND LEFT FOR THE NURSE AT THE FRONT DESK. CLEARLY MARK ALL MEDICATIONS WITH THE CHILD’S NAME, TEACHER’S NAME, CLASSROOM NUMBER, DOCTOR’S NAME AND TELEPHONE NUMBER, AND ANY SPECIAL INSTRUCTIONS.

The school nurse is available to administer the medication, providing the necessary procedures have been followed. If you require further information, please contact Jenny Quintanilla, Health Specialist.

Re-admittance After Illness

If your child has been ill with a communicable disease, such as chicken pox, he/she must see the school nurse to be re-admitted to class, or bring a note from the pediatrician.

Injuries

If your child sustains any type of major injury (e.g., a broken bone), a note from your doctor is required before your child may return to school. Students needing any supportive appliances (crutches, cast, wheelchair, etc.) must also have a written order from the prescribing physician. Call the school nurse for details. Children with casts and splints are not allowed to participate in physical education activities, but alternative activities are arranged until the cast or splint is removed.

Insurance

UCLA Lab School provides accident insurance for all children enrolled at the school. The insurance cost is included in the annual school fees. Please call the school Business Office at 310.206.1134 if you have any questions.
Emergency Plan

At UCLA Lab School, we work closely with the University Department of Environmental Health and Safety to determine how we can best respond to the various kinds of emergencies that may arise. It is extremely important that parents keep all their emergency telephone numbers and contact names current with the School Office. Please call 310.825.2623 or 310.825.1801 whenever you move or change emergency information for your children.

Snack & Lunch

All children who stay for a full day need to bring lunch to school. You may also send an appropriate drink to school with your child. We encourage all families to use recyclable containers. Children are not allowed to leave the premises to purchase breakfast or lunch. All children should bring a mid-morning snack. Candy, gum, soda and beverages in glass containers are not permitted, as they pose a danger to your child’s safety.

Food Allergies

Many children have particular food allergies; therefore it is important that students NOT share their lunches. Parents need to notify the Health Office if their child is allergic to any food and indicate how the allergy is to be treated. Medications may be kept at school only with a Request For Medication To Be Taken During School Hours form, signed by both the doctor and the parent/s.

Footwear & Clothing

Shoes and socks should fit comfortably. Shoes should protect growing feet, help prevent accidents, and always be worn by a child riding a cycle. Open sandals, “Croc” shoes, clogs, boots, and shoes with high heels are especially hazardous and should not be worn. Sneakers are ideal for most children. Children should come to school with hair and clothing styles that are suitable for a school classroom and that do not distract from the learning environment. Comfortable, casual clothing, which enables children to move freely without worrying about getting dirty, is preferable. It is important for younger children to wear clothing that is easy to remove for toileting. Please label your children’s clothing items.
Transportation, Drop-Off & Pick-Up Information

We do not provide transportation. Public bus services and parent carpools are the usual means of transportation.

- **Parking at UCLA Lab School is by permit only.** To purchase a parent permit please contact the Summer School Office at 310.267.4586. If you do not have UCLA parking or a parent parking permit, you must purchase a permit for $12 at the parking kiosk located inside Lot 4 at Westwood Plaza and Sunset Blvd.

- UCLA allows parents with summer parent permits to park in **Lot 4** between 8:00 a.m. and 9:00 a.m. only. After 9:00 a.m. only cars with University permits are allowed to park there, and those with only parent permits will be ticketed.

- Parking is also available, with the parent permit, along the carpool lane (**Gray Curb**) on Charles E. Young Drive North, based on the restricted times. Please note that during pick-up, 11:30 a.m. – 12:45 p.m. and 2:30 –3:45 p.m., there is no parking in this area. Violators will be cited and towed at the owners’ expense.

- **Lot R requires a special UCLA permit;** without this permit cars will be ticketed. Children may not be dropped off or walked into classrooms from this area.

- Cars displaying a parent parking permit may park along the **Green Curb** in front of the Dino Yard. The first space is reserved for 20-minute parking only while on official school business, such as picking up a sick child or delivering school forms to the office staff.

- **Do not park in the green zone in front of the Fernald Child Care building;** this area is only for parents of children enrolled at Fernald. The University will issue tickets for all illegally parked cars.

- The student drop-off and pick-up is located at the cul-de-sac area of Sycamore Court. For the safety of your child, please do not make arrangements to meet your child in any other place. Parents must use the Westwood Plaza entrance to enter the pick-up lane, **DO NOT ENTER THE PICK-UP LANE FROM SUNSET BOULEVARD / ROYCE DRIVE!**
• School dismissal begins at 11:50 a.m. for the morning session and 2:50 p.m. for the Extended Day Program Option I and the Afternoon Sports Camp. We begin to call names at 11:50 a.m. and 2:50 p.m. You must display the PICK-UP CARD enclosed in your parent packet. We are happy to supply extra cards for grandparents, aunts, uncles, neighbors, and babysitters. Please ask at the Summer School Office if you need more.

• Changes from regular pick-up arrangements can only be made in writing and should be given to the child’s classroom teacher in the morning. Instructions by phone or fax will be accepted only in case of emergency, and only if the front office staff can verify them.

Extended Day Program Pick-Up at 5:30 p.m.

There is no pick-up lane for students in the Extended Day Program Option II and III. Parents should park in designated areas and walk to the EDP Cottage for pick up, anytime between 3:00 - 5:30 p.m. The Extended Day Program charges $1 per minute for late pick-up. In addition to our late fee, EDP will drop a family from the program if you arrive late more than two (2) times.
Together with you, we are responsible for your safety and the safety of your children. We thank you for helping ensure a safe environment.

- Drop-off at the curb only.
- Pick-up assistants will direct the traffic and assist your child when necessary. Please be courteous to our attendants.
- Children will be dismissed only to parents or people authorized directly by parents.
- After children are in their cars, parents should drive as forward as possible, and then check their seat belts. Parents must drive forward through the cul-de-sac to exit the campus.
- You must also stop when the crossing guards are holding up the stop sign. Please be aware you still required by law to stop at the stop sign, in addition to observing the crossing guard. You must wait for the pedestrians to cross the street and step onto the sidewalk and for the Crossing Guards to put their signs down.
- You must use the cul-de-sac.
- Stay in your vehicle at all times.

- There are no U-turns. Never cross the double yellow line.
- Do not leave your car unattended in the lane during carpool hours. You will receive a ticket!
- Do not drop off or pick up your child in the crosswalk or disabled parking spaces.
- At no time should parents "cut "into the existing line.
- You may not cross the street until the crossing guards have the crossing signs up and have directed you to cross the street. Please escort your child/children when crossing the street.
- **DO NOT ENTER THE PICK-UP LANE FROM SUNSET BOULEVARD / ROYCE DRIVE, ENTER FROM SUNSET BOULEVARD / WESTWOOD PLAZA ONLY!**
Children Who Walk Across the UCLA Campus

Children, who walk across the UCLA campus, either to their parent’s office or to the municipal transportation stop, should proceed directly to their destination without loitering. Parents must submit written authorization as well as a copy of the child’s walking route.

Late Pick-Up Charges

Parents are expected to be prompt in picking up their children at dismissal time. Students who are not picked up on time are often upset; many of the younger students wonder if they’ve been forgotten, while older students often worry that something has gone wrong.

The late pick-up policy for children who are left after 12:15 p.m. is as follows:

• After 12:15 p.m. children who are not picked up will be taken to the front office. Parents will need to come to the front office to pick-up and sign out their child/children.

• There is a $1 per minute late fee for each child not picked up. The amount due must be paid at the time your child/children is picked up. Please make sure to have a check payable to UC Regents.

The late pick-up policy for children who are left after 3:05 p.m. is as follows:

• The Extended Day Program and the Afternoon Sports Camp charges $1 per minute for late pick-up. In addition to our late fee, EDP will drop a family from the program if you arrive late more than two (2) times.

The late pick-up policy for children who are left after 5:30 p.m. is as follows:

• The Extended Day Program charges $1 per minute for late pick-up.

• After 3:05 p.m. (Sports Camp and Extended Day Program Option I) and 5:30 p.m. (Extended Day Program Option II & III), if contact and arrangements have not been made by the school personnel with a family member, caregiver, or person on the authorized emergency roster, arrangements will be made to have the student picked up by the UCLA Police and taken to their headquarters located at 601 Westwood Plaza. If this situation occurs, UC Police can be contacted at 310.825.1491. Please make sure to make carpool arrangements in advance and keep all emergency phone numbers updated at the school to avoid any possibility of this occurring.