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. Intrinsic to 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 16 – Meet Your Teacher and Summer Information Zoom Meeting, 10:30 a.m. - Noon
Monday, June 21 - First Day of Summer School
Monday, July 5 - Independence Day Holiday Observed (School Closed)
Friday, July 16 - Last Day of Summer School

Hours

Class Schedule - 8:30 a.m. to Noon
Extended Day Class – 8:30 a.m. to 2:30 p.m.

Important Phone Numbers

Principal – Georgia Lazo
310.825.1557

Summer School Director – Laurie Ramirez
310.206.8168

Summer School Program Coordinator – Sylvia Vallejo
310.267.4586

Nurse's Office – Janelle Cowan
310.825.1801

Front Desk Reception – Ruby Marrufo
310.825.1801
Summer School is a four-week program taught by UCLA Lab School faculty and staff. 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.

### Family Orientation Meeting

If you and your child are new to our Summer School and would learn more about the program and meet the teacher remotely, please join us for the Summer Family Informational Meeting!

**Wednesday, June 16**

10:30 a.m.     Zoom informational meeting.
11:00 a.m. to Noon     Zoom with classroom teachers.

### Covid-19 Addendum (Summer 2021)

The Summer 2021 student enrollment includes a COVID-19 Addendum that outlines operational guidelines amid the pandemic. Parents and guardians are required to read and initial each statement to indicate their understanding and agreement to follow the listed procedures.
I understand and agree that I need to follow the everyday preventative measures established by the UCLA Lab School and the UCLA PreK-12 Department for children and families, which also aligns with the Centers for Disease Control (CDC) and guidelines from Los Angeles Public Health and California Department of Public Health. These include procedures for daily self-screening for children, as specified below. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.

1. _____ I understand and agree that I will immediately notify UCLA Lab School if I become aware of any person with whom my child or I have had contact who is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19. Further, I will immediately notify the UCLA Lab School if anyone from my place of employment is presumed positive or tests positive for COVID-19, whether or not I have had direct contact with that person.

2. _____ I understand and agree that anyone in my household who has close contact with any person who is advised by a doctor or the health department to self-isolate, quarantine, or is confirmed positive by a test, must self-quarantine for 10 days following contact with said person.

3. _____ I understand and agree that while present in the school each day, my child will be in contact with children, and other employees who may be at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the UCLA Lab School safe and reducing the risk of exposure by following the practices outlined herein.

4. ____ I understand and agree that the UCLA Lab School reserves the right to deny services in the event that a child or family is unable to conform to the guidelines and requirements stated in this contract.

My child

5. _____ I understand and agree that to enter the UCLA Lab School’s premises my child must be free from COVID-19 symptoms. My child may be screened daily for symptoms when arriving at the UCLA Lab School. Symptoms include:
   i. Fever of 100.0 degrees Fahrenheit or higher
   ii. Dry cough
   iii. Shortness of breath
   iv. Chills
   v. Loss of taste or smell
   vi. Sore throat
   vii. Muscle aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues, we must proceed with an abundance of caution during this pandemic.

6. _____ I understand and agree that I must notify UCLA Lab School if my child has taken any fever reducing medication in the prior 24 hours. I understand that anyone with a
temperature of 100.0 degrees or higher must stay home fever free for 72 hours before returning to the UCLA Lab School.

7. ______ I understand and agree that if, during the day, any of the above symptoms or a fever appear, my child will be separated from the general group. I will be contacted by the UCLA Lab School, and my child MUST be picked up from the school as soon as possible and within 60 minutes after being notified. I understand that I will need to update my child’s emergency card so the contact information is accurate and current.

8. ______ I understand and agree that anyone with symptoms consistent with COVID-19, including children, must remain at home in isolation for a minimum of 10 days, and the last 3 days with resolution of fever (without fever reducing medication) and improvement of other symptoms.

9. ______ I understand and agree that my child’s temperature will be taken, as well as a general wellness check, randomly at drop-off and as needed throughout the day while on the UCLA Lab School premises.

**Drop-off and pick-up**

10. ______ I understand and agree that I will NOT be permitted to enter the UCLA Lab School beyond the designated drop-off and pick-up area. I will use the carpool area of the school for drop-off and pick-up routines as established by UCLA Lab School. I understand that UCLA Lab School hours will be 8:30am-12:00pm (2:30pm for Extended Day classes). While on the premises, I must practice social and physical distancing, wear a face-covering, and remain at least 6 feet from other people, except for my own child. I understand that transitions between drop-off and pick-up will need to be as brief as possible. I understand that this procedure change is for the safety of all persons present in the school and to limit, to the extent possible, everyone’s risk of exposure.

11. _____ I understand and agree that if there is an emergency requiring me to enter the UCLA Lab School beyond the designated drop-off and pick-up area, I MUST wash my hands before entering and wear a face-covering. While in the school I must practice social distancing and remain at least 6 feet from other people, except for my own child.

**At UCLA Lab School**

12. _____ I understand I must comply with daily symptom monitoring and University and UCLA Lab School established protocols for screening before entering the UCLA Lab School and University campus. Staff and children will be monitored throughout the day for any signs of possible illness.

13. _____ I understand and agree that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using running water and rubbing with soap for at least 20 seconds. Frequent handwashing will occur throughout the day including before and after eating, after activities that involve sharing supplies, after coughing and sneezing, after playing outside and after using the restroom.

14. _____ I understand and agree that all personal items, such as clothing, blanket, lovey, and personal items, including my child’s lunch, will need to be labeled and brought in using a backpack to ensure all personal items are kept separate from others’. My child’s backpack will come home every night and will need to return the next day. Personal toys and games should be kept at home.
15. _____ I understand and agree that my child’s lunch must be labeled. I understand that I will need to provide utensils and containers as required for my child’s lunch. Lunches will not be heated in microwave ovens.
16. _____ I understand and agree that visitors and volunteers will be restricted from the program until further notice.

**Outside UCLA Lab School**

17. _____ I understand and agree that outside of UCLA Lab School care, in order to control my child’s exposure in the community, I will comply with any and all state, county or local stay-at-home orders, and I will follow any recommendations from the CDC that limit my child’s risk for exposure including wearing a mask in all public areas and remaining at least 6 feet from all other people.
18. _____ I understand and agree that UCLA Lab School discourages travel, outside of essential needs, during this re-opening phase of the center. I will notify UCLA Lab School of any travel outside Los Angeles County by anyone who lives in my household, and I understand that we may be asked to self-quarantine for 10 days before returning to UCLA Lab School and University campus.

I, [GUARDIAN NAME HERE] comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by UCLA Lab School will result in termination of my enrollment. I acknowledge that my enrollment will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID19.

I certify that I have read, understand, and agree to this addendum of UCLA Lab School parent handbook and my enrollment in the summer program.

**Note: Each parent/guardian must sign.**

Parent/Guardian Name:

Parent/Guardian Signature:

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

**General Information**

**Arrival at School**
The Blacktop and the North Yards are supervised from 8:10 a.m. for children who wish to arrive early.

<table>
<thead>
<tr>
<th>North Yard</th>
<th>4- to 6-year-old children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blacktop Yard</td>
<td>7- to 12-year-old children</td>
</tr>
</tbody>
</table>

- All other children 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 1:45 – 2:15 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 1:00 - 2:30 p.m.

Leaving Class During the School Day

Parents and caregivers are NOT be permitted to enter the UCLA Lab School beyond the designated drop-off and pick-up area. UCLA Lab School summer hours are 8:30am- 12:00pm. If an early pickup is necessary, please complete the Early Release form online beforehand. Upon arrival, let the front desk know that you are here and wait outside for your student to arrive. While on the premises, all adults must practice social and physical distancing, wear a face- covering,
and remain at least 6 feet from other people, except for their own child. Please understand that transitions between drop-off and pick-up will need to be as brief as possible. This procedure change is for the safety of all persons present in the school and to limit, to the extent possible, everyone’s risk of exposure.

**Student Information**

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.

**Lost and Found**

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.)**

**Photography**

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.

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.

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.

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.

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.

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 are enrolled in the Extended Day Class 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.** Due to Covid precautions, parents will not be able to park at Lab School.

- **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.

- **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.

- **All students in the following classes will hold student drop-off and pick-up at the front of the school.** The carpool line will begin green curb. 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!**
  - Story, Song & Play
  - Giant Steps
  - Explore, Express, Expand
  - Younger Rainforest class

- **The student drop-off and pick-up for the following classes 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!**
  - Math Around the World
  - Ocean Explorers
  - Older Rainforest class
  - Literacy and Math classes (3)
- Summer Science (2)
- Song & Production
- Sports Camp

- The student drop-off and pick-up for the Extended Day classes 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 11:55 a.m. for the morning session and at 2:25 for the Extended Day classes.**
- 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.
Drop-Off & Pick-Up DOs

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.

Drop-Off & Pick-Up DON'Ts

- 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, 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.

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 2:30 p.m. is as follows:

- 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 (3) times.