



Sonoma Preschool Academy

Summer Camp Family Q&A

We recognize that choosing a summer program—especially for young children—is an important decision. Our goal is to provide a safe, consistent, and nurturing environment where children can feel secure and families can feel confident in their care. Below are answers to frequently asked questions:

What is the child-to-teacher ratio for 2-year-olds?

We maintain a low ratio of approximately 1 teacher for every 4–6 children in our 2-year-old group. This allows for close supervision, individualized attention, and support for each child's needs.

How are staff members background checked?

All teachers undergo comprehensive background checks prior to employment, including criminal history screening and reference verification. We hire individuals who demonstrate good judgment, reliability, and a commitment to working with young children.

Are teachers CPR certified and first-aid trained?

Yes. All teachers are required to maintain current CPR and First Aid certification. In addition, they participate in ongoing training related to health, safety, and child development.

Will my child have the same teacher each week?

Children are assigned to a consistent group with a primary teacher to provide stability and build trust. While additional teachers may assist throughout the day, we prioritize continuity so children see familiar teachers each week.

What is your check-in/check-out process?

We use a structured sign-in and sign-out process. Children must be checked in and out by an authorized adult listed on the family's account. Identification may be requested when necessary, and staff verify all pickups to ensure each child's safety.

Are doors and gates secured during camp hours?

Yes. All entrances and outdoor gates are secured during camp hours. Access to the facility is controlled, and visitors are monitored at all times.

What safety training do staff receive for emergencies?

Teachers receive training in emergency preparedness, including procedures for unauthorized individuals on campus, evacuation, shelter-in-place, and active supervision. Regular drills are conducted to ensure staff are confident and prepared to respond appropriately.

What are your protocols for injuries or a missing child?

- **Injuries:** Minor injuries are treated immediately by trained staff, and families are informed at pickup or sooner if appropriate. For more serious injuries, we contact parents right away and seek medical attention as needed.
 - **Missing child:** While extremely rare due to constant supervision and routine headcounts, we have a strict protocol that includes immediate staff response, securing the area, and notifying authorities and families without delay.
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Are there cameras in camp areas?

Cameras are installed in select areas of the facility for safety and security purposes. Access to recordings is limited and used in accordance with privacy and safety policies.

How do you support children with separation anxiety or emotional distress?

We use a supportive and responsive approach to help children adjust. Staff provide reassurance, maintain consistent routines, and offer one-on-one support when needed. If a child is upset, we work to comfort them while gently helping them engage in activities at their own pace.

How do you handle diapering and potty training?

Diapering is done following strict health and sanitation procedures. For children who are potty training, we partner with families to maintain consistency and provide encouragement, while respecting each child's individual readiness.

What type of communication do you provide to parents?

We maintain open communication with families through daily check-ins at drop-off and pickup. Staff share updates about each child's day, and additional communication (such as emails or weekly summaries) may be provided as needed.

What happens during hot weather?

We closely monitor weather conditions throughout the day. When temperatures rise, we adjust schedules to include more shaded or indoor activities, ensure frequent water breaks, and limit outdoor play as needed. We follow established health and safety guidelines to determine when conditions are too hot for extended outdoor time.

My child has not been away from me for long periods—do you have any recommendations?

It is very common for young children to need time to adjust. To support a smooth transition, we recommend establishing a consistent drop-off routine, keeping goodbyes brief and reassuring, and speaking positively about camp. If possible, practicing short separations in advance can also help. Our staff will work closely with you to support your child and help them feel comfortable and secure.

What about food safety, meal times, and allergies?

Children are required to bring a lunch box and a water bottle each day. Morning snack time is at 10:30 a.m., and lunch is at 12:30 p.m.

To help keep food fresh and safe, we recommend including ice packs in lunch boxes, especially for items such as yogurt, meat, and cheese. All meals must be school-safe and nut-free. Sunflower seed butter is permitted as an alternative.

Allergies are clearly documented and communicated to staff to ensure appropriate precautions are followed at all times.

During Cooking School week, children will prepare simple, child-friendly organic snacks. Families who enroll will receive a list of planned foods and ingredients in advance.

We encourage families to pack balanced, nutritious lunches that include protein, fruits, and vegetables, and to limit foods high in sugar.

What paperwork is required for enrollment?

All families will receive an enrollment packet prior to the start of camp. This packet must be completed and submitted before your child's first day.

Required forms include:

- Emergency contact information
- Pre-admission health report
- A current copy of your child's immunization records

Additional forms or information may be requested as needed to ensure we have complete and accurate records for your child's safety and care.

When are fees due and what types of payment are accepted?

Families may enroll in individual camp weeks, if space is available, or choose all three weeks at a discounted rate.

Payment may be made by check (payable to Sonoma Preschool Academy) or through our Brightwheel portal. All payments must be received by May 31.

Thank you

We are happy to answer any additional questions and appreciate the opportunity to care for your child. Our team is committed to creating a safe, positive, and engaging summer experience for every camper.