



University of California Los Angeles

CENTRE GUIDE 2025



Table of Contents

About Us	3
Welcome to UCLA	4
Staff at Centre	5
Pre-Arrival	6
At the Airport	7
At the Centre	7
About UCLA	8
Language Programme	11
Student Code of Conduct	12
Excursions & Activities	13
Group Leaders	17
Individual Students	19
Important Information	20
FAQs	21

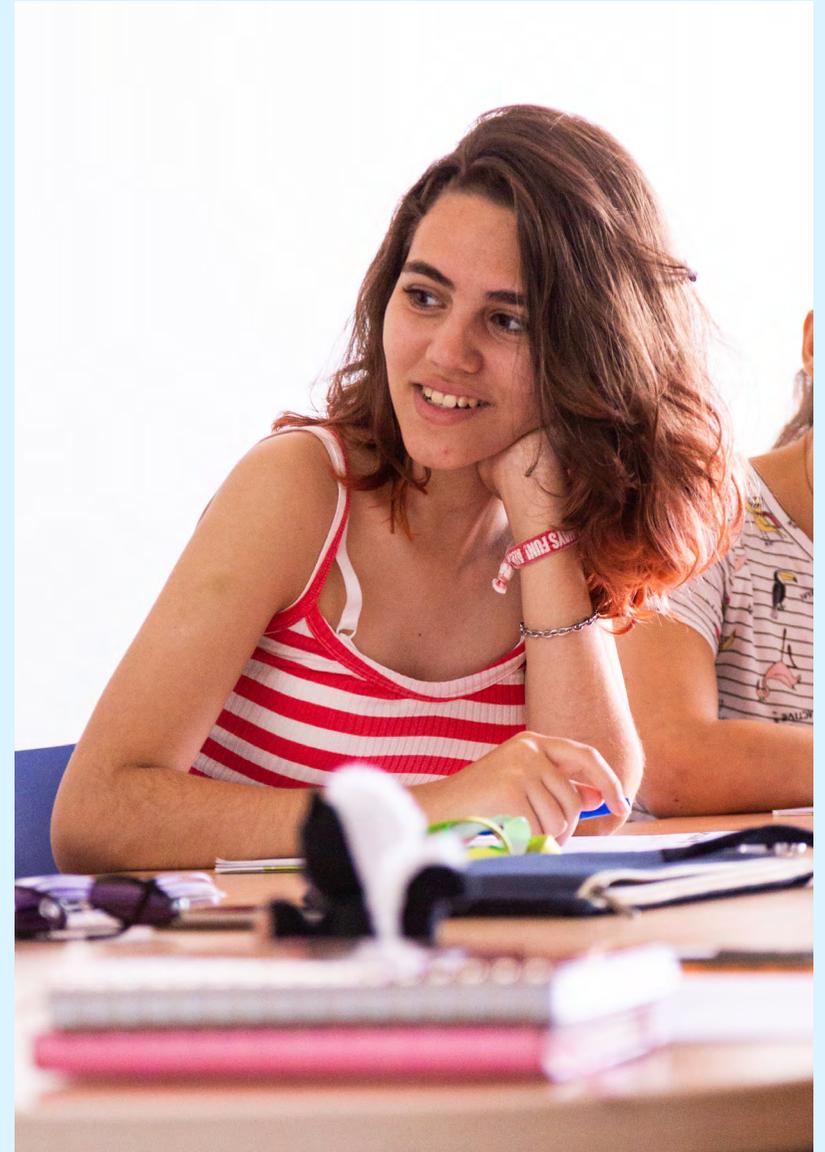
About EC Young Learners and Embassy Summer

Embassy Summer is a trusted global leader in immersion language with over 30 years of experience in delivering rewarding English language programmes for young learners.

At Embassy Summer we provide a truly life-changing experience for students from all over the world.

Working with global centres and schools from around the world we've navigated through many years, challenges, and joys.

Learning English is only part of the journey. Our language programmes are available from 1 week to 3 weeks during the summer and include exciting activities. Our summer camps also introduce international students to local social life and culture through a variety of exciting excursions.





Welcome to UCLA

Welcome to the vibrant heart of Los Angeles, where language fluency meets cultural immersion at UCLA! Our esteemed campus invites young learners to embark on a transformative journey of linguistic discovery and cross-cultural exchange. With a focus on English language immersion, our programme offers an unparalleled opportunity for students to enhance their communication skills while exploring the rich tapestry of American culture.

Nestled in the bustling metropolis of Los Angeles, UCLA provides a safe and dynamic environment for students to thrive. Our dedicated staff are committed to nurturing each student's language proficiency, offering engaging classes taught by experienced educators who inspire confidence and foster a love for language learning. From interactive language workshops

to immersive cultural experiences, our programme is designed to cultivate fluency in English while fostering friendships that span the globe.

Beyond the classroom, students will embark on thrilling adventures to iconic attractions such as Hollywood, Santa Monica, and The Getty Center. Our comprehensive programme seamlessly blends language acquisition with exploration, providing a perfect balance of academic enrichment and cultural immersion. With our mission to lodge, educate, entertain, and guide students through unforgettable experiences, UCLA is the ultimate destination for young learners seeking to unlock the power of language and connect with the world. Join us at UCLA and embark on a journey that will broaden horizons and open doors to endless opportunities!

Staff at Centre

Centre Manager (CM)

The Centre Manager is the linchpin of operational efficiency at the centre. They meticulously oversee finances, housing, and staff management to ensure a seamless experience for all involved. Upon arrival, Group Leaders are encouraged to engage with the Centre Manager to review and refine the programme's details.

Centre Administrator

The Centre Administrator is the behind-the-scenes hero, providing indispensable support to the Centre Manager. Their administrative prowess ensures the smooth sailing of camp operations, from paperwork to logistics, leaving no detail overlooked.

Activity Manager (AM)

At the helm of our vibrant activity programme is the Activity Manager, orchestrating a symphony of experiences for participants. Regular collaboration with Group Leaders and the Centre Manager ensures that the programme is finely tuned to meet the needs and desires of all involved.

Centre Academic Manager (CAM)

Excellence in education is the cornerstone of our programme, and the Academic Manager spearheads this mission. They are dedicated to upholding the highest standards in teaching and learning delivery, ensuring that each participant receives an enriching educational experience.

Assistant Activity Manager (AAM)

Working hand in hand with the Activity Manager, the Assistant Activity Manager elevates onsite activities to new heights. Their focus on inspiration, dynamism, and enjoyment ensures that every moment outside the classroom is a memorable one for participants.

Teacher

Beyond imparting knowledge within the classroom, teachers play a pivotal role in shaping students' holistic experience. Many of our educators seamlessly transition into the role of Activity Leaders, fostering deeper connections with students beyond academic settings.

Activity Leader (AL)

Outside the classroom, Activity Leaders are the dynamic force behind the students' extracurricular adventures. From organizing onsite activities to supervising excursions, meal times, and night activities, they infuse each moment with enthusiasm and safety.



Pre-Arrival



Clothing

You will be participating in daily on-site activities and off-site excursions, so we recommend that you bring comfortable clothing, a hat, and walking shoes. We also suggest bringing clothing appropriate for dressing up occasionally in the evenings. Sunscreen, a rainproof jacket, a secure handbag, backpack, or traveler's wallet, and sunglasses are also advisable.



Emergency information

Always ensure that important numbers and contact details are entered into your phone and written down in your purse or wallet. Please refer to all emergency contact information provided in your arrival packet.

West Coast (LA) Emergency:
1-213-723-0500



Everyday essentials

Be sure to bring medication, toiletries, sanitary essentials, a toothbrush, toothpaste, a towel, a hairbrush, a comb, a hairdryer, sleepwear, socks, underwear, glasses/contact lens equipment, a water bottle, and plastic bags for dirty laundry or wet items.



Electrical appliances

In the United States, power plugs and sockets are of type A and B. The standard voltage is 120 V, and the standard frequency is 60 Hz. If you bring electronics such as hair dryers, cell phones, computers, or other equipment, please bring the appropriate electrical adapter.



Prescription medication

If you take prescription medication, make sure you pack enough for your stay. It is important to pack your medicine in its original packaging in case you are questioned about it at customs. We recommend bringing a note from your doctor stating that these medications are required.



Carry-on luggage

We recommend packing these items in your carry-on luggage in case you need them while traveling:

- ✦ Passport
- ✦ Student Visa (if required)
- ✦ Medical waiver form
(if under the age of 18)
- ✦ Emergency contact form
- ✦ Money



Technology

We recommend bringing only a single phone, iPad, or tablet. We also suggest bringing headphones, a camera, and all appropriate chargers. Ensure that students have access to their mobile data and have WhatsApp installed upon arrival. Students will use their phones to communicate with Embassy Summer staff. Make sure mobile data is accessible and that WhatsApp is installed before arrival so they can contact home free of charge.



What Not to Pack

We can only guarantee that one suitcase and a small carry-on will be transferred with you for airport transfers. If you need to bring more luggage than this, please let us know in advance. We do not recommend bringing bedding, bed sheets, pillows, expensive electronics, valuables, a travel iron, or an excessive amount of clothing.



At the Airport

Who will the student meet at the airport?

Upon arrival at the airport, you will be met by an Activity Leader who will welcome you to your destination. The Activity Leader will be wearing a monochromatic shirt (a shirt with one distinct and noticeable color) that will be easy to see from a distance. The shirt will also have an Embassy Summer logo, making them easily recognisable. The Activity Leader will accompany you to your bus, though they may not travel to the centre with you.

What should students do if they cannot find the Embassy Summer representative?

If, after 10 minutes, students cannot find the Embassy Summer Airport Greeter, they should call West Coast (LA) Emergency at 1-213-723-0500 (from the information desk or a mobile phone).

What should students do if they have missed their flight, or the flight is delayed?

Students should notify Embassy Summer by calling West Coast (LA) Emergency at 1-213-723-0500.

Transfer

Average journey times to and from UCLA are between one hour and an hour and a half.



At the Centre

Arrival Procedure

Upon arrival at the centre, our team will welcome you and provide you with a welcome pack, a lanyard, and a student ID card. We aim to have bedrooms ready when you arrive or by 5 pm at the latest.

Departure Procedure

The day before departure, a staff member will check for basic room cleanliness and ensure basic preparations for departure are complete. An hour or earlier before departure, a staff member will perform one last check for room cleanliness. If the room is not clean and the student must depart, the student forfeits their deposit and will not get it back. A staff member will escort the student to their bus transfer but will not accompany them to the airport.

About UCLA

Age: 12–17

(11 and 18 yr olds are accepted if they are a part of a group with a leader – junior programme)

Dates: 22 June – 03 August

Arrival & Departure Day: Sunday

If students would like to arrive or depart on a different day, please confirm with our booking team.

Accommodation Features



Size of the centre

Medium



Room Facilities

Desk, Chair, Wardrobe, Bed Linen, Towels, Wi-Fi.



Building Facilities

Cafeteria, Communal Dining Room, Communal Lounge, Free Wi-Fi, Laundry Facilities, Lift, Meeting Point, Security, Sport Premises, Vending Machines Available, Wheelchair Accessible, Shop on-site.



Room Type

Twin Room Standard, Triple Room Standard



Bathroom Type

Communal Bathroom, Shared Bathroom
(8 students per bathroom)



Address

Embassy Summer School
Rieber Hall 310 De Neve Dr, Los
Angeles, CA 90024

[See on Google Maps](#)

Accommodation Deposit

A damage deposit of \$100 is collected from all students upon arrival at the centre. This money will be returned at the end of their stay, subject to any damages caused.

Cleaning

Students are responsible for cleaning their own bedrooms. Bathrooms and common areas are cleaned by university staff on a weekly basis. Students must keep their private spaces clean.

Laundry Facilities

Washers and dryers are available, with approximately 15 washers and dryers on-site. The total cost of doing laundry will be under \$5. Cash will be given to a staff member, who will provide access to the laundry room and assist with the process.



Wi-Fi

Wi-Fi is accessible everywhere. Embassy Summer staff will provide internet access information upon arrival.

Sports Facilities

There are on-site sports facilities available, including volleyball, basketball, and soccer.

Shop/Café

There are shops and cafes nearby.

Security

Embassy Summer provides a night attendant to ensure additional safety during the evenings.

Safe

A safe is available on-site in the Centre Manager's office.

Linens and Towels

Bed linens and towels are changed upon request.

Social Spaces

There are social spaces available on-site for students to socialize.

Meeting point

Students will be shown the meeting point upon arrival at the centre.

- ✦ Always listen to the time and place
- ✦ Always be on time
- ✦ Never go off alone
- ✦ Always wear your ID card



Meals

UCLA offers full board accommodation, ensuring that students have a proper nutritional balance. We provide suitable meals to help them stay healthy, focused, and energized. All our programmes include a variety of hot and cold meal items, and we can cater to most dietary requirements.

Embassy Summer needs to be informed of dietary needs in advance to provide accurate information to our suppliers.

All meals are provided near the students' residence. Mealtimes vary and will be decided upon when summer begins.

Breakfast

Hot breakfasts are provided 7 days a week. Continental breakfast includes fruit drink, cereals, toast, preserves, tea, or coffee.

Lunch

Hot lunch is provided, with side dishes available. Lunch contents vary daily, and packed lunches are provided.

Dinner

Hot dinner is provided, with side dishes available. Dinner contents vary daily.

No Halal options available in this centre.



Local Transport

Transportation will be provided via coach and public transportation.

Students are expected to:

- Always stay with your group
- Pay attention when getting on or off buses
- If you get lost, ask the transport staff or a policeman for help
- Always carry your ID card with you
- If you get separated, try to stay where you were last seen

Bank/Post Office

Banks and post offices are within walking distance.

Please discuss individual needs with your Centre Manager.



Hospital/Doctors

Nearest Hospital:

UCLA Ronald Reagan Medical Center
757 Westwood Plaza, Los Angeles, CA
90095

The cost of a doctor consultation varies depending on the situation.

Fire Drills & Safety

It is a requirement that at any residential centre, fire drills must take place. During the fire drill, students should leave all their belongings behind and evacuate the building as quickly as possible. Please ensure that all students have left their rooms and stand at the designated evacuation point outside. There will then be a roll call. If any students are unaccounted for, or the evacuation is too slow, the fire drill will be classed as a 'failure' and will need to be repeated at a later date.

Fire Evacuation

- Leave quickly when the alarm sounds
- If you discover a fire, sound the alarm
- Warn others close by
- Go to the assembly point immediately
- Do not run
- Do not try to fight the fire
- Do not use the lifts
- Do not go back to your room to collect things

Curfew

Evening curfew is 10:00pm.

All students must be in their accommodation by this time unless on an excursion.

They must be in bed with lights off by 11:00 pm or 12:00 am depending on the evening activity/graduation.

Road safety

Be alert! Always use pedestrian crossings, wait until it is safe to cross the road, and look both ways before crossing. Activity Leaders will assist large groups of students by leading them across the street and stopping them as necessary to facilitate the process.

Language Programme

- ✦ Taught by friendly teachers, trained to deliver the Embassy Summer lessons
- ✦ 20 x 45-minute lessons per week, either in the morning or afternoon
- ✦ Placement test on day 1
- ✦ Approximately 17 students per class
- ✦ All lessons delivered in spacious, well equipped classrooms
- ✦ Curriculum with an emphasis on communication skills
- ✦ Materials included, as well as an end-of-course certificate



First Day at school

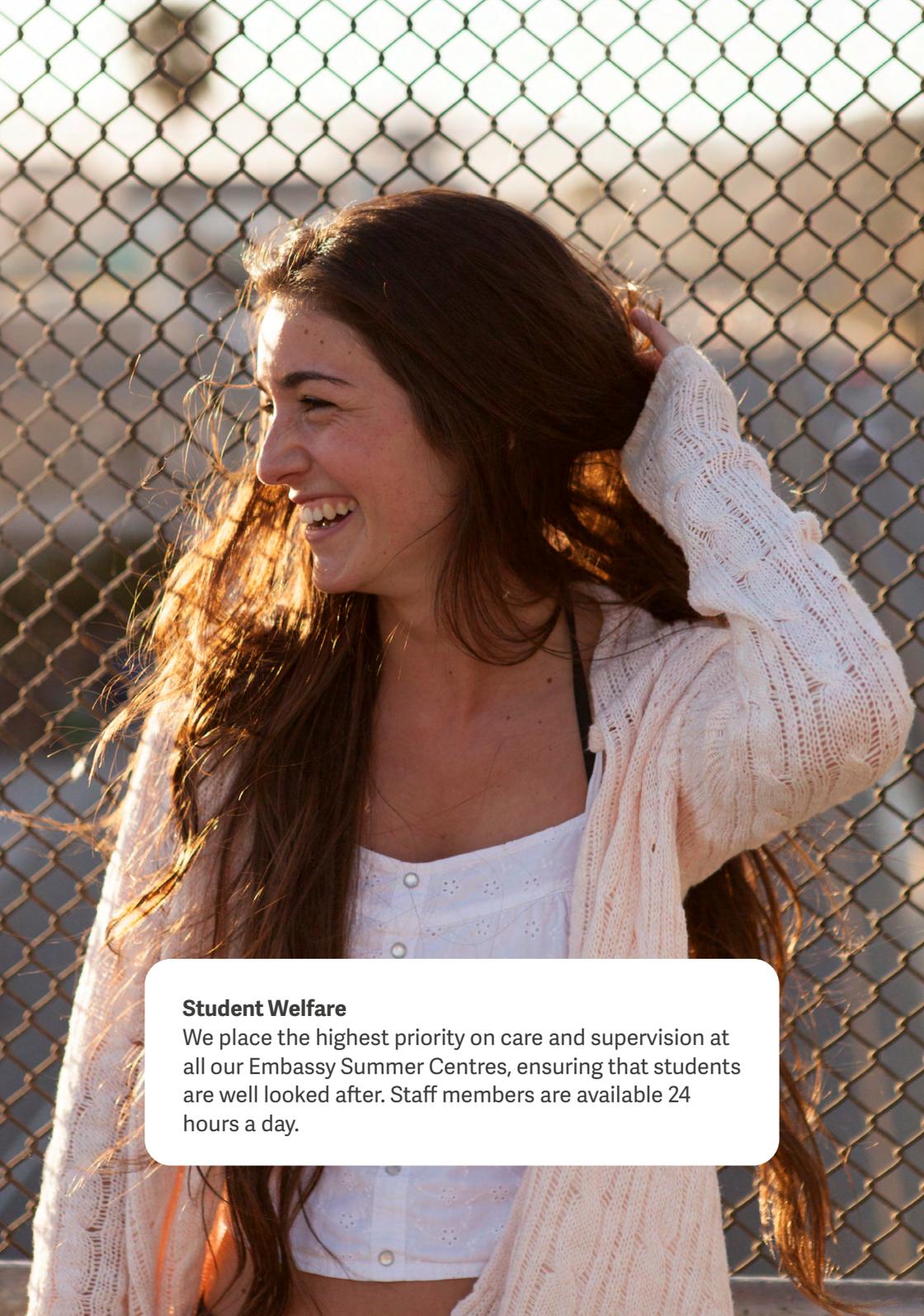
There will be a student induction at school on the first Monday, led by Embassy Summer staff. Students will be provided with information about the centre where they are staying, and Embassy Summer rules and regulations will be explained. The induction will last an hour and will be an interactive session designed to inform students about everything they need to know for their stay.

After the induction, students will have a placement test, which includes a multiple-choice grammar test and a writing test.

Level Placement

Students are placed according to the results of the placement test, their age, and an acceptable nationality split. Teachers will confirm that they are in the right class during the first two days of school. If they are not, they will be moved accordingly.

If students think that they are not in the right class, they can discuss it with the academic team.



Student Welfare

We place the highest priority on care and supervision at all our Embassy Summer Centres, ensuring that students are well looked after. Staff members are available 24 hours a day.

Embassy Summer Code of Conduct

At Embassy Summer, we are dedicated to fostering a learning environment that upholds the principles of respect, dignity, honesty, integrity, tolerance, equality, and diversity. It is essential that all students embody these values and conduct themselves in a manner that reflects maturity, respect, and cooperation at all times. Our teachers, administrative staff, and students collectively contribute to cultivating a positive and enriching learning atmosphere within the classroom and across our campus.

Students are expected to:

- ✦ Respect Embassy Summer staff, teachers, fellow students, and their property, demonstrating responsible behaviour
- ✦ Refrain from using language or engaging in actions that may cause harm or discomfort to others within the school community
- ✦ Cooperate with Embassy Summer staff by promptly identifying themselves when requested to do so
- ✦ Adhere to the EC Attendance Policy by attending classes regularly and arriving punctually
- ✦ Actively contribute to a productive learning environment during class sessions
- ✦ Responsibly stow away cell phones when instructed to do so during class time
- ✦ Refrain from any behavior that could potentially damage the school environment or violate local or national laws
- ✦ Properly dispose of trash by using designated trash cans, both indoors and outdoors
- ✦ Speak English exclusively while on school grounds, including classrooms, corridors, offices, and student lounges

Excursions & Activities

Exploring the local towns, larger cities, and famous attractions with new friends is a significant part of the summer school experience! We strive to strike a balance between time spent in and out of the classroom to enrich the student experience.

All of our programmes offer a variety of full-day and half-day excursions, and students also have the opportunity to participate in additional trips (known as optional excursions) if they wish to further explore the area.

When not out on excursions, we provide our students with a wide range of activities to enjoy. These activities vary depending on the facilities available at each centre but generally include a mix of sporting and non-sporting events, as well as larger, whole-school evening activities such as discos, karaoke, and cultural quizzes.

Our activity programme is designed to encourage students to socialize and practice English in a less formal

setting than the classroom.

Here are a few examples of the places we may visit and activities carried out at UCLA:

Full Day Excursions

These outings take students to various locations in LA, such as downtown LA, beaches, and museums. Buses are the primary means of transportation, with both private coaches and public transportation used to traverse Los Angeles.

On-Site Activities

On-site activities include arts and crafts nights, game nights, and casino nights.

Optional Excursions

Optional Excursions are not included in the programme and require an additional cost. Optional locations may include Disneyland, Universal Studios, and Six Flags.

Please note that the sample programme provided is for illustrative purposes only and is subject to amendments or alterations.



Sample 3 Weeks Programme

WEEK 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning		Induction / Placement					
Afternoon	Arrivals	Campus Tour / Supply Run	Downtown LA - Olvera Street & Little Tokyo	Lessons	Santa Monica Pier & Third Street Promenade	Lessons	Citadel Shopping Outlets & Griffith Observatory
Evening		Ice Cream Social and Icebreakers - Make your own ice cream and socialise!	Scavenger Hunt - Find All of the Hidden Items Before Your Friends!	Volleyball Tournament - Serve, set, and spike your way to glory by outmaneuvering your opponents!	Movie Night - Settle in for a relaxing night with popcorn, drinks, and friends!	Graduation Party / Karaoke Night Sing along with your favorite songs!	Spa Night - Kick back and relax, self care to the max!

● Academic
 ● Leisure
 ● Cultural

Sample 3 Weeks Programme

WEEK 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning		Lessons					
Afternoon	Onsite Games / Optional Trips	Supply Run	California Science Center & Century City Mall	Lessons	Beverly Hills & Hollywood	Lessons	Malibu & Getty Villa
Evening		Ice Cream Social and Icebreakers - Make your own ice cream and socialise!	Sip and Paint - Unleash your inner artist while savoring fine mocktails and great company!	Tie-Dye Extravaganza - Transform plain fabrics into vibrant masterpieces with colorful twists and patterns!	Culture Night - Indulge in a delightful array of cultural cuisines and dive into the rich history behind each dish!	Graduation Party / Dance Party Get your groove on with a variety of music options!	Talent Show - Step into the spotlight and dazzle us with your extraordinary skills and talents!

● Academic ● Leisure ● Cultural

Sample 3 Weeks Programme

WEEK 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning		Lessons					
Afternoon	Onsite Games / Optional Trips	Supply Run	LACMA & The Grove Shopping Center	Lessons	Getty Center & The Americana at Brand	Lessons	Beach Day: Venice Beach
Evening		Ice Cream Social and Icebreakers - Make your own ice cream and socialise!	Jeopardy Night - Challenge your knowledge and compete for glory in a thrilling game of trivia and quick thinking!	Mini-Olympics - Get ready for a series of fun and competitive events where you can showcase your skills and claim victory!	Movie Night - Settle in for a relaxing night with popcorn, drinks, and friends!	Graduation Party / Karaoke Night - Sing along with your favorite songs!	Basketball Tournament Dribble, shoot, and slam dunk your way to the top in an exciting showdown of athleticism and teamwork!

● Academic
 ● Leisure
 ● Cultural



Group Leaders

Embassy Summer expects Group Leaders to share responsibility for the welfare of their students. Additionally, Group Leaders are expected to help enforce school rules as outlined in the Student Notebook and on school notice boards, as well as any additional local arrangements. These responsibilities apply only to their own students.

Meetings

An Embassy staff member will meet with each leader on their first evening at the centre (or the day after arrival) to provide essential information about the centre and the programme.

Regular meetings with the center management team will follow in the subsequent days. These meetings are crucial for sharing information, comments, suggestions, and feedback.



Group Leaders Responsibilities

- ✓ Make sure you have all your students' insurance documents, parental consent forms, and health declaration forms with you.
- ✓ Report all incidents, accidents, illnesses, and absences to the centre management team.
- ✓ Report your students as present or absent at the start of each lesson and activity session.
- ✓ Ensure your students are in bed by curfew.
- ✓ Ensure your students are on time, in the right place, and prepared for all lessons, activities, and excursions.
- ✓ Ensure you and your students always wear the Embassy Summer ID and lanyard.



Group Leaders Code of Conduct

- ✓ Avoid being alone with junior students.
- ✓ Do not enter any student's room alone unless in an emergency
- ✓ Do not communicate electronically via email, text, phone or social networking sites, blogs, web pages or instant messaging services with students who are not your own.
- ✓ Do not give your personal details, such as your Facebook details or phone number to students who are not your own.
- ✓ Do not post photos or videos of students on your private social media channels without their consent.
- ✓ Do not drink alcohol in front of students or while at work.
- ✓ Do not interact with students while under the influence of alcohol.
- ✓ Do not smoke in front of students.
- ✓ Do not possess, take or be under the influence of non-prescribed drugs at any time.
- ✓ If leaving campus or already off-campus, do not bring any students who are not your own.



Individual Students

Students who are not part of a group will be assigned to an Embassy Summer guardian group, living on site. The ratio is usually between 10-15 students per group.

Students and their guardians communicate via WhatsApp and through daily meetings.

Students can always refer to their guardians if there are any problems that need to be discussed or if they require any support.

Nationality Mix

Embassy Summer boasts a vibrant international community, with students joining us from over 85 countries worldwide.

This diverse mix enriches the student experience by enhancing English language learning, promoting personal development, and, most importantly, creating opportunities for students to form lasting friendships with peers from across the globe.

Important Information

Head Office Address

Dolphin House, Manchester
St, Kemptown,
Brighton and Hove,
Brighton BN2 1TF,
United Kingdom

West Coast (LA) Emergency

1-213-723-0500

USA Country Code: 1
Int. Direct Access Code: 00

Time Zone: PST

Useful Numbers

Emergency 911
Police 911
Ambulance 911
Fire Brigade 911

**For any specific queries please
contact your Regional Sales Manager.**



FAQs

What happens if someone loses their passport?

We strongly advise students to store their passport safely and not carry it around with them. If a student passport is lost, Group leaders must accompany the student to the embassy of their home country, where they will be issued with a temporary replacement or a permit to travel. An Embassy Summer staff member will accompany any student that is not part of a group.

What happens if a student gets lost on an excursion?

The first thing to do is stay where you are, and the member of staff will try to contact the student and get to know the student's location. Then, a member of Embassy Summer staff will come and collect the student.

Every student has an ID Card where the Embassy Summer Emergency Number is printed. Students should call this number if lost.

How do students participate in onsite activities?

Individual students will take part in all activities and excursions, which are provided to them before

their arrival, explained during the welcome meeting once at the centre, and advertised on the Activity Noticeboards.

Group Leaders can sign their own group out of activities, but this needs to be discussed in advance with the Embassy Summer staff.

Can students lock their room?

Yes. All students are issued a key on arrival which provides entry to their residential building, their flat and their room. However, Embassy Summer staff always have a master key who give access to all bedrooms where our students are.

Can students be taken off programme by a member of their family?

Students can be taken out of the programme by an adult for a short period of time, as long the centre gets informed in advance. If someone other than a given student's parent wants to check the student out of the programme, the parent's approval must be sent to Embassy Summer before the student is picked up. The adult, who takes the student away, will be asked to fill in a form

where personal details and contact number must be provided. Copy of the original ID of the adult will be taken from the centre.

What should we do if there is a problem with a bedroom?

All the bedrooms are checked prior to the students' arrival. However, if there is a maintenance issue at any time, it is essential to immediately report this to one of our Embassy Summer members.

What should you do if a member of the group has a food allergy or dietary requirement?

Embassy Summer needs to be informed in advance, and it is important to be provided with accurate information. The centre catering staff are very experienced in catering for all kinds of allergies or dietary requirements, so we will be able to meet your needs.

What happens if a student is sick?

If a student is sick and needs medical attention, then the Embassy Summer office will help in making appointments etc. Please note however that it is not usual for a doctor to visit the centre directly and

Campus Map



any trips made to the doctor, dentist or hospital will have to be paid for by the student (including transport where necessary). Students with a group leader will be accompanied by the group leader.

Damage deposit

Damage deposits of \$100 are collected from all students on arrival at the centre. This money will be returned at the end of their stay subject to any damages caused.

Insurance

If a student does not have insurance, guard.me insurance is available to purchase through Embassy Summer. <https://www.guard.me/>

Damages

Damages must be paid for. All rooms and common areas are regularly checked for damages, and individuals who cause damage to any property on the site will be liable for the cost of repairs.



@EmbassySummer