

Summer Camp Policies 2008

Welcome to University Montessori School Summer Camp! Camp is designed to be a relaxing, fun time to enjoy the enriching experiences related to our themes. Activities are varied and balanced, providing active and quiet times both inside and outside for preschool age children. This handout is designed to help you and your child adjust well to camp and to answer the many questions parents may have. Please feel free to check with the staff if you have any questions or concerns about these policies or about something that is not covered in this handout.

Registration

Please register for the days you wish your child to attend any or all of our two-week camps. You may delete days or fully withdraw from a camp without financial obligation by revising your Individual Camp Registration Form for that camp on or before the Wednesday before that camp begins. As of the Thursday morning before the camp begins, you are obligated to pay for the registered days for that camp. Payment is due for the entire session on or before the first day of camp. Children enrolling for the fall at UMS and children enrolling for camp only must provide the school with current medical records (see below) and a copy of a birth certificate or passport.

Fees

All fees are due on or before the first day of each two-week camp. Prepayments for the full summer are discouraged. Fees are non-refundable. The \$25 registration fee is due with the Application and Registration Overview and covers the entire summer.

Arrival and Pick-Up

To ensure that camp runs smoothly, please make sure that you arrive and depart promptly. Please check in and check out with the designated staff member who keeps the attendance clipboard. Camp begins at 8:30 am and prompt arrival ensures that your child benefits fully from the program offerings. Pick-up times for the 12 noon, 1 pm and 3 pm pick-up times begin 15 minutes before the hour. Children enrolled for the full day should be picked up no later than 5:30. We

interpret that to mean that they have their things and the children have been signed out to your care.

Supplies

Each camper should have a bathing suit, sandals or swim shoes to change into for water play, towel, and sunscreen (see guidelines below about sunscreen). Sneakers are best for playground time. Children staying for lunch should bring their lunch (see below for food policies). Children staying for rest time should bring a light blanket and can also bring a pillow with a removable pillowcase and a small stuffed toy to rest with. **ALL ITEMS SHOULD BE CLEARLY LABELED.** Items such as jewelry, toys, watches, money or food – other than lunch – should not be brought to camp. Children are encouraged to bring items that relate to the themes. Please bring items to the teachers immediately upon arriving.

Snack

Snack is provided both in the morning and in the afternoon. We follow state-mandated guidelines regarding what is acceptable for snack. Please indicate on the emergency forms if your child is allergic to any foods.

Lunch

Lunches at UMS are to be as healthy and sugar free and as environmentally friendly as possible. This means we do not allow sugar drinks, chocolate milk, cookies, cakes, puddings, chips, or items with excessive packaging such as Lunchables and Go-gurts. We encourage re-useable containers and cloth napkins.

Parking

Parking is limited and is especially problematic at drop-off time and pick-up times. Trinity Presbyterian Church allows us the use of their parking lot and this is the best choice. We do reserve the school parking lot for those with younger siblings. We maintain a path through the woods from the parking lot. It is essential that you hold your child's hand until you both arrive at the gate. Despite all

precautions we have had fender benders in the lot or on Reservoir Road as people come in and go out. Please do not leave your engine running in the parking lot while you are dropping off. This is dangerous and fouls the air unnecessarily.

Health and Illness

UMS must obtain documentation that each child has received the immunizations required by the State Board of Health before the child can attend. Each child is required to have on file a record of a physical examination that has taken place within 12 months prior to attending UMS. For those children enrolled in the school year program, updated information on additional immunizations is obtained once between each child's fourth and sixth birthdays and is on file at the office. If a child becomes ill or is seriously injured during camp, we will notify the parents immediately. Please do *not* send a child to school with: fever, rash, sore throat, green nasal discharge, vomiting, or diarrhea. Children may not return to school until *24 hours after* a fever has subsided. You are required to notify us of any communicable diseases with which your child or an immediate member of the household has contracted. Medications will be given to a child only with the written consent of a parent. Please sign the form each day that medication is to be given and give the medication directly to the director or teachers to be stored. The staff member giving the medication will note on the form the dose and time and will sign it each day. Head lice can be a problem at any school and we have a "no nit" policy to guard against large outbreaks. We ask that parents let us know if their child or a sibling has this problem so that we may be vigilant. A Communicable Disease Reference chart with further health and safety policies is posted at the school for parent and staff use.

Toileting

It is expected that children are able to use the toilet independently at camp. If this is a concern, please discuss this with the director prior to registration.

Sunscreen guidelines from VA Standards for Licensed Child Day Centers (22 VA 15-30-585), updated June 2005

All nonprescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Nonprescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

If sunscreen is used, the following requirements shall be met:

1. Written parent authorization noting any adverse reactions shall be obtained;
2. Sunscreen shall be in the original container labeled with the child's name;
3. Sunscreen does not need to be kept locked but shall be inaccessible to children.
4. Any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
5. Staff members without medication administration training may apply sunscreen, unless it is prescription sunscreen, in which case the storing and application of the sunscreen must meet medication-related requirements.