



# POLICY AND PROCEDURES

## SUMMER CAMP

Thank you for enrolling in Oak Hill Montessori Summer Camp! We are excited to provide your child with a wonderful experience filled with exploration, creativity and of course, FUN! Our Summer Camp Staff is devoted to the well-being of ALL children and brings an un-paralleled degree of passion and enthusiasm each day.

Please review the following Oak Hill Montessori Summer Camp Policies and Procedures:

### **Arrival**

- Be prompt in arriving so your child doesn't miss instructions for the start of the day.
- Parents must escort children to the Activity Room door.
- Camp begins at 8:30 a.m.

### **Dismissal**

- Dismissal occurs in the Activity Room door at 4:00 p.m.
- Late fees apply if your child is not picked up on time (see Late Pick-up Policy).

**Please contact Summer Camp Staff at 651-484-8242 ext. 321 if there is a change in your arrival or pick-up time.**

### **Before/After Care**

Parents must sign-in their children each morning and sign-out each afternoon.

### **Behavior**

We feel that consequences for inappropriate behavior should be related to the problem behavior. We approach the issue through logical consequences, recognizing the importance of the child's responsibility in conflict resolution. The consequences are dealt with as positively as the situation allows. In extreme cases, Oak Hill Montessori staff reserve the right to speak with parents, develop a behavior plan, and/or to remove a child from any summer program. Certain behaviors are not accepted under any circumstances. Swearing, recurrent biting or other aggressive behavior (hitting, kicking), threats of violence to others or property, or a persistently defiant attitude are not tolerated at Oak Hill Montessori Summer Camp, and may be cause for dismissal.

### **Clothing**

Clearly mark your child's name on ALL clothing. As a general guideline, we ask that children be dressed in comfortable clothes that allow for sitting on the floor and ease of movement. All children should dress appropriately for the weather. Please see the Summer Camp Gear List for more information.

### **Summer Camp Gear List for All Campers – Please bring the following (clearly marked) on the 1<sup>st</sup> Day of Camp**

Sunscreen clearly labeled with child's name • Swimsuit • Towel • Two changes of clothing (including underwear and socks) • Rain gear • Water bottle • Hat with visor • Lunch and snack • If your child takes a nap, s/he will need a small pillow and blanket.

Please bring items that can be left at camp for the entire week.

## **Emergencies**

PLEASE MAKE CERTAIN THAT YOUR CHILD'S EMERGENCY INFORMATION IS CURRENT. If your child has an emergency at camp, we will call you at work or at home. ***If you have an emergency and need to get in touch with your child, please call Summer Camp Staff at 651-484-3807 (emergency number) so that you can get through to your child.*** All other non-emergency calls should be directed to the main office at 651-484-8242 or Summer Camp Staff's extension 321.

## **Late Pick-Up Policy**

This policy applies to ALL dismissal times. It is the parent's responsibility to insure that children are picked up from camp promptly at dismissal time. The staff appreciates your punctuality. We recognize that there are sometimes unavoidable challenges that arise causing a driver to be late. If your child is not picked up by 4:15 p.m., he/she will be placed in After Camp Childcare and you will be charged the \$8.00 fee for that session. Late pick-up from After Camp Childcare will result in the fee of \$1.00 per minute that your child is not picked-up after 5:30 p.m.

## **Lunch, Snack and Nutrition Policy**

Each child should bring a nutritious lunch and two snacks each day. Water is provided. Other beverages can be brought from home if desired. We do not allow pop (soda), sweets or candy at camp. We also do not allow Lunchables. Please send food from all food groups as good nutrition helps your child focus and participate fully in the camp experience.

## **\*\*Refund/Cancellation and Change Policy**

**No refunds, cancellations or changes will be issued after MONDAY, MAY 1, 2017.**

## **Visitor Policy**

All visitors, parents and caregivers must check-in with a Summer Camp Staffer upon arrival.

## **Field Trips**

When you complete your child's Summer Camp Registration form, you are authorizing your children to participate in any age-appropriate field trip that may occur during his/her experience at Oak Hill Montessori Summer Camp. Individual permission slips for field trips will not be distributed. Children will ride in the Oak Hill Montessori school bus with a licensed driver or in an authorized vehicle. Please see below for car and booster seat policies.

## **Car and Booster Seats in the Bus**

### **Oak Hill Montessori School Bus**

- Children do not require a car seat/booster to ride on the Oak Hill Montessori school bus.
  - The Oak Hill Montessori school bus is equipped with lap belts.
  - The Office of Traffic Safety, A Division of the Minnesota Department of Public Safety states that federally approved car seats/boosters are not required in school buses with a GVWR of over 10,000 pounds. The Oak Hill Montessori school bus has a GVWR of over 10,000 pounds.
  - School buses are federally regulated and provide compartmentalized protection for children through strong, closely spaced seats, energy absorbing foam seat backs and optimal seat height.

- If your child weighs **less than 40 pounds**, parents may choose to send a lap belt fastening booster to be used on the Oak Hill Montessori school bus.
  - Car seats and boosters that require shoulder belts (i.e. 5-point harness systems) are not safe on the school bus and will not be used.

### **Oak Hill Montessori Mini-Van/Class D Vehicles**

The Oak Hill Montessori Mini-Van is a 7-passenger vehicle equipped with 5 shoulder belts in the back two rows plus a shoulder belt for the driver and one for the front-seat passenger. All Minnesota child car seat laws are followed when operating the Oak Hill Montessori Mini-Van.

- Minnesota law requires children age 8 and under to ride in a child safety seat or booster seat (when in a Class D Vehicle) unless the child is 4 feet 9 inches or taller.
  - If your child is under the age of 8, under 4 feet 9 inches tall and DOES NOT have a car seat or booster, he/she will not ride in the Oak Hill Montessori Mini-Van.
- If you choose to send a lap belt fastening booster seat, as outlined above, please ensure that one is available and clearly marked with your child's name for all Oak Hill Montessori Summer Camp field trips.

### **Contact Information**

If you have specific concerns, questions or any changes to your child's schedule, please do not hesitate to contact Oak Hill Montessori School at [summercamp@oakhillmontessori.org](mailto:summercamp@oakhillmontessori.org) or leave a voicemail for Summer Camp Staff at 651-484-8242 ext. 321. Both email and voicemail will be checked daily.

We look forward to seeing you this summer!

Oak Hill Montessori Summer Camp Staff

651-484-8242 ext. 321