



2011 Summer Day Camp and Sports Camps



PARENT HANDBOOK

June 13, 2011 through August 12, 2011

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Dear Parents,

Welcome to the 2011 summer day camp program at Countryside Montessori! This summer will mark our 13th year of serving both parents and campers. These last thirteen years have passed by quickly with many fond memories being created through arts and crafts, archery, swimming, hiking, bead ceremonies, special trips, and many more activities.

Our staff is second to none in enthusiasm, values, and being positive role models for your camper. All of our staff attends extensive staff training designed to promote safety and fun for each camper.

Camp A-Don-Doe (spirit) is divided into 3 camps to allow age appropriate activities that build self esteem while instilling the camps' core values such as RESPECT, RESPONSIBILITY, HONESTY, CARING, SPORTSMANSHIP, and ENVIRONMENTAL AWARENESS. On Fridays, a bead ceremony is held to provide our camp staff the opportunity to recognize campers for their everyday use of these values.

Our L.I.T. (Leaders in Training) program for rising fifth graders and above, serves as the focal point of both leadership and positive role modeling. L.I.T.s serve as junior counselors and are challenged to promote safety as well as fun. Upon completion of two weeks or more of serving in a leadership role at Camp A-Don-Doe, our L.I.T. participants are eligible to attend a leadership getaway in the Outer Banks.

So whether you choose Camp Little Spirit (rising 1st and 2nd graders), Camp Free Spirit (rising 3rd and 4th graders) or Leaders in Training (L.I.T. – rising 5th graders and above) your camper will experience memories that will last a lifetime.

The Countryside Montessori Day Camp staff and I are looking forward to a safe, fun-filled summer that will create fond childhood memories.

Sincerely,

Nick Nichols
Camp Director

II. CAMP REQUIREMENTS

A camper will not be permitted to attend camp until the following items have been received by the Countryside Montessori administration prior to the campers first day of camp:

1. Completed Camper Registration form
2. Completed Health History
3. Copy of Immunization Record
4. Completed Parent Handbook Acknowledgement form
5. Completed L.I.T. (Leaders in Training)/Parent Contract (if applicable)
6. Payment in full

III. GOALS

In addition, the following goals have been established for Summer Day Camp and Sports Programs:

1. To help children develop their fullest potential focusing on:
 - Self awareness, confidence and feeling of self worth
 - Interpersonal relationships
 - Values development
 - Physical skills
 - Health
2. To support and strengthen the family unit focusing on:
 - Increasing their sense of community with other families
 - Improving communication among family members
 - Increasing their ability to work and play together
 - Helping families share their values with each other
3. To deliver the program in a positive environment of safety, support, and care focusing on:
 - Having campers in the program safe and happy
 - Broadening the community, national and world understanding of children and parents
 - Conducting the program in accordance with Montessori operating principles and philosophy

IV. Policies and Procedures

Summer Day Camp is a unique program. At the Countryside Montessori we share your belief that a childcare program must be dependable, safe, creative and fun. To offer the best quality in our program, specific policies and procedures have been implemented. Please read carefully and become familiar with the following policies and procedures and keep them handy for future reference.

A. Ages

Rising first graders and up.

B. Location

Summer Day Camp is held at the Countryside Montessori (549-4253) on Mallard Creek Road.

C. Hours

Summer Camp:	Early Bird	7:30 am – 8:30 am
	Program Time	8:30 am - 4:00 pm
	Late Stay	4:00 pm - 5:45 pm
	Grace Period	5:45 pm - 6:00 pm

Late pick-up policy: Summer Day Camp closes promptly at 5:45 pm. From 5:45 pm to 6:00 pm is considered a grace period. You will be required to pay an additional fee of \$5.00 per family to each counselor on duty for each 15-minute increment that you arrive after the 6:00 pm sign-out hour. This payment is to be made in cash to the staff person in charge at the time of pick up.

Sports Camps:	Co-ed Basketball (Rising 1 st –4 th)	4 pm–6 pm (Tu-Thurs) and 2 pm–4 pm (Fri)
	Girls Volleyball (Rising 3 rd –6 th)	9:30 am – 11:00 am (Mon-Thurs)
	Girls Volleyball (Rising 7 th –Up)	9:30 am – 11:00 am (Mon-Thurs)

D. Age Appropriate Camps

Camp Little Spirit	Rising 1 st graders and 2 nd graders
Camp Free Spirit	Rising 3 rd graders and 4 th graders
L.I.T. (Leaders in Training)	Rising 5 th graders and up

E. Bring Daily

Campers should arrive at camp each day with two snacks, drinks, bathing suit & towel. Campers will be responsible for bringing their own lunch on Monday and Friday of each week. Small coolers are essential due to lack of refrigeration. A camp store will be available for the purchase of lunch, snacks and drinks.

One of our **safety concerns** at Camp A-don-doe is our number of **campers who are allergic to peanut products**. We would be most grateful if you would help us with this safety concern by not sending peanuts products to camp with your camper.

F. Overnight Camp-Outs

Date: Week 2 - Friday, June 24

Overnight camping

Ages: Rising 1st and 2nd graders
(**Camp Little Spirit only**)

Date: Week 5 - Wed, July 13 thru
Fri, July 15

White water rafting in the Great Smokey
Mountains of Tennessee

Ages: Rising 3rd and 4th graders
(**Camp Free Spirit only**)

Date: Week 7 - Mon, July 25 thru
Fri, July 29

*Overnight leadership camping at the
Outer Banks (Nags Head, NC)

Ages: Rising 5th graders and up
(**L.I.T. only**)

*Only L.I.T.s who have attended at least **two full weeks** of L.I.T. day camp prior to Week 7 may attend the leadership outing during Week 7.

Campers are encouraged to participate in all summer day camp activities especially overnight trips, therefore, child care is will not be available for any campers eligible for these special trips.

Further information (times, fees, what to bring, etc) will be provided as scheduled camp-out dates draw near.

G. Fees

Summer Camp:	<u>Student</u>	<u>Non-Student</u>
Registration	\$ 35	\$ 35
Deposit	\$ 50	\$ 50
Camp Fee (per week)	\$ 165 + \$30 activity fee	\$ 195 + \$30 activity fee

NOTE: The activity fee of \$30 per week includes lunch and any extracurricular activities (i.e. bowling, roller skating, swimming, movie, etc.) planned for Tuesday, Wednesday, and Thursday of each week. This activity fee is non-refundable.

*Sports Camp:	<u>Camper</u>	<u>Non-Camper</u>
Camp Fee (per week)	\$ 60	\$ 90

***Sports camps are to be paid in full at time of registration.**

H. Non – Refundable Fees

The following camp fees are strictly non-refundable fees:

1. Registration fee
2. Weekly deposits
3. Activity fee

I. How do I pay?

During initial registration a deposit for each week is collected which is then applied to the weekly payment. **The balance of the weekly fee is due on or before the Friday prior to the beginning of the week.** If a payment is received after the due date, a late fee will be assessed of \$10. Please make all checks payable to the Countryside Montessori. Payments may be made to a staff member during drop off or pick up times.

J. Do I receive credit for absences?

The Countryside Montessori cannot deduct days missed from your fee. Your fee pays for direct operating costs, (i.e., camp staff, crafts and recreation supplies). When you enroll, you are reserving the time, space, staff, and supplies for your child whether he/she attends or not.

You can receive illness credit if your child misses for an entire week. To receive credit, you must contact the Camp Director no later than one week after the illness occurs and provide written confirmation from a physician.

You can receive vacation credit if you notify the Camp Director in writing two weeks prior to a vacation absence.

Refunds will be made for relocation or summer school only, provided two weeks written notice is given.

Should you have any unusual circumstances regarding payments or absences, please notify the Camp Director immediately.

K. Returned Checks

Countryside Montessori will notify you if your check is returned to us due to *insufficient funds*. Your check will be sent through the bank a second time. There will be a \$25.00 returned check fee. After two returned checks, we will accept a money order only. If, at any time, you should experience a financial problem contact the Camp Director immediately.

L. What happens if I am late picking up?

Summer Day Camp closes promptly at 5:45 pm. From 5:45 pm to 6:00 pm is considered a grace period. You will be required to pay an additional fee of \$5.00 per family to each counselor on duty for each 15-minute increment that you arrive after the 6:00 pm sign-out hour. This payment is to be made to the staff person in charge at the time you pick up your child. Note: There will always be two counselors on duty at 6:00 pm and after.

M. Telephone Usage

The camp staff has access to a telephone at the site for emergency purposes only. Incoming calls are strongly discouraged, except in the case of an emergency. Notification of late pick-up by telephone will not alter the late pick-up procedure.

N. Where do I drop off and pick up?

To expedite drop off and pick up of all campers please use designated drive at campsite.

To allow the Countryside Montessori to be ready for your camper's fun filled day, please do not drop your camper off prior to 7:30 am. For the protection of the campers, they must be **personally signed in and out** at all times by a parent, guardian or other designated party in writing.

For their protection, children will not be released to any person other than the parent or other persons authorized to pick up the child. Notify the Camp Director in writing if a person other than those authorized will be picking up your child. Please be aware that the staff may request identification.

O. Lost and Found

The Countryside Montessori Summer Day Camp program provides a Lost and Found. Placing your child's name on his/her belongings, and checking the Lost and Found periodically are two ways to insure return of items. After two weeks, articles are donated to charity.

P. Leave at home

Please leave toys, cards, and video games at home. Due to the nature of the camp activities, campers will not be permitted to use video games, cards and toys brought from home.

Q. Dress

Due to heat and safety, lightweight shirts, shorts and shoes are strongly recommended for all campers. **No open toed shoes or sandals allowed.**

R. Transportation

Countryside Montessori will transport your child for special trips (i.e. swimming, movies, roller skating, etc.).

V. MEDICAL

A. Medications

The Countryside Montessori Summer Day Camp staff can administer physician prescribed medications. The medicine will need to be in a prescribed bottle with prescription instructions on the front, otherwise it will be unacceptable. Any medication that needs to be administered should be given to the Camp Director, with an ***Administration of Medication form*** completed by the parent or guardian.

B. Illness

The Countryside Montessori cannot provide for sick children. Please do not send your child to Summer Day Camp if they are ill. We are concerned for the health and welfare of each child; therefore, we require that your child be picked up as soon as possible in the event he/she becomes ill during program hours. If your daytime telephone number changes it is imperative that you notify the Camp Director immediately.

C. Insurance/Injuries

The Countryside Montessori carries no accident insurance on any of its program participants. This is a responsibility of the participant's family or guardian.

In the event of an injury to your child, the Camp Director/staff will take whatever steps are necessary to obtain emergency medical care. These steps include, but are not limited to the following:

1. Attempt to call parent/guardian.
2. Attempt to contact those designated in the emergency contact section on your health form.
3. Call an ambulance or paramedic.
4. Have the child taken to the hospital by staff.

VI. Discipline

Behaviors which are **not conducive** to camp, and will **not be tolerated** are:

1. Lack of respect for the counselors (talking back, verbal and /or physical abuse)
2. Fighting
3. Damage to property
4. Stealing
5. Profanity
6. Throwing objects
7. Lying

The philosophy of the camp program is based on respect being shown to all.

Should discipline problems arise, we will initiate the following steps:

1. First Offense

- The child will be spoken to in hopes that discussion will correct the problem.
- The Camp Director when the 1st Discipline Card is issued will notify parents, in writing.

2. Second Offense

- Child will be spoken to and taken out of activities as deemed necessary.
- Parent will be immediately contacted and required to attend a conference with child, counselor and Camp Director.
- 2nd Discipline Card will be issued and signed.

3. Third Offense

- Parent will be immediately notified of campers' suspension from camp and required to pick up camper. The Camp Director will determine length of time for the suspension.

Abusing the behavior guidelines may be cause for the child's exclusion from the program. It is the parent/guardian's responsibility to inform children of the camp's expectations regarding discipline.

These are the guidelines the camp will follow. Circumstances or behaviors may arise which will call for the Camp Director to determine which consequences should be implemented and if the incident requires immediate dismissal from the program.

VII. Dismissal

Dismissal from the Countryside Montessori Summer Day Camp could occur because of the following:

1. Excessive tardiness in fee payments or failure to pay fees (in excess of two weeks delinquency).
2. Voluntary dismissal of a child by a parent due to prolonged absences without notification to the office.
3. Discipline problems that cannot be solved after repeated attempts.
4. When the behavior of a child becomes detrimental to himself/herself and others.

VIII. Expectations

As a Participant in this Program, you should expect:

- A cheerful daily greeting by camp staff upon arrival.
- Daily communication with camp staff.
- Planned program curriculum.
- A caring, enthusiastic, and trained staff.
- Monthly calendar of events.
- Clean facility area.
- Written parent handbook.
- Opportunity for parent feedback.

As a day camp provider, Countryside Montessori should expect:

- Parents to show an interest in their children's activities by asking them about their experiences in our Summer Day Camp programs.
- Input and assistance, completion of written evaluations, especially when requested.
- Parents to be aware of and cooperative with the policies of the Countryside Montessori Summer Day Camp programs.
- Parents to assist the Countryside Montessori in protecting the safety of the children by daily sign in/out of all participants.

Parent Involvement

Parents are always welcome to visit our Countryside Montessori Summer Day Camp programs.

The exchange of information about a child from the parent's perspective and the staff's perspective can be very helpful to the family and to our Countryside Montessori Summer Day Camp programs. The staff will be able to better meet the needs of your child if they are aware of situations such as an illness in the family, a change in living conditions, special fears, etc. ***Please keep all information on your child's registration form current.*** We will keep you informed about all special activities. Working together, we can be at our ***Best!***

IX. Schedules & Themes

Week 1

June 13-June 17

Summertime

(Fun-n-Sun)

Week 2

June 20-June 24

*Camp Little Spirit camp-out (Rising 1st & 2nd)
Friday, June 24th*

A Night Out

(Camping)

Week 3

June 27-July 1

*Girls Volleyball Camp (Rising 3rd – 6th)
Co-ed Basketball Camp (Rising 1st – 4th)*

Water Time

(Wet and Wild)

Week 4

July 5-July 8

Camp will be closed on Monday, July 4th

Celebratin' America

(Holiday Fun)

Week 5

July 11-July 15

*Camp Free Spirit - Great Smokey Mtns. (Rising 3rd & 4th)
Wednesday, July 13th thru Friday, July 15th*

Mountain Air

(Discovering New Places)

Week 6

July 18-July 22

Girls Volleyball Camp (Rising 7th & Up)

Parks Galore

(Picnic Baskets, Ants, Plastic Ware)

Week 7

July 25-July 29

*LIT Outer Banks Trip (Rising 5th & Up)
Monday, July 25th thru Friday, July 29th*

Olympics

(Reach for the Gold)

Week 8

August 1-August 5

Celebrity Row

(Displaying your Talents)

Week 9

August 8-August 12

*Camp Entertainment Show & Family Night
Thursday, August 11th*

Fond Memories

(Good Times)

X. Sports Camps

The following Sports Camp is a one-week session operating from 4:00 pm – 6:00 pm on Tuesday Wednesday and Thursday and from 2:00 pm – 4:00 pm on Friday.

Camp	Grades	Dates
Co-ed Basketball	Rising 1 st – 4 th	June 27 – July 1

The following Sports Camps are one-week sessions operating from 9:30 am – 11:00 am on Monday through Thursday.

Camp	Grades	Dates
Girls Volleyball	Rising 3 rd - 6 th	June 27 – July 1
Girls Volleyball	Rising 7 th and Up	July 18 – July 22



Countryside Montessori Summer Day Camp
LIT (Leaders in Training)/Parent Contract

It is the belief of Countryside Montessori that all LIT participants have the following rights:

- To participate in camp activities at a level commensurate with their individual level of maturity and ability.
- To have appropriate and qualified adult leadership and support.
- To participate in an emotionally and physically safe environment.
- To have an equal opportunity to strive for success.
- To be treated with respect and dignity by staff and campers.
- To have fun in camp activities while being a leader.

In recognition of the aforementioned rights and as a commitment to successful participation in the Countryside Montessori LIT program, I agree to the following:

- I will treat each camper, fellow LIT participant, parent and staff member with respect and dignity at all times.
- I will act in such a manner so as to ensure the aforementioned rights of all campers.
- I will uphold the authority of the staff and will assist them in every way to conduct fair and impartial treatment of campers.
- I will conduct myself in all camp activities as a positive role model to all campers.
- I will assist in the building of character and self esteem in each camper.
- I will cooperate with the Camp Director in the enforcement of rules and regulations and report any irregularities to said Camp Director.
- I will assist fellow LIT participants in the pursuit of their goal to be a positive role model and strong leader.
- I will protect the emotional and physical safety of all campers and ensure that all activities are conducted for the benefit of campers.

I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY RESULT IN SUSPENSION OR EXPULSION FROM THE COUNTRYSIDE MONTESSORI SUMMER DAY CAMP LIT (LEADERS IN TRAINING) PROGRAM.

Signature of LIT participant

____/____/____
Date

Parent Signature

____/____/____
Date

(Rev 03-07-01)

XI. Parent Handbook Acknowledgment

Camper's Name _____

I, the undersigned, have read and do understand the Countryside Montessori summer day camp handbook. I have also reviewed the policies, procedures and discipline policy as stated in the Parent Handbook with my child(ren).

Parent/Guardian Signature _____

Date Signed ____/____/____

Please return this form to the camp director prior to your child's first day of camp.