

Dear Parents,

We welcome you and your child(ren) to Camp Acorn at The Parish School. Enclosed you will find the Summer Camp Parent Handbook. If you have questions not addressed in the handbook, please call us at 713-467-4696 or e-mail Stefanie Heintz at campacorndirector@parishschool.org.

All Campers must fill out Student Forms before the start of camp. These forms can be found on our website at <http://www.parishschool.org/admitted-campers>. **Please return forms within 4 weeks of acceptance, or no later than Monday, June 5.** Fax number is 713-275-0246. If you need to make any changes to your child's forms, please contact *Healthcare Coordinator*, Angela Burris, LVN, at nurse@parishschool.org.

- **MEET THE TEACHER**

Monday, June 5

Elementary Levels: 1:00-1:45 p.m.

Early Childhood: 1:45 – 2:30 p.m.

- **FIRST DAY OF SUMMER CAMP**

TUESDAY, June 6

- **AFTERNOON ENRICHMENT**

Monday – Thursday ONLY, all Camp dismissal at 12:00 each Friday

- **LAST DAY OF CAMP**

Friday, June 30, 2017

NO Afternoon Enrichment, all Camp dismissal at 12:00

We welcome you and your child to a busy, productive and fun four weeks!





Parent Handbook

Our Mission

Educating children who have communication delays and learning differences, empowering them with the tools to succeed.



The Parish School Parent Handbook

Policies and Procedures

Summer Camp Program

CAMP ACORN PROGRAMS

The Language Program - Monday-Friday 9:00 am – Noon

Offers classroom based language therapy for children between the ages of 2 and 12 years old who have language and/or learning differences and average to above average abilities. Language intervention to address receptive, expressive, and/or pragmatic language is provided by Speech Language Pathologists and teaching staff in the classroom setting. Both language and academic goals are targeted within the natural day-to-day classroom activities. The curriculum, teaching strategies, and expectations are age appropriate, individually appropriate, and socially as well as culturally appropriate. Problem-solving techniques and successful social skills are taught through experiences involving nature, play, drama, art, music, literature, math, science, and fine/gross motor skills. All activities are designed to enrich and promote self-esteem.

Sibling Day Camp Program - Monday-Friday 9:00 am – Noon

Provides camp experiences for siblings of our students who do not require intervention for special learning needs and who fall within the typical developmental range for their age. The Sibling Day Camp Program is a perfect solution for families that have another child attending the Language Program. This program features a variety of hands-on, motivational camp activities led by energetic, professional camp facilitators. Activities include sports and movement, art, story time, drama, science, nature, cooking, music, and developmentally appropriate academic activities. We work to increase self-esteem, develop problem-solving skills, inspire creativity, expand social skills, and develop organizational skills. The program is also for staff members' children.

The Adventure Play Program - Monday-Friday 9:00 am – Noon

Offered for children ages 6-12 years old who have language and learning differences as well as typically developing children who do not require intervention for special learning needs. Using a child-centered teaching approach, the students are given the support and guidance to create their own outdoor playground using raw materials and natural resources. Over the course of the four weeks, they will build upon and recreate their own structures. Children learn through hands-on, cooperative experiences and exploration.

The LEAF Program - Monday-Friday 9:00 am – Noon

Provides language enrichment with a strong academic focus. This program is for current Parish School elementary students who have been recommended by their teaching team. The daily focus of the class is to further develop reading, math, and writing skills. With only 6 students per class, the academic instruction and goals are individualized to highlight strengths and support areas of need.

The Afternoon Enrichment Day Program – Monday – Thursday Noon – 3:00 pm

Elementary classes offer a variety of extracurricular activities: cooking, yoga, martial arts, computers and more! Younger preschool students will have an opportunity for rest time and participate in motor, arts and crafts, and music activities. Children will be busy exploring open-ended materials, enjoying books and other media, collaborating with others, and letting their imagination and creativity run wild.

Early Morning Drop-Off – Monday _ Friday 8:00 – 9:00 am

Drop your child off starting at 8:00 am and a paraeducator will supervise the group until camp begins. When carpool begins for camp, students will be escorted to their appropriate classrooms.



POLICIES AND PROCEDURES

- All students new to The Parish School are admitted to Camp Acorn on a trial basis. However, The Parish School reserves the right to dismiss any student, in the judgment of the Summer Camp Director and the Coordinators, proves not to be in accord with the philosophy and goals of the school. A student will be dismissed from camp only after a thorough and systematic evaluation of the circumstances.
- The Parish School shall have no liability or responsibility in the event of accident or injury. In the event medical attention is required, the school will use its best efforts to notify the parents or other persons indicated on the "Authorization for Emergency Medical Attention Form." In the event this is not possible, The Parish School has permission to seek medical attention at its own discretion.
- Parents are required to read the policies and procedures documented in The Parish School Parent Handbook. The Parish School's mission statement must be read and understood.
- All fees and individual treatment accounts must be paid to date. If payment has not been made, no student records or individual Treatment Care Plans will be sent home at the end of Camp Acorn.

TEACHER RESPONSIBILITIES

The teacher is your child's "learning facilitator." She or he is responsible for making the learning experience an exciting and rewarding adventure for each child.

PARAEDUCATOR RESPONSIBILITIES

The para educator is responsible to the teacher for carrying out teacher directed activities. All groups will have para educators assigned to maintain our ratios.

SUMMER CAMP DIRECTOR RESPONSIBILITIES

The Summer Camp Director, Stefanie Heintz, is responsible for developing procedures and implementing policies that ensure the follow through of the curriculum and the philosophy of The Parish School. In addition, responsibilities include supervising, directing, and providing in-service training for the professional staff and parent counseling.

OFFICE ADMINISTRATIVE STAFF

Nancy Mosley, Camp Manager, is responsible to the Director for coordinating the camp day. Lori Pohutsky, Business Manager, Glenda Bonilla, Human Resources, and Brooke Medina, Student and Family Services, are in the office to assist the director as well.

HEALTH CARE COORDINATOR, LVN

Angela Burris, LVN, Health Care Coordinator, is responsible for collecting the "Camper Information Packet," assisting children as needed, and administering medications. If you have questions regarding medications, forms, or scheduling, please contact Angela at aburris@parishschool.org.

VOLUNTEER WRANGLER

Volunteer Wrangler is responsible for supervising and supporting all volunteers on campus. All Camp Acorn classes will have volunteers present to observe, learn from, and assist our teaching teams and students.

CONFIDENTIALITY

Any information in your child's file and shared with the Director or teaching team is considered confidential. Information will be released to others only if a signed release is on file. Please do not ask the teachers or assistants to discuss other children's progress.



UNIFORMS

All children are required to wear the Camp Acorn t-shirt and shorts of your choice. Tuition includes 2 t-shirts. Extra shirts will be available to purchase for \$12 each. T-shirts will be distributed during "Meet the Teacher." All children must wear closed toe and closed heel tennis shoes and socks and be comfortable enough to play inside and outside. Please no flip-flops, crocs, or sandals.

GOOD NEWS BOOKS

Children will each be given a folder called the "Good News Book." Good News Books are used to share information between home and camp. These books will be written in every day at camp describing activities the children have participated in during the day. At home, the parent and child decide what good news to write to be shared the next day at camp. Please write in the book daily. During this sharing time, expressive and pragmatic language skills are targeted so daily participation is very important. This book should not be used as a primary form of communication between parent and teacher. If you have questions, concerns or information that you would like to share with the teacher, please email. Information from the office will also be sent home through the Good News Book.

MEET THE TEACHER

This will be a time for you and your child to walk through their new classroom and meet their teachers. Please keep your visit short (10 - 15 minutes) as the teachers will be working to setup the room. There will be popsicles on the playground for your children to enjoy! T-shirts, class rosters, and carpool numbers will be received at this time.

WHAT TO SEND

All children should come with a healthy lunch if opting out of the Simply Fresh Kitchen menu. Children who are staying for extended day activities should also bring an afternoon snack daily. Please do not include candy, carbonated beverages, bakery sweets, or anything that contains peanuts. We are a peanut free campus. All students enrolled in preschool should send an extra set of clothes (does not have to be the uniform), diapers and supplies if needed, and any other necessary items. Send a water bottle clearly marked with your child's name that can be taken with them during outside activities. Please apply sunscreen daily before coming to camp. If the staff feels that application of bug spray or more sunscreen is necessary, we will apply more with our school's supply.

THE FIRST DAY

To enable a smooth transition from home to camp on the first day, we ask that all the children wear a nametag, which will be presented at "Meet the Teacher Day." First and last names are included. This will allow the staff to greet your child by name, which should help make a new situation less fearful.

CARPOOL

Cars line up around the circle drive for carpool. For your child's safety and for the efficiency of student drop off, please remain in your vehicle and allow our staff to assist your child from the car and to class. Students are to arrive no earlier than 8:45 a.m. (unless enrolled in early morning drop-off). Do not allow your child to get out of the car alone.

If you are riding with other children attending camp, it is imperative that before the first day of camp, you send in a list of children in your carpool. We ask that you please refrain from talking on cell phones during carpool. This is not only for the safety of the carpool line but also because it is important for you to be able to greet your child as they get into the car to reinforce appropriate social language skills.

Starting the first day of camp, we ask that all parents (except our Emerging Language Program class and 2-3-year-old Day Camp class) drive through the carpool drop-off line.

Emerging Language Class & 2-3 year old Day Camp Classes

AM Drop-off: Due to the age of the children in these classes, we allow you to park in our lot and walk your child to the classroom in the morning anytime between 8:45-9:00 a.m. If you arrive after 9:00 a.m., please go to the front office and a staff member will walk your child to their classroom. If preferred, you do have the option of using regular drop-off procedures through the carpool line.



PM Pick-up: We ask that you park and walk to the classroom to get your child. Please do not enter the building earlier than 11:50 a.m. We also have an afternoon group that will be entering the room as students are leaving so please be courteous in the amount of time you spend getting your child.

*The 2/3-year-old Day Camp group will follow regular pick-up procedures (through carpool line) as children are siblings of other students unless other arrangements have been made.

DISMISSAL TIME

- **Morning Program Only:** Children should be picked up promptly at 12:00 pm
- **Full Day:** Children should be picked up promptly at 3:00 pm
- **Friday is 12:00 pm dismissal for all campers**
- Charges will be assessed to parents arriving later than 12:15 pm or 3:15 pm for full day campers at the rate of \$1.00 a minute.

Each family will be assigned a carpool number that will be distributed during “Meet the Teacher.” Please put this number in your car windshield. An adult will escort your child to your vehicle. For your child’s safety and for the efficiency of carpool, please remain in your car and allow our staff to put your child in the vehicle. A child will not be allowed to leave summer camp with anyone other than family or a designated carpool driver unless the teacher and/or the front office receives a written note. Drivers other than parents must come into the office prior to pickup time to be verified.

LATE ARRIVAL/EARLY PICK-UP POLICY

Children arriving late to camp need to be brought to the front office where a staff member can take them to class. If you need to pick-up your child early from camp, please write a note indicating your child will be leaving camp early. Please include in the note the time of the pick-up and the name of the person picking up your child. At pick-up time, come into the office and your child will be brought to you. We will strictly enforce these policies to ensure the safest and least disruptive learning environment.

MEDICATION AND ILLNESS POLICIES

The Parish School will be happy to work together with parents and physicians in administering any medication to a child. However, the rules stated on the "Administering Medications" sheet must be followed to abide by state licensing requirements. Any medication needs to be in its original container with the prescription label and must be delivered to an adult by an adult.

- **MEDICATIONS**

If your child needs to have medication administered at camp, please fill out the medication form (part of the “Camper Information Packet”) and return to our Healthcare Coordinator, Angela Burris. Contact her at nurse@parishschool.org with any questions.

Children will be sent home from camp if:

- the child has a fever greater than 100 degrees (F)
- the child has a heavy colored nasal discharge
- the child has a constant cough
- the child is fussy, cranky, tired, sleepy and generally not himself and, therefore, is not benefiting from being at camp and because rest may prevent development of serious illness
- the child has eyes that are pink and watery or have a discharge
- the child has lice or nits
- the child has very loose stools
- the child has a “communicable disease.” See Texas Department of Health Communicable Disease chart- link to this chart located at www.dshs.state.tx.us/idcu/health/schools.../ChildCareChartNotes.pdf



Children must be kept home if they have had the following symptoms within the previous 24 hours:

- child must be fever-free for the previous 24 hours without the aid of any fever-reducing medication
- loose stools/diarrhea
- vomiting

**Please sign and return the last page of the Parent Handbook
before the first day of camp, Tuesday, June 6, 2017.**

Contact Stefanie Heintz, Summer Camp Director, at sheintz@parishschool.org with questions.





Parents' Acknowledgement Form Camp Acorn at The Parish School

I (we) have read The Parish School's Summer Camp Parent Handbook and am (are) aware of the rules, policies, and procedures, and the mission statement of The Parish School.

Mother's Signature

Father's Signature

Date

Please sign and return this form to the school office.

