



Parent Handbook & Policies and Procedures

The Parish School Mission

To educate children ages 2 – 12 who have communication delays and learning differences, empowering them with the tools to succeed.



THE PARISH SCHOOL

Dear Parents,

We welcome you and your family 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 email Stefanie Heintz at camp@parishschool.org.

All Campers must have completed Student Forms, signed Handbook Acknowledgement page and signed Waiver on file with the school by May 13, 2019. These forms can be found on our website at www.parishschool.org/admitted-campers. For questions regarding the forms, please contact the Parish Nurse, Angela Burris, LVN, at nurse@parishschool.org.

Please note the following important dates:

- **Meet the Teacher**
Monday, June 3, 2019
Elementary: 1:00 – 1:45 p.m.
Early Childhood: 1:45 – 2:30 p.m.
- **First Day of Summer Camp**
Tuesday, June 4, 2019
- **Afternoon Enrichment**
Monday – Thursday, 12:00 – 3:00 p.m.
Friday, all students dismiss at 12:00 p.m.
- **Last Day of Camp**
Friday, June 28, 2019
No Afternoon Enrichment, all students dismiss at 12:00 p.m.

I welcome you and your child to a productive and fun four weeks!

Sincerely,

Stefanie Heintz, MS, CCC-SLP
Camp Acorn Director
camp@parishschool.org
(713) 467-4696 x. 191



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Camp Acorn Parent Handbook & Policies and Procedures

Camp Acorn Programs

The Language Program: Monday – Friday, 9 a.m. – 12 p.m.

Offers classroom-based language therapy for children between the ages of 2 and 12 years old who have communication delays and/or learning differences and average to above average abilities. Language intervention to address receptive, expressive, and/or social-pragmatic language is provided by speech-language pathologists and teaching staff in a 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, as well as individually, socially and culturally appropriate. Problem-solving techniques and successful social interactions 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 a.m. – 12 p.m.

Provides camp experiences for children who do not require intervention for special learning needs and who fall within the typical developmental range for their age. This program is open to siblings of students attending our language camp, as well as staff members' children. 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.

Adventure Play Program: Monday – Friday, 9 a.m. – 12 p.m.

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

LEAF Program: Monday – Friday, 9 a.m. – 12 p.m. (*not running Summer 2019*)

Provides language enrichment with a strong academic focus. This program is for current Parish 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 six students per class, the academic instruction and goals are individualized to highlight strengths and support areas of need.



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Afternoon Enrichment Day Program: Monday – Thursday, 12 – 3 p.m.

Elementary classes offer a variety of extracurricular activities: cooking, yoga, martial arts, computers and more! Younger early childhood 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 – 9 a.m.

Drop your child off starting at 8:00 a.m. 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. The Parish School reserves the right to dismiss any student proven 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 discretion.
- Parents are required to read the policies and procedures documented in this 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 Therapy Care Plans will be sent home at the end of Camp Acorn.

Teacher Responsibilities

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

Paraeducator Responsibilities

The paraeducator is responsible to the teacher for carrying out teacher-directed activities. All groups will have paraeducators.



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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.

Office Administration Responsibilities

Nancy Mosley, Camp Manager, is responsible to the director for coordinating the camp day. Carolina Gonzalez, Business Office; Glenda Bonilla, Human Resources; and Meredith Krimmel, Admissions; and Brooke Medina, Family Services, are in the office to assist the director, as well.

School Nurse Responsibilities

Angela Burris, LVN, School Nurse, is responsible for collecting updated student forms, assisting children as needed, and administering medications. If you have questions regarding medications, forms or scheduling, please email nurse@parishschool.org.

Confidentiality

Any information in your child's file and shared with the Camp 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 paraeducators to discuss other children's progress.

Uniforms

All children are required to wear the Camp Acorn t-shirt with shorts of your choice. Tuition includes two t-shirts. Extra shirts will be available to purchase for \$12. 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



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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 them. 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 set up 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. **No peanuts are allowed on our campus.** All students enrolled in Early Childhood should send an extra set of clothes (does not have to be the uniform), diapers, 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 using the 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 provided 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 transporting children other than your own to camp, it is imperative that before the first day of camp, you send a list of children in your carpool to the camp director. We ask that you do not talk on cell phones during carpool. This is not only for the safety of the



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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, all parents (except Emerging Language and 2-3-year-old Day Camp classes) drive through the carpool drop-off line.

Emerging Language Class and 2- to 3-Year-Old Day Camp Classes

Morning Drop-Off: Due to the age of children in these classes, you may walk your camper to their classroom between 8:45-9:00 a.m. Please park in the school parking lot and come through the front office. If you arrive after 9:00 a.m., please sign your camper in at the front desk and a staff member will walk them to class. If you prefer, you have the option of using regular drop-off procedures through the carpool line.

Afternoon Pick-Up: We ask that you park in the school lot and come through the front office to sign in. You are welcome to walk back to the classroom beginning at 11:50 a.m. There will be an afternoon class entering the room as your camper is leaving, so please be courteous in the amount of time you spend picking up your camper. **The 2- to 3-year-old Day Camp class will follow regular pick-up procedures (through carpool line)** as these campers are siblings of older campers, unless other arrangements have been made.

Dismissal

- **Morning Program Only:** Children should be picked up promptly at 12 p.m.
- **Full Day:** Children should be picked up promptly at 3 p.m.
- **Friday is 12 p.m. dismissal for all campers**
- Parents have a 15-minute grace period for picking up their camper, after which they will be charged a late fee of \$25.00 for every 15-minute block they are late.

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 or send an email indicating your child will be leaving camp early. Please include the time of the pick-up and the name of the person picking up your child. At pick-up time, come into the



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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 Policy

The Parish School will be happy to work together with parents and physicians in administering any medication to a child. The rules stated on the "Administering Medications" sheet must be followed to abide by state licensing requirements. All 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 Student Forms packet) and return to our School Nurse, 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 themselves"
- the child has eyes that are pink and watery or have apparent discharge
- the child has lice or nits
- the child has loose stools
- the child has a "communicable disease."

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

- fever greater than 100 degrees (F)
- loose stools/diarrhea
- vomiting

Please sign and return the last page of the parent handbook May 13, 2019.

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



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Parents' Acknowledgement Form

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

Parent/Guardian 1 Signature

Parent/Guardian 2 Signature

Date

Please sign and return this form to the school office no later than May 13, 2019.



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