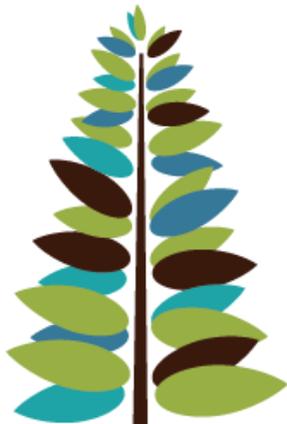


# 2021 Summer Camp Parent Handbook

**Pinewoods Montessori School**

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June and July 2021



**Pinewoods**  
**MONTESSORI SCHOOL**

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# Summer Camp 2021

Our aim in Pinewoods Montessori's Summer Camp is to provide an authentic Montessori summer camp that serves our students while supporting families during this uncertain time. It is important to us that the children's activity be enjoyable, thoughtful, challenging and rewarding, while maintaining a healthy, safe environment for all. This summer's Camp will look a little different from pre-pandemic years. However, we are confident that our program, aided by Pinewoods' family community, can adapt and meet these challenges.

## Summer Camp Policies

### Summer Arrival and Departure Procedures

Arrival and departure times are the busiest times of day, allowing for daily screenings and temperature checks at drop-off and contactless pick-up. Thus, our drop-off and pick-up times have been adjusted accordingly:

<b>Elementary -</b>	Drop-Off/Screenings:	8:05am - 8:10am
	Pick-up:	3:05pm - 3:10pm
<b>Primary/Kindergarten -</b>	Drop-Off/Screenings:	8:10am - 8:20am
	Full Day Pick-up:	2:55pm - 3:05pm
<b>Toddler -</b>	Drop-Off/Screenings:	8:20am - 8:30am
	Full Day Pick-up:	2:45pm - 2:55pm

**\*\*If you have multiple children at different levels, please arrive in the OLDEST student's drop-off and pick-up window\*\***

### **Before Coming to Summer Camp:**

Before coming to Pinewoods, please make sure your child(ren) is (are) dressed in comfortable play clothes and closed-toe shoes suitable for outdoor activity. We recommend checking the weather and ensuring your child(ren) is (are) dressed for outdoor time in the current and projected weather conditions.

**Take your child's temperature at home and check for any symptoms of illness. If the temperature is higher than 100.4F, your child seems otherwise unwell, or they exhibit one or more of the [symptoms of COVID-19](#), they may not attend camp. If your child exhibits any symptoms in our [Sick-Child Policy](#), they may not attend camp.** If your child will be absent, we ask that you notify Emily Bray at [office@pinewoodsmontessori.com](mailto:office@pinewoodsmontessori.com).

**Parents/guardians must stay in or beside your vehicles** and are not able to enter the school building or playground areas. We request that your child(ren) "try" to use the bathroom before leaving home.

### **What to Bring:**

Before coming to camp, please ensure that your child has all supplies needed for the day, including a labeled morning snack, lunch, a large water bottle, and a clean mask (if applicable). Apply sunscreen and/or bug spray if desired.

- ❖ All Toddler, Primary, and Elementary campers should come with a backpack that can be worn independently. Your child's lunchbox, water bottle, and any additional required items should fit easily inside of the child's backpack. Backpacks should be the right size for your child to carry independently, and should be big enough to carry their belongings to and from camp every day without being too cumbersome.
- ❖ Half-day Toddler campers should bring a small lunchbox that can hold your child's snack and water bottle.
- ❖ For Toddler and Primary children, please bring 2 sets of extra clothes.
- ❖ **For Full Day Toddlers and Children in Primary opting for rest time:** Nap items (a sentimental item, small fitted sheet, and blanket LABELED with their name in a bag) should be brought to school **each week in your child's backpack.**
- ❖ If your child is not toilet trained, please send in 5 diapers/pull-ups and a package of wipes. These items should also fit in their backpack to avoid having multiple bags for each child.

### **Drop-off Procedures:**

We have adjusted our drop-off times (above) to allow for a streamlined drop-off process this year. Please arrive in your child's drop-off window. If you have multiple children, you may arrive in the oldest child's drop-off window. Each day, parents will drive into a "circle" loop for a "car line" scenario. Cones will be used to mark off the circle drive for parents. This will allow for a quick drop-off and morning screening. Parents are not permitted to park and walk children to the playground/classroom, unless given explicit permission from the school.

Once you pull up into the carline, we ask that all adults and any children not departing the car put on a mask/face covering until the screening and drop-off is complete. Primary and Elementary students should put on their masks/face coverings at this time. Please also get your child(ren)'s backpack(s) ready so that your child(ren) can quickly depart the car. Lastly, please have your child(ren) apply hand sanitizer.

When you pull into the drop-off/pick-up zone, one adult and child(ren) being dropped off for camp will exit the vehicle. Four cars can be in this zone at one time.

An Administrator will come to the car, ask you 3 quick COVID-19 related screening questions and take your child(ren)'s temperature(s). After that, the Administrator will help your child(ren) exit the drop-off/pick-up zone and direct them to an Assistant Teacher, who will walk your child(ren) to their classroom(s).

Parents/guardians for camp will be given a laminated "name tag" sign including your last name and child(ren)'s classroom(s) to place in the **driver's side windshield of your vehicle**. After the first day of camp, **please place the sign in your driver's side windshield for drop-off and pick-up daily**.

**Pick-up Procedures:**

Again, families will utilize the "car line" for pick-up. Please plan to arrive in your child's pick-up window. If you have multiple children, you may arrive in the oldest child's pick-up window. Please make sure your "nametag" is clearly visible in your **driver's side windshield or hanging from your rear-view mirror** daily at pick-up. Once you pull up into the carline, we ask that all adults and children in the car wear a mask/face covering until your Pinewoods child(ren) is (are) safely in your vehicle. Please remain in your car until you enter the drop-off/pick-up zone.

Administrators will use walkie talkies to communicate with classrooms to dismiss children.

Once you are in the drop-off/pick-up zone, please exit your car and stand beside your car until your child(ren) has/have been delivered to the car by an adult.

We kindly request that families exit the parking lot (by pulling around the circle) once your child(ren) is (are) safely secured.

**Authorized Pick-Up Adults:**

The NC Department of Health and Human Services recommends families designate the same parent or individual to drop off and pick up the child every day if possible. DHHS also recommends families avoid designating those considered at high risk for drop off/pick up (such as grandparents/caregivers who are over 65 years of age), if possible.

If your child is to be picked-up by someone other than his/her parent/guardian or other individual designated on the pick-up list (found on the Camp Sign-Up), please let us know ahead of time by email or signed written notice. We also request that you let the pick-up person know that we will be asking for photo identification before dismissing the child(ren).

Families are not permitted access to school facilities during camp operational hours and after dismissal (including the playground after dismissal) until further notice.

## Late Arrivals/Tardy Policy

**\*\*As a reminder: If you have multiple children at different levels, please arrive in the OLDEST student's drop-off and pick-up window\*\***

Late arrivals will be exceptionally difficult for the administrative schedule with daily screenings, frequent playground cleanings, etc., this year. If your child must be late on certain days due to a support service, therapy, etc. please alert Administration via email, and please provide as much notice as possible. Students are not permitted to arrive at camp later than 5 minutes outside of their drop-off window.

If a student is tardy more than 3 times (and no specific arrangement has been made with school Administration), a \$20 fee (per child) will be charged to the family. **The fee will be added to your TADS account.** If a family is charged this tardy fee, a message will be sent from School Administration, and \$20 will be charged for every subsequent late arrival. We greatly appreciate your understanding with this tardy policy.

## Late Pick-Up

**\*\*As a reminder: If you have multiple children at different levels, please arrive in the OLDEST student's drop-off and pick-up window\*\***

We value our teachers and their dedicated time for breaks, cleaning and planning. We respectfully ask parents to make every effort to pick up children on time. We understand that on rare occasions, it may be impossible for your child to be picked up on time; however, if this happens more than **three** times, parents will be charged an administrative fee (\$20 per day per child). If a family is charged this late pick-up fee, a message will be sent from School Administration, and \$20 will be charged for every subsequent late pick-up. **If you are more than 15 minutes late you will be automatically charged the \$20 late fee regardless of the number of instances. The fee will be added to your TADS account.**

## Risk-Mitigation Measures

### Physical Distancing, Class Size, and Cohorting

We feel it is paramount to limit children moving between classrooms and mixing groups this year. **For summer 2021, camp classrooms will operate as small cohort communities.**

Physical distancing will be practiced to the extent possible for each level at Pinewoods. Physical distancing will be taught and encouraged throughout the day, in an age-appropriate way. In preparation for this, the following changes have been made for the time-being:

- ❖ Toddler camps will have a maximum of 12 children.
- ❖ Primary (including Kindergarteners) camps will have a maximum of 16 children.
- ❖ Elementary camps will have a maximum of 12 children.

Additionally:

- ❖ Class cohorts will not share spaces with other cohorts, including bathrooms.
- ❖ During lunch and rest times, students' faces will be spaced 6 feet apart.
- ❖ Outdoor spaces will be utilized as much as possible and our playground schedules will be adjusted, limiting exposure between classroom cohorts and allowing time for cleaning.

## Masks & Face Coverings

All Primary and Elementary Students, Teachers/Staff, and essential visitors to campus will be required to wear a mask that covers both their nose and mouth **at all times\*** when inside, and also when outside, if engaged in an activity that places them within six feet of others.

*\*except when eating/drinking, in which case social distancing will be required and masks worn again when eating/drinking is finished.*

*\*\*Some children may be unable to wear a Face Covering due to a medical or related condition or challenge. Should this be the case for your child, please discuss this with our camp administrators. Administration will handle reasonable and safe accommodations on a case-by-case basis.*

Toddler children **over the age of 2** are **encouraged** to wear masks/cloth face coverings **IF the child is** comfortable and has practiced wearing it, can put it on independently and take it off safely, and isn't prone to touching their face more frequently with the mask on.

*Pinewoods reserves the right to make changes to our mask/face covering requirements and other health and safety procedures and protocols based on information from DHHS and other trusted sources.*

Additionally:

- ❖ All Elementary and Primary students should bring **two** extra masks to camp and keep them in a sealed, labeled bag in their backpack.
- ❖ Teachers will organize "mask breaks" as needed, where students are outside and socially distanced.
- ❖ Parents and caregivers should find masks that their children find comfortable, and also work to build "mask stamina" in their children before their first day at camp.
- ❖ Pinewoods will keep a supply of disposable masks as a back-up, but we request single-use masks not be used frequently so that we can maintain a necessary supply.
- ❖ Teachers/Administrators will be discouraged from handling or helping with masks face-to-face and near campers' faces (taking them on/off) unless absolutely necessary. Teachers/Administrators can help students place mask loops around their ears from behind.

## Daily Health Screenings

Families and all teachers/staff will be asked to complete a daily health screening (see above for procedures). This will include questions about potential household exposure, and students and staff will report any occurrence of the following symptoms:

- Fever (defined as 100.4 degrees Fahrenheit or higher)
- Chills
- Shortness of breath and/or difficulty breathing
- New cough
- New loss of taste or smell

Anyone experiencing one or more of these symptoms will not be allowed to attend camp. Protocols for a student's return to camp can be found under [Health and Medical Policies](#).

In addition, all students, teachers/staff, and essential visitors will undergo a temperature check before entering camp each morning. With a reading of 100.4 degrees Fahrenheit or higher, families may request a second reading after 10 minutes. In this situation, a guardian would be given the option to return home with their child or directed to park their car and wait ten minutes for a second reading to ensure accuracy. A second reading of 100.4 or higher will result in the child being sent home. Any Pinewoods-enrolled siblings would be sent home as well as an extra precaution.

## Personal/Hand Hygiene

Students will be directed to wash their hands frequently throughout the day, and specifically before/after eating, using the bathroom, or using shared materials. Hand sanitizer will be readily available as a hand cleaning option when hand washing is not possible.

Additionally:

- ❖ Students will have frequent, age-appropriate lessons on proper handwashing and the importance of hand hygiene (upon arrival, before and after eating, in-between activities, after using the bathroom or diaper changes, and after coughing/sneezing/blowing noses).
- ❖ Signs have been posted to offer visual reminders about hand hygiene and proper handwashing.
- ❖ Bottles of hand sanitizer will be placed in each classroom.
- ❖ Touchless sanitizer stations will be placed inside and outside of the building.
- ❖ Elementary students may bring their own personal bottles of hand sanitizer. Please be sure these are labeled.

## Cleaning and Sanitization

Cleaning and sanitization have always been a priority at Pinewoods. We will be utilizing effective cleaning/sanitization practices more frequently to provide safe and healthy environments.

- ❖ Classrooms will be cleaned and sanitized frequently throughout the day, using CDC-approved cleaning solutions.
- ❖ We have a generous stock of cleaning supplies on campus and will continue to purchase additional supplies as needed throughout the year to ensure a robust supply. While we will be purchasing enough cleaning supplies to maintain our new cleaning practices, we would greatly appreciate any donations of supplies by parents ([see below](#)).
- ❖ Frequently touched surfaces and any shared equipment will be sanitized multiple times throughout the day. Materials will be sanitized daily and in-between uses whenever possible. Each child will have a designated work mat, instead of using communal rugs.
- ❖ Water fountains will be closed except in cases of emergency.
- ❖ Doorknobs and other high-touch surfaces will be cleaned and sanitized regularly throughout the day.

## Parents/Guardians/Visitors

Access to our building will be limited, both during and outside of camp hours. Only visitors deemed “essential” will be allowed to enter. They will need to pass a health screening and temperature check, and wear a mask. We appreciate everyone’s help with these risk-mitigation measures.

## Time Outside

As stated above, teachers will prioritize time outside when it makes sense to do so for all levels, according to the parameters of our summer playground schedules. We will be limiting each playground area to use by one cohort at a time.

## Improved Air Quality

Despite our small size, Pinewoods has ten HVAC units in our building (air compressor and air handler). Pinewoods is using MERV 13 air filters for our units, which will be installed and replaced by professionals every two months.

With the help of some of our generous families, we have free-standing HEPA air purifier systems for our indoor spaces.

When the outdoor temperature and weather conditions allow, we will open the windows of our classrooms during times when the students are indoors to increase air flow.

## Sharing of Materials

While there are many things we can do to limit sharing and mitigate risks associated with frequent sharing, we feel it is important in our camps for our campers to still participate in self-selected and individualized work, with frequent movement built into the routine.

Additionally:

- ❖ Supplies such as pencils, colored pencils, scissors, etc. will not be shared and will be stored individually for each student.
- ❖ Toddler teachers will immediately remove items from the shelves that have been placed in the mouth or otherwise contaminated. Those items will be sanitized before continued use.

## Open Lines of Communication

Sending an [email](#) or calling the school (919-644-2090) remains the best way to contact us.

**In addition, parents/guardians are highly encouraged to sign up for REMIND text messages for summer 2021. More information will be provided closer to the start of summer camp.**

Downloading the Remind app allows you to text our app directly, if there is an emergency or you need to quickly notify us of any health-related information.

## Donations

We are grateful for your partnership and support in these times, in whatever form it takes: kind words for your child's teacher, constructive feedback, open communication, volunteer involvement, and making purchases for our camps are all equally appreciated. We have been humbled and are thankful to see the incredible outpouring of support coming in from families during this time of need.

If your family is interested and able, we hope you will consider donating items from our [2021 Summer/2021-22 School Year](#) wishlist.

While we will be purchasing enough cleaning supplies to maintain our new cleaning practices, we would greatly appreciate any donations of supplies by parents/guardians including, but not limited to:

- Hand Sanitizer
- Bleach (Fully concentrated, NOT "splashless")
- Toilet Paper/Paper Towels
- Clorox Wipes
- Hand Soap Refill

## Health and Medical Policies

Health and safety is a priority at Pinewoods Montessori School, now more than ever.

## COVID-19 Exposure Protocols

Exposure Protocols are determined in conjunction with the most updated version of the [NCDHHS guidance for schools](#). While guidance suggests a 10 day observation period in most cases, we have chosen 14 days as an extra precaution.

Please note: Regarding all of the following exposure protocols, communication with the summer camp community will be provided, as deemed necessary by the OC Health Department and School Administration.

## Preventive Exposure Measures

Please note: The following preventative exposure measures will be part of our daily screenings for students/staff members.

**All families will be required to notify Pinewoods immediately if a member of your household has been in [close contact](#) with someone diagnosed with COVID-19.**

**All families will be required to notify Pinewoods immediately if a member of your household has been diagnosed with COVID-19.**

**If you, anyone in your household, your child, or someone outside your family with whom you have had [close contact](#) is confirmed to have COVID-19, families are required to notify Pinewoods immediately.** Your child(ren) will not be allowed to return to camp for a minimum of 10 days with a negative test occurring 8 days following the exposure and no symptoms, and 14 days without a negative test and no symptoms.

Children **MAY NOT** attend camp if a member of their household:

1. Suspects they might have COVID-19 (i.e. is experiencing one or more of the symptoms listed below),
2. Has tested positive for COVID-19 in the last 28 days, or
3. Is awaiting results of COVID-19 testing, or
4. Has been in close contact\* with anyone in the three categories above.

## Symptoms of COVID-19

- Fever (100.4 F or higher) (muscle weakness or body aches/lethargy)
- Chills
- New cough (mild, moderate or severe)
- New loss of taste or smell
- Shortness of breath or difficulty breathing (please seek medical assistance)

If your child(ren) is (are) experiencing one or more of the COVID-19 symptoms listed above, the child(ren) **and any sibling(s) MAY NOT** attend camp until **either:**

- The individual has a **negative COVID-19 Test** (or a written alternative diagnosis from a medical professional that would explain the COVID-like symptoms) **AND** the individual has been symptom free for **72 hours without fever-reducing medication**.

- **Without a negative COVID-19 test** (or a written alternative diagnosis from a medical professional that would explain the COVID-like symptoms), the individual must be **symptom-free for at least 10 full days without fever-reducing medication.**

## Symptoms Developing at Camp

If a student or staff member develops one or more [COVID-19 symptoms](#) during the school day we will contact the local Health Department for advice on next steps.

## Close Contact

\***CDC criteria for close contact** (As of 6/17/2020):

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes.
- You provided care at home to someone who is sick with COVID-19.
- You had direct physical contact with the person (touched, hugged, or kissed them).
- You shared eating or drinking utensils.
- You may have gotten respiratory droplets on your person.

## Absences

As noted above, families with children participating in Summer Camp at Pinewoods must alert the school of absence for any reason as soon as possible.

## Confirmed Cases of COVID-19 at Pinewoods Summer Camp

In the event of a confirmed case of COVID-19 (either a student or staff member), Pinewoods Administration will contact local public health authorities and **will follow their instructions for notification and any necessary class or school closure.** We will alert families if closures are advised. A determination as to whether an entire class needs to quarantine will be reached in cooperation with health officials.

In the event of a confirmed case of COVID-19 in a student's household(s), the family is required to report this to the Pinewoods Administration.

While protecting names of the family (members), the school will notify Parents/Guardians should the positive case affect any potential exposure. We will err on the side of caution when it comes to necessary communication regarding a COVID-19 diagnosis. *As medical information and Health Department guidelines are updated, this policy is subject to change.*

## Returning to Summer Camp after COVID-19 Diagnosis

**The person/student can return to the Pinewoods when they can answer yes to ALL four questions and have been approved by the School Administration:**

- Has it been at least 10 days since symptoms first appeared?

- ❑ Has it been at least 3 days since the person had a fever (without using fever reducing medicine)?
- ❑ Has it been at least 3 days since the person's symptoms have improved, including cough and shortness of breath?
- ❑ Has a physician been consulted and the results shared with school administration?
- ❑ \*If the confirmed case is a Pinewoods student or in the camper's household\* Has it been 28 days since the quarantine for the person diagnosed with COVID-19 began?

Once the criteria above are met, it is not necessary to require a negative COVID-19 test in order to return to Pinewoods.

## Additional Health/Medical Policies

### Sick Child Policy

**It is imperative for a camper who is ill or suspected of becoming ill to stay at home. We expect parents to keep sick children at home.**

In addition to our COVID-19 policies, your child **and any sibling(s)** must stay home if any of the following conditions are present. **The child(ren) cannot return to camp until the following symptoms have disappeared for at least 24 hours for the following conditions:**

- Low grade fever\*
- Diarrhea or vomiting
- Unidentified Rash
- Runny nose/congestion/sinus pain and/or pressure
- Thick white, green, or yellow discharge from the nose, eyes or ears (this is often indicative of an infection or conjunctivitis)
- Sore throat\*\*
- Contagious disease. Parents should call the School immediately if a student becomes ill with a contagious disease (such as influenza, pink eye, norovirus, strep throat, etc.), so we may be alerted to the symptoms and notify other parents of exposure. Please note: In the event of more than one student confirming diagnosis of a contagious illness, Pinewoods will consult the Center for Disease Control website ([www.cdc.gov](http://www.cdc.gov)) and may make changes to this policy as necessary according to CDC recommendations.

**\*Please note, if your child has a temperature between 99.6 and 100.3 and seems unwell or has any symptoms of illness, the child should stay home until symptoms have disappeared for at least 24 hours. Should a student become ill during the camp day or arrive at camp too ill to participate in the activities of the day, the parent(s)/guardian(s) will be contacted to take the student, and potentially any sibling(s) home within a 30-minute time frame. Your child's teacher, upon observation of an unwell child in the classroom and in discussion with School Administrators, reserves the right to determine the child's ability to remain at camp for the day. Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs. The younger your child, the more difficult it is to keep the**

spread of germs down. If a parent cannot be reached, we will begin calling persons on your emergency contact form. This is to ensure the safety of the child and continued good health of everyone at Pinewoods.

**\*\*Please note, while *sore throat* is not listed on the DHHS recommendations as an official symptom of COVID-19, it can be an early onset indicator of cough, strep throat, etc. If your child(ren) is (are) experiencing a sore throat, the child(ren) *and any sibling(s)* MAY NOT attend camp until the individual has a **negative COVID-19 test and a negative strep test** (or a written alternative diagnosis that would explain the sore throat) **AND** the individual has been symptom free for **24 hours without medication**.**

## Head Lice Policy

Pinewoods Montessori School's policy and guidelines regarding lice are based on prevention, proper treatment, effective screening and reasonable environmental interventions to reduce the risk of re-infestation.

If live lice or nits are seen or suspected by staff, we will proceed as follows.

1. The student will be removed from the camp environment and brought to the main office.
2. The parent or guardian will be called to pick up the child. It is the responsibility of the parent or guardian to pick-up the child before the end of the school day so that proper treatment may begin.
3. It is the responsibility of the parent or guardian to seek medical advice/prescription medication/over-the-counter treatment if needed.
4. In efforts to minimize the spread of head lice, Pinewoods will notify all parents in the camp(s) where the infestation occurred.

The student may return to camp 12 hours after treatment has been completed.

## Medication

If your child is to be administered prescription or over-the-counter medication during camp hours, the medicine must be clearly labeled with the child's name and dosage and must be supervised by a Pinewoods faculty/staff member. Parents must also complete and sign a "Medication Release Form" before the medication can be administered. All medication must be in the original container from the pharmacy (not sent in plastic bags in lunch boxes, etc.) and must be handed directly to the staff with the written and signed "Medication Release Form." Please email the Office Manager ([office@pinewoodsmontessori.com](mailto:office@pinewoodsmontessori.com)) to request a copy of this form.

Under no circumstances will any medication be administered without written permission.

## Allergies and Dietary Sensitivities

Pinewoods must be informed of any food or medicinal allergies your child may have. Our primary concern is your child's safety, and we must ask that you take responsibility for keeping us informed of your child's allergies and the severity of them. There are 3 things we require in cases of allergies:

1. List all allergies on your child's camp sign-up.

2. Provide a letter or medical action plan with specific information regarding your child's allergy and steps for treating his/her allergic reaction.

If your child requires an EpiPen at camp, it should be in a clear plastic bag with your child's name and a card with all necessary medical information: doctor's name and phone number, address, insurance company and number, hospital preference and the best emergency contact number(s) for you as the parent/guardian.

Although we will always do our best, we cannot be expected to know the exact nature of an allergy and its severity unless we have ongoing and current information from you.

If your child has a specific dietary restriction (gluten-free, dairy-free, vegetarian, vegan, etc.) it is the responsibility of the parent/guardian to inform Pinewoods administrative staff and the child's teacher. A plan will be worked out between the child's teacher and the family in order to accommodate dietary restrictions/sensitivities.

Please keep us informed if allergies/dietary sensitivities change.

## Outdoor Play, Sunscreen, and Bug Spray

The children will be outside for a portion of each day except in extremely inclement weather. On days when rain is predicted, please send your child to camp with a raincoat and rain-appropriate footwear so that we may make use of our outdoor spaces as much as possible. **A child who is not well enough to play outside should not come to camp.** If you would like for your child to wear sunscreen and/or insect repellent, we ask that you apply these before coming to camp.

## Environmental Allergy Policy

At Pinewoods, we are committed to providing an environment that is healthy and sanitary for all students and staff. We use high quality air filters (as noted above), which are changed every 2 months. We use nitrile gloves instead of latex. We ensure that our hygiene and sanitation policies are being followed by staff members. Smoking is not permitted on school premises.

If your child has an environmental allergy that requires an EpiPen, please follow the same procedures as listed above.

## Emergency/Injury

Every camper enrolled at Pinewoods Montessori School must complete Emergency Contact and Medical/Health information on the camp sign-up. All camper medical records/information are kept confidential and only available to pertinent staff members.

### Injuries and contact with parents:

- In case of a serious bodily/dental injury or emergency, you will be contacted immediately, and your child will be transported to the hospital of your choice.

In case of serious bodily/dental injury and emergency, and we are not able to reach you immediately, we will seek emergency assistance as needed/appropriate.

- If your child suffers a minor injury at camp that could possibly warrant a doctor visit, we will contact you so that you can make the decision as to what next steps should be taken. If your child receives a minor injury that does not warrant a doctor visit, you will be notified when you pick up your child.
- If there is a bump or injury to the head we will contact you immediately.
- If your child has a physically visible injury that is caused by another child, we will notify both sets of parents and send home an incident report that has been filled out by the teacher.
- If a minor injury occurs within 20 minutes of your child's dismissal time we will notify you at pick-up.

The health and safety of children are of the utmost importance to us. At Pinewoods, we make every effort to ensure that a safe teacher-student ratio is maintained.

## Food Policies

### Lunch/Snack

All students will bring a snack and water bottle from home each day. No snacks/food items/treats will be shared at any level. Full-Day and Elementary campers will bring lunch each day to camp. Please plan to send your child with utensils from home as necessary. Please make every attempt to send food items with campers that can be opened independently.

The microwaves will be off-limits for camper use until further notice. Please send meals that do not require heating.

Please label your child's lunchbox with the first/last name. We suggest making your child's lunch the night before and incorporating your child in the process, if possible. Please pack appropriate portions of healthy foods from the four food groups: whole grains, vegetables and fruits, dairy, and protein.

When scheduling and the weather permits, campers will eat outdoors.

### Food Allergies

Any and all food allergies must be listed on your child's Camp Sign-Up. Food allergies must be diagnosed by a physician. It is the parent's responsibility to include a letter from the physician along with a child's Camp Sign-Up.

Individual classrooms may have restrictions on specific foods (for example, nuts) that may or may not be permitted. Your child's camp teacher will notify all families in the classroom regarding any restricted food items prior to the start of the school year.

*In the event that a severe allergy is brought to our attention, we reserve the right to change this policy to protect the health of our students.*

## Breakfast Before Arrival

It is important that your child receive a good breakfast before arriving at school. Children are active, growing individuals who need the good energy provided by nutritious food.

## Water

We ask that you provide a full water bottle each day for your child(ren). Please label all water bottles that are sent to camp with your child's first and last name.

## Soda and Candy

**No sodas or candy (including chocolate candies) will be allowed for snack or lunch.** The teacher will ask the child to return such items to their snack or lunch bag to be eaten at home.

## Clothing Policies

Please allow your child to dress in clothing that he or she can get in and out of independently. Straps, buckles, belts, and small buttons that may be difficult for a child to maneuver are discouraged. Please make sure your child is dressed appropriately for the weather, as children will spend a portion of their day on the playground, including in light rain.

Children may get dirty at camp, so please dress your child accordingly. Children usually enjoy picking out their own outfits. By giving them choices when dressing, it increases their independence and helps them become aware of appropriate seasonal dress.

Children should come to camp in shoes that are comfortable and sensible for the child to take on and off independently. Please avoid flip-flops, rubber boots and crocs as they are not suitable footwear for climbing structures on the playground. If children wear the aforementioned footwear, they will be asked to stay off the climbing structures for their own safety. Tennis shoes with socks are the most suitable type of footwear for school.

## Dress Code

Pinewoods Montessori School respects a camper's right to choose his or her style of dress or appearance. While we encourage independence and self-expression, Pinewoods does require students to appear at camp fully clothed and in an appropriate manner consistent with a proper atmosphere for learning.

- Campers are not to wear clothing, buttons, patches, jewelry, make-up, face/body paint or any other items with words, phrases, symbols, pictures or signs that are indecent,

profane, depict violence, contain advertisements for products or services not permitted by law to minors, or are deemed as substantially disruptive.

- Clothing and accessories that are reasonably expected to intimidate other campers on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religious affiliation, or political affiliation are strictly forbidden.
- Clothes must be worn in a way such that genitals, buttocks, nipples, torso, midriff, and undergarments are covered with opaque material.
- Wearable Technology - Some wearable technology (fitbits, etc.) are allowed as long as they are not distracting. Wearable technology that can be used for texting/calls, games, etc. should remain in backpacks and may only be used with the permission of the adult in charge. Teachers will address concerns with individual students/families as they arise
- If a camper's dress or lack of cleanliness is such that it constitutes a threat to health or safety, administration may require the camper and camper's parent or guardian to take appropriate action to remedy the situation.

**Pinewoods Montessori School supports equitable educational access. Our staff is responsible for enforcing this dress code consistently and in a manner that does not marginalize, embarrass, or oppress anyone on the basis of their race, color, national origin, sex, gender identity, sexual orientation, disability, age, religious affiliation, cultural observance, household income, or body shape/size.**

## Change of Clothing

All Toddler and Primary campers should bring **two** changes of clothing in a Ziploc bag labeled with the child's name. We have a "Extra Clothing Needed Form" that will be coming home if we need more clothing for your child. Please send extra clothes in your child's backpack.

## Personal Possessions

Children do not need to bring anything to camp to work or play with. Please do not allow your child to bring toys from home.

Primary/Toddler campers who nap in the afternoon are permitted to bring a special item to sleep with, which can be brought to camp in the camper's backpack.

Accessories such as necklaces, bracelets, and rings should not be worn to camp (unless serving a developmental need and prescribed by a professional). They are often a distraction in the classroom and cause children distress if lost or misplaced.

## Technology Policy

Technology at PWMS is being implemented with the following guiding principles:

- Our use of technology while teaching and learning at PWMS is guided by and completely consistent with our core Montessori principles and practices.

- All campers, teachers, and staff have equitable access to technology, and PWMS Technology resources are consistent and dependable.

Personal electronics such as cell phones, smart phones, CD players, iPods, or iPads are not permitted for camper use during the camp day unless explicitly approved by Pinewoods School Administrators.

## Emergency Procedures

### Camp Closings/Weather

On the chance that weather makes for dangerous road conditions for campers and the staff over the summer, Pinewoods Montessori School will delay opening or close.

**While hazardous weather is rare over the summer, Summer Camp Parents are still highly encouraged to sign up for REMIND text messages for these alerts/announcements.**

Pinewoods receives all weather alerts via phone, text, and email for Orange County, NC. If there is a weather advisory or alert (wind, heat, etc.), the school Administrators will decide the appropriate plan of action for outdoor play for all campers.

- If there is a heat advisory or the outdoor temperature (or heat index) is above 95 degrees, outdoor plans will be eliminated or shortened depending on local weather recommendations.

In case of inclement weather such as tornado, hurricane force winds, etc., campers at Pinewoods will adhere to the following procedure:

- Toddler and Primary campers will immediately move into storage closets and interior bathrooms and sit with teachers until it is deemed safe to return to classrooms.
- Elementary campers will immediately move into the bathrooms adjacent to their classroom.

We recognize that in very severe weather, campers and their families are likely safer in their own homes or at camp than on the roads. In the event of a tornado warning in Orange County during pick-up time, parents may therefore, at their discretion, wait until the tornado warning has passed before picking up their children. In the event of an emergency-related early dismissal, parents/guardians will follow the same procedures for daily pick-up.

Please note that during a severe weather emergency, the priority of the teachers and the Head of School or his/her designee is to ensure the safety of the campers and staff. Communication during an emergency situation between staff and parents may be limited, however, the Head of School or his/her designee will endeavor to notify parents with any relevant updates as soon as it is safe to do so.

Please know, in the event of a weather emergency, students/staff members may need to combine with other cohorts/camps, but we will make every effort to avoid close contact between groups of campers/staff.

## Fire

In the event of a fire or fire drill, the staff calmly escorts the children from the building and to their assigned locations. The Head of School or a designated staff member checks all rooms and areas. Plans for evacuation are posted in each classroom. Camps will remain in cohorts and will practice social distancing in the event of the fire alarm sounding or a drill.

## Safety

Pinewoods Montessori School is committed to providing a safe and secure environment to all our campers, staff, and anyone else who comes in contact with Pinewoods. Recognizing that camp safety and security is a shared responsibility between members of our community, it is essential that everyone is vigilant and does their part to ensure that Pinewoods is safe.

Please know, in the event of a safety emergency, students/staff members may need to combine with other cohorts/camps, but we will make every effort to avoid close contact between groups of campers/staff. If possible, all students in temporary, emergency situations where social distancing and cohorts are compromised, would be directed to wear disposable masks.

We have an excellent working relationship with the Hillsborough Police Department. It is essential that we immediately contact and involve them any time there is reasonable suspicion that Pinewoods is in harm's way. While we hope that Pinewoods is never affected, law enforcement officials have the training and expertise to deal with potentially criminal, dangerous or life-threatening activities. Pinewoods will always err on the side of caution and immediately contact law enforcement at the first sign of trouble, and we encourage our community to do the same.

The following are some of the safety and security measures to which everyone *must* adhere:

1. All camp doors must be locked during the camp day, and access will only be available using the key code or with assistance from a Pinewoods staff member.
2. Only visitors deemed "essential" (see above) will be allowed to enter Pinewood's grounds/building.
3. New persons to pick-up, or those who are added to the pick-up list, will be identified with appropriate ID before we allow a camper to be dismissed.
4. Children are taught to not open the doors.
5. If a staff member, camper or anyone else sees anything suspicious inside or outside the school, such as an unmarked package, bag, vehicle, or person, it should be reported to the Head of School or his/her designee immediately.
6. If you report a matter to law enforcement that may affect the school, also immediately report it to the Head of School or his/her designee.

Implementing the measures set forth in this policy will make us a safer camp. The school Administration also welcomes suggestions on how we can improve our safety protocols.

In case of threat to safety of children, campers at Pinewoods will adhere to the following procedures:

- The Head of School or his/her designee will immediately tell camps to go into lockdown status. If possible, the Head of School or his/her designee will contact law enforcement and all Pinewoods families.
- Toddler and Primary campers will immediately move to the storage closets and bathrooms with teachers and all doors will be locked.
- Elementary campers will immediately move to Elementary bathrooms with teachers and doors will be locked.

Once staff has deemed it is safe, we will notify parents.

## Nap Policy

Afternoon rest is very important for young children. Each day, Toddler campers will begin resting between approximately 12:45 and 1:00 PM. Soothing music will be played and backs will be rubbed (if the child wishes to have this done). Children may get up as they wake up or continue to sleep until 2:30-2:45 PM.

Each day, Primary campers who would like to nap will begin resting between approximately 1:15pm and 1:30 PM. Soothing music will be played and backs will be rubbed (if the child wishes to have this done). After 30-45 minutes if the child is not asleep, he or she can work quietly at a table or rug. The rest of the children may get up as they wake up and join the quiet work cycle going on or continue to sleep until 2:00-2:15 PM.

## Rules and Discipline Policy

Pinewoods has rules established for the safety and security of all. All camps have three basic ground rules:

- We treat ourselves, each other and the environment with respect.
- We maintain an atmosphere of peacefulness.
- We resolve our problems with words.

We teach the children these rules and the consequences to these rules. The consequences are:

- A reminder to the child(ren) about the rules
- Separation from an activity
- Loss of a chance to participate in an activity

In cases of physical or verbal aggression/inappropriate language teachers will work collaboratively with parents/guardians to address the behavior so that it does not continue. Teachers will notify parents/guardians if concerns or issues arise with their child during the day and how they were addressed. Pinewoods teachers will partner with parents to help each child learn appropriate strategies and techniques for dealing with frustrations and anger.

The staff works to set forth clear limits and boundaries and remain consistent in the practice of these boundaries. Children are given the reasons for the limits. When necessary, we redirect children to more acceptable, appropriate activities and types of behavior, acknowledging that one of the most effective ways to change behavior is to provide a positive alternative for children. Helping a child use acceptable words to deal with frustration or resolve a conflict is done directly and by example.

In cases of **repeated** physical or verbal aggression, inappropriate language, and/or bullying the following steps will be put into place:

1. Teacher will request a meeting with the parent/guardian to discuss behavior and a plan of action to address the behavior.
2. If the behavior continues, the parent(s)/guardian(s), teachers, and Head of School or their designee will meet to discuss a plan of action with a time frame in which the behavior must improve.
3. If the behavior does not improve within the allotted time frame, then parents, teachers, and the Head of School or his/her designee will meet to discuss possible discontinuation of the child's enrollment in Pinewoods camps.

It is our hope that each child's experience be a positive one and for both the parent(s)/guardian(s) and staff to agree that this is the best environment for the child.

In case of destruction/damage to Pinewoods or other persons' (child or staff's) property that can be reasonably repaired/cleaned the following steps will be put into place:

1. Teacher will notify the parent(s)/guardian(s) and the child will be asked to clean or aid the teacher in repairing what has been damaged.
2. If such behavior happens again, there will be a clean-up day at camp. The parent(s)/guardian(s) and teachers will agree on a list of items for the child to clean/repair (not during school hours) to help maintain a clean and beautiful classroom.
3. If the behavior happens a third time, the child's family will be asked to replace any and all items that have been damaged or provide the funds for the school to replace the items.
4. After all the steps have been taken and a child is still choosing to damage property, the parent(s)/guardian(s), teachers and Head of School or his/her designee will meet to discuss whether the child will continue at Pinewoods.

In case of destruction/damage to Pinewoods or other persons' (child's or staff's) property that cannot be repaired/cleaned without incurring expenses, the child's family may be required to provide the funds to the school to replace or repair the items.

## Biting Policy

While biting is considered a normal stage in childhood, it can disrupt a peaceful camp environment. Pinewoods Montessori School staff takes action to reduce the number of biting incidents.

If a student bites another child, the biter will be temporarily removed from the space where the biting happened. We will take note of the biting situation and talk to the child about the

incident in an age appropriate way. For children ages 3 and up, it is Pinewoods policy to always notify the parent(s)/guardian(s) of the child who has bitten and the parent(s)/guardian(s) of the child who was bitten. This will be done while keeping names of the children involved in the incident anonymous (no names will be mentioned to either set of parent(s)/guardian(s)). For students younger than 3, biting is more common and communication will take place after more than one biting incident in a day.

If blood is drawn at the site of the bite, parent(s)/guardian(s) will be asked to take the child who has bitten home for the balance of the camp day. Both sets of parent(s)/guardian(s) will be notified, while providing anonymity for each child. If blood is not drawn at the site of the bite, and it is a first time biting offense for the child, the child will be spoken to by both the teacher and an administrator. Both sets of parent(s)/guardian(s) (of the child who was bitten and of the child who bit) will be notified, while providing the children involved anonymity.

If blood is not drawn at the site of the bite, but it is a subsequent offense, the child will be sent home for the balance of the camp day. Both sets of parent(s)/guardian(s) (of the child who was bitten and of the child who bit) will be notified, while providing the children involved anonymity.

If a pattern develops with multiple infractions, the Head of School or his/her designee, parent(s)/guardian(s), and classroom teachers will partner together to construct an appropriate plan of action.

# Additional Policies

## Communication and Participation

### Contact Information

#### Administration

Emily Bray, Office Manager [office@pinewoodsmontessori.com](mailto:office@pinewoodsmontessori.com)

Caroline Carman, Head of School - [caroline@pinewoodsmontessori.com](mailto:caroline@pinewoodsmontessori.com)

Elizabeth Michalechen, Bookkeeper - [bookkeeper@pinewoodsmontessori.com](mailto:bookkeeper@pinewoodsmontessori.com)

Jessica White Winger, Assistant Head of School - [jessica@pinewoodsmontessori.com](mailto:jessica@pinewoodsmontessori.com)

#### Teachers

Joy Langley-Parsons - [joy@pinewoodsmontessori.com](mailto:joy@pinewoodsmontessori.com)

Maria Saavedra - [maria@pinewoodsmontessori.com](mailto:maria@pinewoodsmontessori.com)

Brandi Austin - [brandi@pinewoodsmontessori.com](mailto:brandi@pinewoodsmontessori.com)

Gabisu Menendez, Primary Assistant

Jennifer Sewell - [jennifer@pinewoodsmontessori.com](mailto:jennifer@pinewoodsmontessori.com)

Karen (KJ) Smith - [kj@pinewoodsmontessori.com](mailto:kj@pinewoodsmontessori.com)

Emily Armond, Lower Elementary Teacher - [emilyarmond@pinewoodsmontessori.com](mailto:emilyarmond@pinewoodsmontessori.com)

Brittany Palacioz, Lower Elementary Teacher - [brittany@pinewoodsmontessori.com](mailto:brittany@pinewoodsmontessori.com)

## Contacting Summer Camp Teachers

At Pinewoods, we truly value our partnership with families, and we appreciate frequent and timely communication. That being said, we are limiting in-person contact between parents/guardians and teachers/Administrators for risk mitigation purposes. Almost all parent/guardian communication will be accomplished through phone calls, Zoom, and other contactless methods, unless there is an emergency.

If you have a comment, question, or concern about your child or his/her camp classroom, we encourage you to contact your child's teacher via **contactless** channels. You may send a note in the morning, leave a message on the school phone, or email your child's teacher if you have a question/concern.

Your child's teacher will make every effort to respond within 1 business day. If you have an emergency, please leave a message on the school phone and your child's teacher or the Head of School or his/her designee will contact you as soon as possible.

## Support Policy for Students with Diverse Learning Profiles

Pinewoods Montessori School strives to provide an inclusive learning environment for all of our students. Because our teachers and classrooms provide teaching materials that are engaging to students of varying interests, ages and abilities it is often an environment in which students with diverse learning styles and profiles thrive. As such, we are happy to partner with you and work closely with you and your child's team of professionals (if applicable) to help your child have a successful school experience. Because Montessori is traditionally student-led, as opposed to teacher-led, we are accustomed to implementing customized learning or support plans for individual students.

While we are happy to work with your child's team of professionals (speech and language therapists, occupational therapists, counselors, etc.), Pinewoods does not employ any staff devoted solely to our campers who benefit from additional support. It is the family's responsibility to secure the professional resources that their child may need. If you would like for Pinewoods staff to have permission to communicate with these outside specialists or providers, please complete a "Consent to Release Personal Information" form which is available from school administration. If you would like for Pinewoods staff to complete evaluation/informational forms for your child's medical or developmental professional, those forms will be completed by your child's teachers and sent directly to the medical or developmental professional by mail.

If your child has a known medical or developmental condition that may require medical support or care during camp hours, please provide a written care plan to the Head of School or his/her designee and the child's teachers with a specific outline of individual needs and

protocols to be followed during camp hours. This may include services that occur inside the classroom or in a different location. If an outside professional is supporting your child inside the classroom and the school administration and teachers deem it necessary, appropriate notification to other families in the classroom will be sent. If the medical condition is an allergy please see the allergy section above.

## Community Agreement & Acknowledgment of Risk

Having all constituents understand and adhere to all protocols and policies is a key component of a safe return to campus. We all have a role to play in this.

Having students and staff remain on campus safely relies on our individual and shared commitment to protect and preserve the health and well-being of our community. This means honoring and abiding by the expectations and protocols established to mitigate the spread of COVID-19 at Pinewoods and throughout our community.

We are committed to conducting camps in the safest way we can. This commitment will require us to work together and by signing acknowledgment we as a community agree to abide by the suggested guidelines for the sake of keeping one another and our children as safe and healthy as possible.

All families must agree to the following for summer camp:

1. I agree that, every day, before transporting my child(ren) to Pinewoods Montessori School, I will carefully examine or assess my child(ren) for any sign of illness including the [Symptoms of COVID-19](#) and symptoms in the school's [Sick Child Policy](#). If any sign of illness is present, I will not transport my child to Pinewoods School, and I will inform the Pinewoods' staff accordingly.
2. I agree that, if my child(ren) is/are withheld from school due to illness, I will follow the school's protocols and procedures regarding when my child(ren) can return to camp.
3. I agree that, if there is a confirmed case of COVID-19 in my child(ren)'s household(s), I will report this to Pinewoods School Administration immediately and keep my children out of camp following the school's protocols for exposure to a confirmed case.
4. I understand that Pinewoods will inform local health officials if my child(ren) tests positive for COVID-19, and Pinewoods will also inform other parents in the child(ren)'s class of a positive case while maintaining privacy.
5. My child(ren) and I and any other parent or legal guardian will make every effort to abide by the policies and procedures adopted by Pinewoods School and its employees. This includes but is not limited to the COVID-19 related requirements above.

6. I understand that many protocols and procedures in this handbook serve to mitigate risk of infection. They cannot guarantee protection against the transmission of COVID-19.
7. We, as a family, will make every effort to be cautious and careful and follow guidelines and recommendations to prevent the spread of COVID-19 in our community.

**The Board of Directors/Pinewoods Administration reserves the right to terminate summer camp enrollment if a parent/guardian has violated the Community Agreement as stated above.**

## Code of Conduct

At Pinewoods, part of our mission is to create a peaceful and respectful community environment for all families. In order to maintain an orderly, respectful and secure educational environment for the campers and staff of Pinewoods, it is essential that all parents/guardians, visitors, and campers be aware of their responsibilities and adhere to the following expected code of conduct.

### *No person shall:*

- Injure/harm (emotionally or physically) any other person or threaten to do so.
- Damage or destroy school property or the property of a staff/community member.
- Disrupt the orderly conduct of camps, camp programs or other camp activities.
- Use abusive or improper language when communicating with the Head of School or his/her designee, school Board members, school employees, parents/guardians of campers, campers, or guests of the school.
- Distribute or wear materials on school grounds or at camp functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the camp program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in the facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange illicit substances, or be under the influence of them on camp property or at a camp function.
- Possess, consume, sell, distribute or exchange alcoholic beverages or be under the influence of them on camp property unless during a camp-authorized event for adults only.
- Possess or use weapons or ammunition in or on \*school property or at a camp function, except in the case of law enforcement officers.

- Violate any federal or state statute, local ordinance, or policy while on camp property or while at a camp function.

**The Board of Directors/Pinewoods Administration reserves the right to terminate summer camp enrollment if a parent/guardian or student has violated the Code of Conduct as stated above.**

\*“School property” is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, school building, playground and playfields. “Weapons” include firearms, explosives, knives (switchblade knife, gravity knife, or any knife with a blade longer than 3 inches) and other weapons that might be considered dangerous or that could cause harm.

## Child Abuse Policy

At Pinewoods Montessori School, our staff members are trained to recognize the physical and behavioral signs of child neglect and abuse. We are required by law to report any suspected abuse or neglect to the appropriate authorities. Definitions are as follows:

**Neglect:** Failure to provide for the child’s needs (food, water, shelter, rest, medical needs).

**Abuse:** Physical, verbal, emotional, or sexual harm.

## Grievance Policy

In the event that a parent/guardian has a significant grievance regarding his/her child in the summer camp setting:

1. The parent/guardian will request a meeting with his/her child’s teacher to discuss the areas of concern. The meeting will be held as soon as possible after the request is made.

If there is no satisfactory resolution of the concern or disagreement:

2. The parent/guardian or teacher may request a meeting of all parties with the Head of School or his/her designee. A meeting will be held as soon as possible after the request is made.

If this meeting does not result in a satisfactory resolution:

3. A third meeting will be held between the parent/guardian and a self-chosen representative, the camp teacher, the Head of School or his/her designee, and a Board representative chosen by the Head of School or his/her designee.

Following this meeting, a decision will be rendered by Pinewoods Montessori School Corporation in regards to the concern/disagreement and the child’s enrollment status at Pinewoods Summer Camp. This decision will be communicated to the parent/guardian in a timely manner through the Official Board email. Pinewoods Montessori School Corporation reserves the right to acquire legal counsel and pursue the matter in a court of law.

**Please note:** The Title IX Coordinator at Pinewoods Montessori School is [Jessica White Winger](#), Assistant Head of School or her designee. By law, any person may report discrimination/harrassment to the Title IX Coordinator directly (verbally or written), without

going through the grievance process above. Such reports may be made at any time, including during non-business hours, using the school's telephone number, email(s), or mailing address.

# Summer Camp Tuition/Fees

## Summer Camp Tuition/Payments

### Elementary Camps: Ages 6-11 years

Tuition: \$300.00 per week (full day)

### Primary Camps: Ages 3-5 years

Tuition: \$290.00 per week (full day)

### Toddler Camps: Ages 18 months - 36 months

Tuition: \$300.00 per week (full day)

**Upon registration, an \$80.00 deposit is due for each week of camp, per child, within 10 days. The remaining camp payment(s) will be due by April 10, 2021.**

Pinewoods utilizes TADS Tuition Management for the processing of all tuition and fees. Parents/Guardians may choose to pay directly to TADS when you receive your invoice or you may sign-up to have your payment automatically withdrawn from your bank account on TADS. Please note: TADS charges a small processing fee for credit card payments.

**For Summer 2021, Pinewoods will no longer accept written checks for summer camp payments.**

## Pinewoods Bookkeeper

Pinewoods has a part-time Bookkeeper, who is working remotely this year. For receipts or questions regarding payments to Pinewoods, please email the Bookkeeper directly (contact information can be found in Appendix B). For any assistance with TADS Tuition Management you can contact the Bookkeeper or TADS directly.

## Late Payment Policies

All tuition monthly payments are due and payable by the 1st, 5th, 10th, or 20th day of each month, according to your charge in TADS. **A late charge of \$25.00 will be assessed for monthly payments more than five (5) days past due.**

In order to cover the costs associated with payments that do not go through, we will add a \$20.00 fee for any check that does not clear due to insufficient funds or for any reason associated with an error of entry of payment information or of payment processing.

Interest on the balance due shall be charged at the rate of three percent (3%) per month for payments more than thirty (30) days past due.

When tuition payment is 30 days delinquent, the Bookkeeper will contact the parent/responsible party directly via email regarding any past due payments. Alternative payment plans can be adjusted between the parents/guardians and the Head of School or his/her designee, according to the terms of the tuition contract.

## Summer Withdrawal Policy

Pinewoods determines its summer camp staffing and budgets based on the number of students enrolled during the spring. Pinewoods camps tend to fill up very quickly, especially with our current class sizes. If/when Pinewoods camps fill up we will create a "wait list" for families, should there be any cancellations.

Should your summer plans change, and you wish to unenroll your student in summer camp, a refund will not be issued unless the space has been filled by another camper. Even if the space is filled by another camper, the \$80.00 deposit will not be refunded. If the space cannot be filled, you will be charged for the summer camp week(s) in which you originally enrolled.

If we need to cancel entire camp weeks due to the COVID-19 pandemic or due to an illness in our community, we will refund Camps accordingly. *Refunds questions and requests should be directed to the Head of School or his/her designee.*

## Frequently Asked Questions:

### **What if my child is unwell, but I don't think it's COVID-19?**

Because of the variety of symptoms associated with COVID-19 (which include chills, diarrhea and vomiting in addition to the well-known fever, cough, and shortness of breath), we are taking extra precautions. Please do not bring students/siblings to camp if someone in your household is unwell.

**What about illness during Camp hours?** Parents will be informed of any illness which may occur during Camp hours. When a student appears to be too ill to remain at school, or exhibits symptoms of COVID-19 (fever, cough, etc.), the school's administrator or a teacher will contact the child's parents or the emergency contact person designated by the parents. Children will be moved to an isolated space and remain at school until a parent or guardian picks them up. If needed, we will adjust the schedule for our remaining campers to decrease potential transmission.

### **Will I be issued a refund for days absent?**

Unfortunately due to budgets and constraints, we are unable to issue refunds for absences and/or quarantines. Should your child(ren)'s camp absence(s) be mandated by the school per COVID-19 illness policies and/or sick-child policies, a refund will not be issued. Please know, we are doing everything we can to keep our children, staff, and families as healthy as possible during this difficult time.

**How can I help as a parent or guardian?**

These procedures and safeguards will be a new experience for some of our children. Talking about what to expect can ease their transition to this new-for-now normal. You can also help by practicing standing 6 feet apart at home, modeling and practicing wearing a cloth mask without touching it or your face, and taking the daily health screenings seriously. We will do our best to implement our new procedures and policies smoothly, and we appreciate your partnership and support as we navigate these new routines together.

**How much communication can I expect?**

We will send weekly emails to announce themes, activities, and other Camp information. In addition, the office will communicate with you directly should there be any updates on the COVID-19 situation that might have a direct impact on Camp operations.

**Does this cover everything?**

The one constant of this pandemic has been the continued state of change. These policies reflect the regulations and guidelines as of January 2021. We will continue to evaluate the situation and adapt our policies to incorporate best practices.

## Right to Amend

Since situations can arise that were not foreseen at the time of writing this policy manual, Pinewoods reserves the right to amend the handbook. In cases where an amendment is needed, you will be informed.

## Non-Discrimination Policy

Pinewoods Montessori welcomes children, aged 18 months through sixth grade, from all racial, ethnic and cultural backgrounds, family structure or sexual orientation. Priority is given to staff children, returning students, siblings, and transferring Montessori students. After these considerations, children are accepted from those in the waiting pool according to their stated program preference.

# Pinewoods Summer Camp Parent Handbook Acknowledgment

*For two-parent/guardian families, we request that both parents/guardians sign this form.*

I have read and understand the information contained in the Pinewoods 2021 Summer Camp Handbook, including procedures in place to mitigate risk of exposure to COVID-19. I will make every effort to follow the 2021 Summer Camp Parent Handbook at Pinewoods Montessori School.

**Parent/Guardian:** \_\_\_\_\_  
Please Print

**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_  
Please Sign

**Parent/Guardian:** \_\_\_\_\_  
Please Print

**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_