

SUMMERFUN 2018 AT THE COMMON SCHOOL

General Information for all Campers and Parents

POLICY REVIEW: Parents have the right to review background check, health care, discipline policies and grievance procedures upon request.

Hours of Operation

Summerfun Camp runs from June 25 – July 27 from 8:30 – 3:30. There is no camp on July 4.

Promptness at drop-off time is important to insure a smooth entry into the day for your child. Please do not, however, drop-off children before 8:30. Teachers are busy preparing for the day and cannot supervise early arrivals. It is essential that you arrive on time to pick up your child at the end of the program as well. Children and staff are both eager to get to their afternoon commitments.

Application Information

Applications will be accepted, accompanied by deposit, via our online registration with ACTIVE, in person, or by mail. Every effort is made to place children in groupings that accommodate their interest, that remain balanced by gender and age, and that promote and reflect diversity among participants. Requests for section placement can be made in writing with your application. We do our best to accommodate requests whenever possible. Final placement, however, is at the discretion of the Director.

Children with Special Needs

Summerfun welcomes children with a wide variety of strengths and challenges. If your child has special needs, please be sure to provide us with any relevant information with your application. Children with special needs are accepted into our program on a case-by-case basis. We are not able to meet the needs of every child.

Toileting Policy

The expectation is that all children will be fully toilet trained before attending our program. We do not have diaper changing facilities. Exceptions to this policy can only be made through the camp director.

Deposits and Fees

A non refundable deposit of \$200 per session for camp is **absolutely** required to hold your place. The balance of your fees will be due by June 15th. We prefer that if possible you use our online registration website for payments and registrations. You may also send check or money order to Summerfun at The Common School PO Box 2248 521 South Pleasant St Amherst, MA 01004. Please note that your registration will not be confirmed until we receive your deposit.

Cancellations/Withdrawals

Please note that all deposits are non-refundable.

Families who withdraw 30 days or more before the start of camp will receive a refund of any fees paid minus the non-refundable \$200. deposit. Payments made towards your balance less than 30 days from the start of the camp season are non-refundable with the exception of a medical emergency. Refunds for these situations are at the discretion of the Director. No refunds are provided for absent or sick days, family emergencies or unexpected vacations.

Financial Aid

Financial aid is available to qualified applicants for up to 50% of the total fee.

Medical Information, Immunizations and Emergency Forms

All campers are required to submit an emergency contact form, health information and immunization records or waiver. If you have not already submitted this information please use the forms below.

Health, Safety and Allergies

Health and Safety

As we are all aware, safety is our number one concern in taking on responsibility for the care of young children. **Preventative safety** is always the best policy.

In Case of Emergency

In case of emergency the program director should be notified as soon as possible. All injuries must be logged in the Report File in the Office, and an Injury Report Form completed (see attached). The program director is responsible for informing parents/guardians of any instance of injury or illness. Handle specific situations as follows:

Serious Injury -- Do not move the victim. First Aid or CPR should be administered by a certified adult. Summerfun Director and Administrator are both certified. Two children or a teacher should report to the Office, but never should other children be left unsupervised. Remember to always: 1) Assess the area to insure that you are free from further harm, 2) Check the victim for breathing, pulse and severe bleeding, 3) Call for help, 4) Administer first aid and CPR as necessary. Emergency technicians must be called in any serious or life threatening situation.

The medical policy that all parents sign authorizes the School to administer first aid as appropriate and have a child transported by ambulance to an emergency medical facility if necessary.

First Aid -- For a less than life threatening situation, the following first aid procedures should be followed:

Dizziness -- have victim sit on the floor with head between knees. Be sure episode is over before allowing victim to leave. If dizziness continues, treat as a serious illness or injury.

Strained, sprained or dislocated joint -- restrict the use of or weight on joint. Apply ice or cold pack from the downstairs freezer. Have director call the child's parent to urge medical diagnosis.

Suspected fracture of limb -- (characterized by swelling, redness, heat, disfigurement, pain, immobility). Notify the office and do not move the victim. Treat as a sprain or strain.

Nosebleed -- have victim sit, pinch nostril against stem of nose, and tip head forward (not back, blood can drip down the throat). Remain for a minimum of fifteen minutes. If bleeding does not stop, treat as a serious injury.

Convulsion -- Assist victim to the floor. Push furniture or hard objects out of the way. Cradle the victim's head loosely. When they recover (usually about one minute) they will be weak. Assist as needed. If multi-convulsions occur an ambulance must be called.

Blow to the head -- If swelling occurs, apply ice. If victim is disoriented, vomiting or experiences loss of balance for more than five minutes, treat as a serious injury.

Cramp -- stretch affected body part and massage gently.

Severe bleeding -- Have victim lie or sit down. If a limb is affected, elevate it. Apply pressure with a clean, sterile material. If bleeding does not stop, call for ambulance.

Heat or sun exposure -- symptoms: red face, sweating profusely, disorientation. If victim is pale and not sweating, treat as a life threatening situation. Move victim to shady spot. Give water, apply cold compresses.

A complete first aid kit and additional supplies are kept in the school office. First Aid kits are also installed in the following areas:

- * In the Wing entry, across from the fire extinguisher
- * At the bottom of the stairs in the New Building
- * Outside the girls' bathroom in the E2 hallway

In addition, each classroom has a fanny pack with basic supplies such as bandaids, antiseptic wipes, instant cold pack and sterile pads. Supervising teachers on the playground must carry one of these packs with them. In general, when First Aid is required, staff should defer to the director unless they are certified. These kits are provided primarily to implement safety measures for staff, and do not mean that you are required to give First Aid. A traveling First Aid kit is kept in the Office that must accompany any group leaving the grounds.

Staff must wear rubber gloves (in every first aid kit) whenever they come into contact with blood or other bodily fluids, including first aid for cuts, bloody noses, toileting assistance and vomiting.

The Common School has adopted "Universal Precautions" in compliance with OSHA regulations aimed at preventing employee contact with bodily fluid that may be infected with either HIV or Hepatitis B. This means that all blood or other potentially infectious material must be considered infectious, regardless of the perceived status of the source individual.

Illness

If a child complains of illness, s/he may be brought to the Office for evaluation. Children are sent home with any contagious symptoms such as vomiting, fever or diarrhea. In addition, parents may be asked to pick up children with prolonged complaints of illness (sore throat, ear ache, nausea, head ache).

Administration of Prescription Medicines

The administration of medication during Summerfun will follow the rules and regulations set by the Massachusetts Board of Health.

105 CMR 430.160(A)

Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over the counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.

105 CMR 430.160(C)

Medication shall only be administered by the health supervisor* or by a licensed health care professional authorized to administer prescription medications. The health care consultant shall acknowledge in writing the list of medications administered at the camp. If the health supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the

professional oversight of the health care consultant. Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

105 CMR 430.160(D)

When no longer needed, medications shall be returned to a parent of guardian whenever]possible. If the medication cannot be returned, it shall be destroyed.

*Health Supervisor – A person who is at least 18 years of age, specially trained and certified in at least current American Red Cross First Aid (or its equivalent) and CPR, has been trained in the administration of medications and is under the professional oversight of a licensed health care professional authorized to administer prescription medications.

Allergies and other medical conditions

The program director will provide a list of any children with allergies or other medical conditions. Teachers with children requiring administration of an epi pen due to life threatening allergies will be instructed on the use of the epi pen, and will formalize a plan for where the pen is kept in the classroom. All possible precautions will be taken to insure children are not exposed to allergic substances, including safety measures around food in the classroom. Children are not allowed to share items from their snack or lunch, any snack or food provided to the group must have all ingredients listed, and separate areas or tables free from nuts or nut products will be arranged in case of severe allergies.

Allergy Alert: Each summer we will have a few campers with life threatening allergies. Simply being in contact with the food allergen can trigger anaphylactic reactions. We are asking you to help reduce the risk that these children face each day. **We are requesting that no peanuts, tree nuts, or seeds are brought for snack or lunch over the summer.** We understand that this can make packing lunches more difficult and appreciate your extra attention to this issue so that we can keep all of our campers safe.

For the health and safety of all campers, we adhere to the following guidelines:

- Classroom and outdoor environments are checked routinely for possible hazards.
- At least one certified First Aid and CPR responder is easily available at all times.
- Everyone will wash their hands or use wet wipes after eating and all eating surfaces will get wiped down before and after snack/lunch.
- If your child will be absent on any day, we ask that you call the office. If a child is out sick, you should inform us of the nature of the illness in case of possible contagion.
- Children who are ill at camp with symptoms of fever, vomiting or prolonged complaints of illness or pain will be sent home.

Waiting Lists

Once a group is full, we will automatically place other applicants on a waiting list. Families on the waiting list will be notified as soon as an opening occurs.

What to Bring!

All children should bring a snack each day, and a lunch. **Please see the allergy alert info below.** Refrigeration is not readily available, so please use ice packs as needed. Pack plenty of drinks as well, as the weather heats up. Staff will remind campers to drink plenty of fluids, and water is always available. Please have children apply sunscreen before arriving, and pack their own bottle if they want to re-apply during the day.

Water play includes wading pools and the sprinkler. Children should bring a bathing suit and towel each day (labeled!) as well as an extra set of clothes that can be left in cubbies at school.

Occasionally, additional items may be requested from individual teachers to help complete projects or help support the theme of a program. We try to keep these extras to a minimum, but often find it a wonderful way to boost our material resources as well as involve parents in the program. You should feel free to speak with the Director if any of these additional requests are problematic.

Camp Communications

A newsletter will be emailed to families every other Friday.

Parents are invited to join us at an all-camp sing, BIG SING, at the close of the day each Friday afternoon from 3:15-3:30pm.

Teachers are available to chat quickly at drop-off and pick-up times -- more lengthy discussions can be easily scheduled around program hours. The Director is available by phone or appointment. For general information and messages, call Deb Hanley in the main office at 256-8989, or email mainoffice@commonschoo.org. If you reach the office machine when calling the School, it means we are with kids or running errands. During program hours the messages will always be checked at least within the hour. Children are not allowed to use the office phone to make social arrangements. Other emergency calls can be placed through Deb Hanley or Beth Anne Moonstone.

Pick-up and Driveway Safety!

It is **essential** that all guidelines around driveway and parking are followed by **everyone** in order to assure a safe environment for children. Please be sure to share these guidelines with any sitters who may be picking up or dropping off your child as well. Our lot at the end of the driveway alleviates many parking headaches. Feel free to park there and amble up our walkway. Please do not drop off children at that lot to walk up the path by themselves, however. An adult must accompany children.

There is **No Parking along the south edge of the driveway**, on your left as you are coming in. This is important because cars parked on both sides result in only one-way passage. There is **No Parking** where designated around the inner circle of our lot.

Drop off and Pick up: Children in the The Children's Garden and Creatures and Critters program **must** be walked to their classroom in the morning, and picked up at the end of the day in their classroom at 3:30. Children in the older programs ages 8-12 may be dropped off at the bottom of our path, where the fence opens up, to walk on their own to classrooms. Staff will assist in having children ready. Traffic flows to the **right only** around the circle, with cars stopping at the path to pick up children.

We are looking forward to your participation in the Program!