



## 2022 Summer Camp Parent Handbook

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## Welcome

We are happy to have your family be a part of Summer Camp at Oak Grove Montessori School! Summer Camp at OGMS looks pretty similar to the school year, but there are a few changes. We wanted to share a short and sweet handbook with the Summer Camp-specific policies, along with a few of the more pertinent policies that families may want to access quickly.

Things that remain the same for Summer Camp:

- [Health Policies](#) (and Immunization Requirements), including reporting your child's exposure to positive case(s) of COVID-19, and/or positive COVID-19 test.
- [Medication Administration](#)
- Authorized Pick-Up Lists will be used from your submitted forms for the 2021-2022 school year. Please contact us via email if you have any changes you would like to make to this.
- Late Stay Pick-Up Procedure—Please also be aware that you, or any approved contact, may have your ID requested at any time that you are on campus or picking up a child.

## Summer Camp Schedule

General Schedule of the Day *Infants under the age of 12 months must have a current Feeding/Napping Plan, and follow the schedule below more loosely.*

- **7:45-8:10am Car Line Arrival**
- **8:10-8:30am Prep for Playground**
- **8:30am Tardy Arrival Cut-off** (with a doctor's note, tardy cut-off is 11:00am.)
- **8:30-10:00am Outside Time** Morning Snack is served around 9:30-10am.
- **10:00-11:30am Modified Work Cycle**
- **11:30-12:30pm Lunch**
- **12:30-2:30pm Nap**
- **2:30-3:00 Wake up and Prep to go home** (or for Late Stay)
- **3:00-3:15 Car Line Dismissal**
- **3:15-6:00 Late Stay** (Afternoon Snack is served at the start of Late Stay.)

### Splash Days (Fridays)

Fridays are Splash Days at Oak Grove Summer Camp. Weather permitting, children spend the morning outside with sprinklers, water tables, and other splashy fun. Children should arrive on Friday mornings wearing their swimsuit and water shoes (and swim diaper, if not toilet-learned), with an additional set of clothing (and an extra swim diaper) and a towel (see the Supply List for your child's age in the Appendices).

### Sunscreen and Insect Repellent

- Sunscreen and insect repellent should be applied before your child is dropped off in the mornings.
- Parents/guardians with children enrolled in Late Stay may also provide these products along with permission and preference for re-application for the afternoon.

### Summer Camp Clothes

- Children should come to school in "work" clothes that can get dirty.
- No onesies/rompers/overalls (with the exception of very young infants).
- Skirts/dresses should be worn with shorts/leggings (this provides additional comfort and safety for sandbox use, and when sitting in mulched areas)
- Slip-on/pull-on/velcro shoes are preferred (no laced shoes, please, unless your child can tie them independently)
- Hats are encouraged for sun protection.
- Outside shoes should be close-toed, and promote active play/running.

*Please send in clean clothes the following day whenever soiled clothes come home.*

## Lunch & Snack

Lunch and snack(s) are included in the Summer Camp tuition. Water is the only drink served during Summer Camp (outside of lunch, when milk will be served).

- Monday-Thursday: “cold” lunches are served. Our lunch menu is posted on our website (and is subject to change).
- Friday: American Pie pizza, along with vegetables/salad, are served on Fridays.
- Milk is served with lunch daily.

## Infant-Specific

Infants under the age of 12 months must have a current Feeding/Napping Plan, and may follow an alternative feeding schedule. Families with infants may send in bottles, supplementary snacks, pureed foods/pouches/etc. as infants’ feeding needs vary wildly.

## Allergies, Sensitivities, and Dietary Restrictions

Children with special dietary needs will be bringing their lunches from home daily. These snacks and lunches must:

- Be brought daily in a lunchbox
- Consist of healthy options: Lunch should have protein + carb(s) + fruit/vegetable (no candy/chocolate/cakes/etc.)
- Contain no peanuts/peanut butter
- Not require heating or refrigeration

Families with children with dietary restrictions may not elect to choose some days the child will not bring a lunch from home. Children with dietary restrictions arriving without a lunchbox (or with a lunch containing peanuts/peanut butter) will be sent home before lunch.

## Afternoon Nap/Rest Time

One of the state licensing rules requires that we provide at least an hour of rest for children under the age of 5. Infants (who sleep on floor cots), Toddlers, and Primary children under 5 should bring a blanket for this time. Blankets will be sent home each Friday for laundering. If a child has an accident during naptime, all bedding is sent home to launder, including the school sheet. Please return these the next day.

Older Primary children (those 5+ years old) may rest on a nap mat, or they can choose quiet activities to work on while their friends nap.

## Operational Policies

### Car Line Arrival and Dismissal

- Car Line Arrival is from 7:45am until 8:10am.
- Tardy Policy–If you arrive after 8:10am, please walk your child into the front office to sign them in. Our Tardy Policy has a late arrival cut-off time of 8:30am. Children may only arrive after 8:30am with a doctor's note (late arrival with a doctor's note is permitted until 11:00am).
- Children may not be checked out and return back to school mid-day.
- Car Line Dismissal is from 3:00pm until 3:15pm. Please be aware that you, or any approved contact, may have your ID requested at any time that you are on campus or picking up a child.
- Late Stay children must be signed out in the front office. Late Stay has extremely limited drop in availability during Summer Camp.

Car Line Procedure: Please see the below policies for Car Line. These policies are upheld to promote the safety of our families.

- Please pull into campus following the painted arrows on the asphalt (these are 'backwards' from typical road rules).
- We only use the 'right hand' lane.
- If you're the first car, please pull all the way up to the stop sign.
- About five cars can unload/load at a time; please do not load/unload until you reach the portico.
- Vehicles may not drive around others/pass others in Car Line.
- If you arrive late and the stop sign has been moved to block entry into Car Line, please park and walk your child to the front door.

*If you have a hesitant child (or adult), please park in the gravel lot and walk your child to the gate to separate.*

Late Stay Pick-Up Procedure: This will continue as it has gone for the school year.

- Please knock/ring the doorbell to be admitted inside. If the staff member does not recognize you, they will ask to see photo ID before calling down to let your child(ren)'s Late Stay teacher know to get them ready.
- Parents/Guardians/Authorized adults will then be able to walk down to get their child(ren) from their Late Stay classroom/playground.

## Weather

Extreme heat or torrential rain may prevent outdoor play. Should the weather be excessively hot, we will utilize indoor guided play within each classroom in lieu of outdoor playtime. Most days, however, despite the weather, children can play outdoors for some period of time. The weather is typically only a factor in determining the duration of outdoor play.

## Nature

We are fortunate to have an abundance of nature at our fingertips here at Oak Grove, and we make the most of it during Summer Camp by exploring all of our outdoor environments! However, with this hands-on exploration, we may occasionally encounter some of the less desirable natural elements. Please be mindful that all reasonable precautions and educational opportunities will be taken when it comes to thorns, briars, poison ivy/oak/sumac, splinters, insect stings/bites, and other critters. Due to our location, we are more prone to seasonal pests such as ticks (especially during the time they are most active from April-September). We recommend checking over your child frequently during the spring and summer months. Please be aware that if we notice a tick has attached itself to your child, we will contact you to let you know. Parents/guardians have the option to come pick their child up early, or have us place a band-aid over the site until their usual pick-up.

## Accidents & Injury

We take every precaution to make sure children have a safe place to enjoy Summer Camp. This includes a comprehensive safety awareness program for all of our staff, regular review of active supervision policies, insect and landscaping treatments (to prevent nature-based incidents like ant bites or poison ivy rashes), and frequent inspections/maintenance of buildings, playgrounds, and equipment. Minor injuries, resulting in basic first aid, such as washing a skinned knee with soapy water and applying a Band-Aid, will not necessarily be formally communicated via an accident report in Transparent Classroom. Especially for Toddlers and Primary children, these are considered a part of a healthy and typical childhood experience.

For any accident/incident that results in something requiring more first aid than a skinned knee, we will complete an Accident Report for you to sign (in TC), and/or contact parents/guardians via phone.

## Summer Camp FAQ

**Can I drop my child off whenever I'd like throughout the day?** No, our Tardy Policy is still in effect. Children will not be admitted after 8:30am unless they have a written excuse from a doctor (in which case they may arrive up until 11:00am).

**Can my child bring their breakfast?** Children should eat breakfast prior to arrival.

**Can my child bring a toy/stuffed animal from home?** Please keep these items at home or in your vehicle. While it may feel that these items help with the transition into school in the morning, we find that it is an easier limit to set first thing in the morning. Such items create a level of disruption to the classroom and regular processes (i.e. the child that brought the item being unable to leave the item in their bag, the friends that want to play with a friend's toy without permission, etc.) that can be difficult to manage and de-escalate in the classroom. Buckling the toy or stuffed animal in the child's seat "to keep it safe" until the child is picked up at the end of the day is usually the best solution/redirection.

**Where will classes be held?** This varies based on the month of Summer Camp, and may change due to some minor construction and/or maintenance we will be scheduling but our tentative plan is:

- Infants will be in the Eyrle.
- One Toddler class will be in the Hollow, and a second Toddler class will be in the Hive. One or both of these classes might need to move in July.
- Primary will be in the Den, and then may move over to the Warren in July.

**Will my child be with the same teachers all summer?** We strive to maintain as much consistency in staffing as possible during Summer Camp. Summer Camp is a time that we recommend our full-time staff take their vacations, schedule appointments, and generally enjoy their break. Nearly all of our full-time Leads and Assistant Teachers will work for 2 (or more!) weeks though, so there will be plenty of familiar faces.

**How will my child's teachers communicate to me?** Communication during Summer Camp is pretty similar to how it's done through the school year, but slightly scaled back in that there are fewer individual updates for Toddlers and Primary children. Toddler and Primary families should watch for the weekly newsletters (sent out on Friday)! Accidents and incidents are communicated through Transparent Classroom (or by phone, if more urgent). Photos and requests for additional diapers/clothes for cubbies will also be communicated via TC.

*Communication with infant families will look very similar to how it looks during the school year, with infant Summer Camp staff updating TC with diapering, napping, feeding, etc. throughout the day.*

**Who do I contact if I have any concerns or questions?** Reach out to us at [ogmoffice@gmail.com](mailto:ogmoffice@gmail.com), or call us at 770.214.0112. Classroom email accounts will not be checked during Summer Camp and will have vacation responders set up to alert families to email the school instead.

**My child is sensitive to the sun. Will they be allowed to stay indoors?** Our program is deeply committed to spending time outside. Please feel free to apply ample sunscreen to your child before dropping them off in the mornings. You may also choose to provide sunscreen for reapplication later in the day (OGMS does need your permission to apply sunscreen/insect repellent–this is granted by your submission of a completed External Preparations Authorization form). Parents are also encouraged to send in hats, sunglasses, and other protective gear.

**Have a question you don't see answered?** Check the [Parent Handbook](#), or reach out to us!

Contact Courtney [Head of School] at: [OGMoffice@gmail.com](mailto:OGMoffice@gmail.com)

Contact Jess [Office Administrator AND Invoicing]: [OGMofficeassistant@gmail.com](mailto:OGMofficeassistant@gmail.com)

Contact Carrie [Director of Curriculum]: [OGMSdirectorofcurriculum@gmail.com](mailto:OGMSdirectorofcurriculum@gmail.com)

Or call us at 770.214.0112.



## Appendices

[Infant Supply List](#)  
[Toddler Supply List](#)  
[Primary Supply List](#)  
[Parent Handbook](#)