

# Camp Vida



## Parent Handbook



**The Portland Montessori School**  
**205 NE 50th Avenue**  
**Portland, OR 97213**

Front Desk: 503.688.2992  
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E-mail: [info@portlandmontessori.org](mailto:info@portlandmontessori.org)  
Website: [www.portlandmontessori.org](http://www.portlandmontessori.org)

**Director of Enrichment & Student Support**

Amy Williams, MA, DTR, RMT

[amy.williams@portlandmontessori.org](mailto:amy.williams@portlandmontessori.org)

503.688.2994

**Enrichment Coordinator**

Ronnie Lawton

**Camp Dates:**

10 weeks of camp from June 19, 2017 – August 25, 2017. (No camp on Tuesday, July 4<sup>th</sup>)

**Primary Camp Hours:**

AM Bridge Care	7:00-8:30am
AM Half Day	8:30-1:00pm
Full Day	8:30-4:30pm
PM Bridge Care	4:30-6:00pm

Welcome!!!

Dear Camp Vida Parents,

Thank you for choosing to join us for a summer packed full of fun, engaging and nurturing activities! Our program promises to offer a rich variety of quality camp experiences – all within a warm and diverse community.

We look forward to enjoying many joy and sun-filled days with your children during camp.

The purpose of this handbook is to share information and ideas with parents to make your child's summer experience the best it can be, to promote and support understanding of our summer program and to foster a spirit of cooperation between parents and school staff.

If you want to take a tour of our space and meet some of our fabulous staff, I would be delighted to show you around. Just give me a call. We warmly welcome you to Camp Vida!

Sincerely,

Amy Williams

Director of Enrichment and Student Services

## **NECESSARY FORMS**

Before your child's first day of camp, we need the following:

- Complete online camp registration including Consent to Treat and Emergency Contact forms
- School tuition paid in full

**Note:** Please be sure to update phone numbers & email addresses if they change.

## **WHAT TO WEAR**

We highly recommend your child is dressed for mess! Clothing should be comfortable, easy to manage in the restroom and weather appropriate. Overall straps can be difficult for a young child in the restroom. Shoes should be safe for the playground. Please no 'chunky heels' or flip-flops. Close-toed shoes are preferred. Bark chips hurt delicate toes! OUCH!

## **ARRIVAL AND DEPARTURES/SIGN-IN/SIGN-OUT**

Each family is assigned a door code. Only adults may key in the code at the entrance door of the school upon arrival and dismissal. If your child is not a current student, you will receive your code on the first day of camp. Just ask at the front desk.

Please note, for security reasons, all non-parent(s) must sign in at the front desk and be noted as a designated pick-up person on the child's Emergency Contact Form. They will be given a "Non-Parent Pass" which must be shown to camp staff before your child will be released. If person(s) other than those you have noted on your authorization list plan to pick-up your child, the school must have written notice in advance of the pick-up date. We require drivers' licenses or a state identification card for identity verification of all person(s) who have permission to pick-up children. Thanks for understanding the need for security processes. We take this very seriously.

**LATE PICK-UP FEE: \$3.50 per minute.**

**This charge begins one minute after the scheduled pick-up time.**

**See page 2 for Camp program hours.**

## **PERSONAL BELONGINGS**

Please leave personal toys/items at home, unless it is for a Sharing Time. It is very sad to lose something very important or special at camp.

\*Label, label, label everything (i.e. change of clothes, jackets, water bottles, lunch boxes, etc.)

Everything! Everything!! Everything!!!

Lost & Found gets full quickly.

You can find a handy camp checklist on the last page so your camper will be prepared for camp.

## **LUNCH**

Please provide your child with a healthy lunch each day. We provide milk & water, but do not offer refrigeration or heating for lunches. Be sure to write your child's name on the bag or lunchbox.

## **SNACKS**

A nutritious snack will be served in the morning and in the afternoon, with plenty of water available throughout the day. Please inform us of any food allergies on the Registration Form. We post our snack list by the front desk and outside each Studio for your reference. Please pack any additional alternate snack your child may need.

## **SUNSCREEN**

We provide sunscreen on site. Please initial the sunscreen consent section on your registration form so that we can apply it to your child before going outdoors. We use Rocky Mountain, SPF 30. You may bring your own labeled sunscreen from home, if you prefer. We do not use or administer aerosol sunscreen.

## **TOILETING**

Children need to be a minimum of 2.5 years of age and fully toilet ready to attend Camp Vida.

## **PHOTO RELEASE**

There are occasions when photographs/videos are taken of children for marketing purposes. A photo release is part of your registration form. Please be sure to initial the release if you are willing for your child's picture to be taken and/or for your child to be videotaped. Exceptionally adorable photos will be sent your way via email or your parent file! TPMS has a Facebook page

and we will post camp highlights there. The child's photo will not be used and videotaping will not occur unless the parents initial the release.

### **COMMUNICATION WITH PARENTS**

A summary of “What We Did Today” will be posted outside the studios and updated daily. Children are free to choose activities presented or choose from a large variety of materials on the shelf or on the playground at their will. Remember that we are process-oriented, not product-oriented. There may not be something to take home every day. If your child is engaged in work, we will not interrupt this very important process. This is just one of the ways that we support the Montessori Method during Camp Vida.

We believe open communication between parents and staff is essential. If ever you have any thoughts, suggestions or concerns, please talk to us! The Studio Lead is the best person for the most direct line of communication. The Director of Enrichment is also available. We will do the same for you. We can arrange for you to have time to meet with the Studio Lead if you would like to do so. Just ask and we can make it happen!

If at any point a parent does not have legal right of access to the child and/or the legal right to remove the child from The Portland Montessori School premises, documentation, including a photo of the non-custodial parent must be provided to the school office.

### **ABSENCES**

Please call the front desk at 503.688.2992 to leave a message for the studio if your child will be absent from camp. This will help us better plan for the day.

### **MEDICATIONS**

We do not administer routine prescription or non-prescription medication for common illnesses (amoxicillin or acetaminophen, for example). The only medications school personnel may administer are long-term, life-sustaining prescriptions that are vital to a child’s daily functions (like those for asthma, seizures, diabetes, and acute allergies). Staff may only administer these after they have been trained to properly administer them.

The school’s Medication Authorization form must be filled out by the parent in advance and must be stored with emergency medicine.

At the end of the Camp, any unused medication is returned to the family.

## **ILLNESS**

For the greater health of all our campers, your child should be kept at home if they have had any of the following symptoms within the last 24 hours:

- Fever greater than 100°F (orally)
- Rash - with or without fever
- Vomiting
- Diarrhea
- Strep throat
- Pink Eye

Your child may return to camp when they've been free of symptoms **without** medication for 24 hours. We will call you to pick up your child immediately if these symptoms occur during camp. If your arrival will be more than 30 minutes, we will call someone on your emergency contact list. We are a 'nit-free' school, so if in the event of head lice, your child must be free of nits before returning to camp.

Please report to the school any relevant medical or emotional conditions and treatments your child experiences so that we are better prepared to assist your child.

## **INJURIES**

We do everything possible to minimize accidents. Each camp staff member is certified in First Aid & CPR and will provide basic emergency assistance when needed. Basic First Aid kits are maintained in each studio as well as on the playground.

If an injury occurs we will provide a written report. The report will be placed in your parent file with an "OUCH" flag to alert you. Please review the form and provide your signature acknowledging your awareness of the injury. Leave the form with the front desk. We can provide a copy for you by request.

A serious injury will be reported to you immediately. It is imperative that you provide us with the current names and daytime phone numbers of adults who can be contacted immediately in case of emergency.

## **MEDICAL EMERGENCY**

We will take the following steps if a child is in need of emergency care:

1. We will first call 911.

2. Then we contact the parent(s) to inform them of the child's injury or illness and that the child will be transported to the emergency room for treatment.
3. Next we inform the Enrichment Director of the need to transport the child to the Emergency Department of the recommended hospital.
4. If the injury is so severe that the child should not be moved, we will call an ambulance and have the child transport, even if it is as nearby as Providence Portland Medical Center.
5. We will complete the necessary forms that need to accompany the child.
6. Our office will make copies of the child's Consent to Treatment form and Parent Information form for presentation to the hospital's Emergency Department.
7. Whoever accompanies the child to the hospital emergency room will stay with the child until his/her parents have arrived. Information regarding the injury will be reported to the attending physician.

### **GUIDANCE AND DISCIPLINE**

Our guidance and discipline policy stresses the welfare, respect and responsibilities of all students. Camp Vida staff is trained in a variety of discipline methods, including Love & Logic, and caring discipline. All of these methods offer the children the opportunity to develop the skills of responsible behavior coupled with choices and consequences. Our philosophy is supported by the following strategies, which guide our work with the children:

- **Grace and Courtesy** – In partnership with the children, staff members role-play appropriate social behaviors and graces.
- **Re-direction** – When a child is engaged in inappropriate behavior we direct the child to activities that allow him/her to be successful.
- **Positive messages** – Directions and limits are modeled in a positive manner whenever possible so that children know what is expected and why behavior is inappropriate.
- **Simple directions** – Communications are clear and simply stated.
- **Choices** – Age-appropriate choices encourage children to develop self-control and good decision-making skills.
- **Consistency** – Consistent actions and routines are used so that children know what to expect.
- **Modeling** – Adults and older students serve as models of appropriate behavior.
- **Logical consequences** – Learning through logical consequences helps a child take responsibility for his/her actions. Logical consequences are never permitted if safety is an issue.

- **Calming time** – A period of time with an adult (apart from an activity) may be necessary to support a child in using self-control when he returns to the activity. We do not use “time outs”.

**Note:** If a child needs to leave the studio and visit the Director of Enrichment’s office for a behavior issue, you will be notified. We will work together to find the best solution to your child’s needs.

Our staff is required to and happily does treat all children with consistency, kindness, respect and fairness.

### **FEES & REFUND POLICIES**

**CHANGES:** Please contact Jessica at [jessica.breed@portlandmontessori.org](mailto:jessica.breed@portlandmontessori.org) to make changes. Please give us as much notice as possible so that everyone that needs to know is aware of any changes.

**REFUNDS:** When cancellation notice is received two weeks before the first day of camp the registration fee will be refunded 100% less a \$25.00 cancellation fee. When the cancellation notice is received less than two weeks before the first day of camp the registration fee will not be refunded. If there is a medical emergency and your child is not able to attend camp, please submit a Doctors letter to receive a refund (100% less \$25.00)

**PAYMENTS:** Invoices will be emailed 2 weeks prior to the due date. See your confirmation email for due dates. We accept checks, cash or online payment through PayPal.

TPMS tuition balance, in addition to Camp Vida payment must be paid in full prior to a child’s first day of camp.

### **PROGRAM EVALUATION**

Parent feedback of Camp Vida is an important factor in planning and improving our program. Please help us provide your child with the best possible experience here at Camp Vida by giving us verbal or written feedback at any time.

### **CAMP CHECKLIST**

- Bring a complete change of clothing for each child to keep at school. When the change of clothes is soiled and sent home, please bring replacements. Include under garments, socks, weather appropriate tops & bottoms. Label!
- Be sure your current e-mail in our database so we can send you e-photos and the weekly e-newsletter throughout camp.

- If your child naps at camp, bring a crib sheet and blanket or pillow from home for their comfort. Take these items home every Friday to wash and return on Monday.
- A good-sized bag that can be kept in the cubby is a great tool for carrying home projects of all shapes and sizes.
- Lunch that does not need to be heated or refrigerated.