

# HIGHLAND SCHOOL



## SUMMER CAMP HANDBOOK 2009

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## ***ADMISSIONS AND EMPLOYMENT POLICY***

Highland School does not discriminate on the basis of race, color, gender, sexual orientation, religion, nationality, or ethnic origin in the administration of its educational, employment or admission policies, and its scholarship, athletic, and other school-administered programs.

*The information presented in this Handbook is intended for the sole use and benefit of the Highland School Summer Camp faculty, staff, students, and parents. Any other use is strictly prohibited.*

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## **Philosophy**

The philosophy of Highland School's Summer Camp Program is to provide a safe and well-supervised environment that stimulates creativity and fosters participation, no matter the age and/or proficiency level. The program emphasizes friendliness and cooperation and encourages students to be the best that they can be.

## **Objectives**

- To provide enriching, challenging and fun activities.
- To administer a wide variety of developmentally-appropriate activities, including free play and outdoor time.
- To provide a choice-oriented and child-centered program.
- To maintain a healthy, caring and relaxed atmosphere.

## **Custodial Parents' Rights to Access**

A custodial parent or guardian shall be admitted to the Summer Camp Program at all times for observation or to speak to an employee.

## **Licensing**

This program is licensed by the Virginia Department of Social Services. Additional licensing information is on page 5.

## Hours of Operation and Late Fees

### Camp Hours

8:30 a.m. to 12:30 p.m. and 12:30 to 4:30 p.m. daily

### Camp Office Hours:

The camp office is open from 8:00 a.m. to 4:30 p.m. daily.

### Late Pick-up Fees:

Students not picked up within 15 minutes after their camp's scheduled ending time will be charged \$1 per minute thereafter. See policy, page 4.

## Registration

Parents should complete a separate application for each child. Applications are available online at [www.highlandschool.org](http://www.highlandschool.org), or at either office at the School.

Registration is not completed until the form has been filled out completely, to include the Medical Waiver Form, and payment has been received in full.

**Proof of Identification:** The State of Virginia requires that **prior to** the start of summer camp, all children under the age of 13 who are not currently enrolled at Highland School, show an original Birth Certificate or Proof of Identification. **Students enrolled in a Virginia Public School may show the most recent report card as proof of their identity.**

**Health Forms:** A Health/Immunization form must be on file for every camper prior to the start of the camp. All campers who are not Highland School students must submit this form, a comparable physician's form, or the Virginia School Entrance Health Form. Children under 6 years of age must have had their physical within the past year. No child will be admitted to camp without this record on file.

## Cancellation Policy

Camp fees include a non-refundable \$50 deposit for each camp. Cancellations must be made in writing at least 14 days prior to the start of the camp in question in order to get a full refund minus the deposit. If a cancellation is made less than 14 days prior to the start of the camp, fifty percent of the camp fee will be refunded.. In the event that Highland School must cancel a camp, participants will be notified one week prior to the camp start date and a full refund will be mailed.

## General Information

All campers should bring a snack/drink for both morning/afternoon/all day sessions. Lunch and a drink (preferably water for sports/day campers) should be brought to all morning and day camp sessions. Lunch boxes must be clearly labeled with the camper's full name. Campers should also wear sunscreen. Please see our policy on Sunscreen under the Medication section, page 3.

## Late Pick Up

Parents are expected to pick up their children promptly. It is the parent's responsibility to notify the school if he or she will be more than 15 minutes late. The Summer Camp phone numbers should be kept with you in case of an emergency. A late pick up fee will be assessed for children picked up more than 15 minutes after their camp ends. Refer to the fee schedule on page 2 for late pick up fees. If contact has not been made with a parent, guardian or emergency contact within an hour after the scheduled pickup time, the Sheriff's office will be notified to assist in assessing the situation.

## Pick Up Policies

**Children will be released only to a parent, legal guardian or an authorized person upon verification of proper identification. Written permission must be given if someone other than the authorized parent/guardian will be picking the child up from camp. If a parent desires for a child to leave camp on his/her own to go to an activity on or off campus, the School must have a completed Permission to Leave Camp form giving the child permission to leave Camp and absolving the School of all responsibility and liability after the student checks out with the Director. The School is not responsible for ensuring that the student arrives safely at his/her destination.**

## Health and Safety

If a child becomes ill while at camp the parents will be notified immediately to pick up their child. Parents will also be called if the child is seriously injured.

**Allergies:** If your child has any type of allergy, please inform the school upon registration.

**Medication:** Medications are not dispensed to campers except for emergency medications such as inhalers and Epi-pens. Children who need emergency medication must have a physician's order on file.

Sunscreen and Insect Repellent are considered to be over the counter medications by the State of Virginia because of the possibility of allergic reactions. If your child needs sunscreen, it should be applied before he or she comes to camp. The regulations allow children over the age of 9 to apply their own sunscreen. If a child needs an application of sunscreen at school, an "Over the Counter Medication Form"

must be completed and signed by the parent. This form is available at both school offices and online. Sunscreen must be in its original container and labeled with the child's name.

Children under the age of 13 may not apply insect repellent themselves. If your child needs an application of insect repellent during the day, an "Over the Counter Medication Form" must be completed and signed by the parent. Insect repellent must be in its original container and labeled with the child's name.

### **Communicable Disease Policy**

The School complies with federal, state and local laws and regulations regarding serious contagious diseases. It is the responsibility of any person in the School community (including faculty, staff, students, campers and parents) to report immediately the occurrence of all serious diseases or contagious diseases or conditions (including childhood diseases or conditions that are contagious) involving an immediate household member to the Head of School or the Summer Camp Director. The School follows the Virginia School Health Guidelines from the Virginia Department of Health. A copy is available in the Camp office.

### **Emergency Closings**

If an emergency situation or inclement weather forces the closing of camp, parents will be notified to pick up their children. Staff members will supervise the children in a safe and secure place until all children have been picked up. If contact has not been made with a parent/guardian or emergency contact within two hours after the emergency closing, the Sheriff's office will be notified to assist in assessing the situation.

### **Emergency Preparedness Plan**

The Summer Camp Program follows the Emergency Preparedness Plan that is used during school hours for the Highland School community. The plan, developed in coordination with Fauquier Emergency Services and the Sheriff's Department, addresses emergencies such as Medical Emergencies, Severe Weather and Security Threats. The plan was developed to minimize the time spent considering appropriate responses during a crisis and ensures prompt and effective actions. The plan is included in the Employee Manual given to each employee. Exit routes and directions for Fire, Severe Weather and Lockdown situations are posted near the exit door in every classroom and office. The Director of Security holds training sessions for all employees before camp starts each year on the proper procedures during emergencies. The plan is reviewed and updated every year.

## **Food**

The Summer Camp Program includes a designated snack time and may include a lunch time. Parents are required to send a snack/lunch with their child each day. If a student attends two camps parents must provide a second snack for their child. Fruit cups will be made available to children who forget to bring a snack. Lunch boxes must be clearly labeled with the camper's full name on the outside of the container.

## **Discipline**

Good behavior is expected of students in the Summer Camp Program. Discipline is handled in a gentle but firm manner. Camp counselors will warn a camper of misbehavior. If the behavior continues, the child will be taken to the Camp office with a misconduct form. The Camp Director will immediately call the child's parent. Children who exhibit consistent or extreme behavior problems may be prohibited from attending Summer Camp.

## **Mandated Reporting of Child Abuse**

Educators in the Commonwealth of Virginia are required by law to report any confirmed or suspected incidents of child abuse to their local social services agency. In order to maintain records and to facilitate this process, Highland School has adopted the following mandated reporting policy:

- **Any camp counselor who suspects that a student is a victim of physical or sexual abuse must report his or her suspicions to the Head of School.**
- **The Head of School shall assume responsibility for informing social services of any such reports.**
- **Once a camp counselor or administrator has reported to the Head of School, that individual has officially fulfilled their reporting responsibility.**

## **Licensing Information for Parents**

The Commonwealth of Virginia helps assure parents that child day programs that assume the responsibility for the supervision, protection, and well being of a child for any part of a 24-hour day are safe. Title 63.1 Chapter 10 of the Code of Virginia gives the Department of Social Services the authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal records checks and specific qualifications for staff and most volunteers working directly with children

are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor, which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact:

**Northern Virginia Regional Office  
170 W Shirley Avenue  
Suite # 200  
Warrenton, VA 20186  
(540) 347-6345**

### **Organizational Points of Contact**

**Summer Camp Office: (540) 878-2700**

**Camp Director - Gary Leake  
540-878-2760 (office)  
540-229-9392 (cell)**

#### **Camp Assistants**

**Gary Hicklin – ghicklin@highlandschool.org**

**Reynolds Oare – roare@highlandschool.org**



# HIGHLAND SCHOOL

Henry D. Berg, Head of

School

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## Highland School Over the Counter Medication Form

Name of Student \_\_\_\_\_ Age \_\_\_\_\_

Camp/s \_\_\_\_\_

**Sun Block, BRAND:** \_\_\_\_\_

Frequency of Application: \_\_\_\_\_

**Insect Repellant, BRAND:** \_\_\_\_\_

Frequency of Application: \_\_\_\_\_

I request that the school administer the above over the counter medications.

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_



## Physician Medication Order Form

Written orders must be provided from a physician detailing the name of the drug, date of the order, diagnosis, dosage, route, time and specific duration for the order. Signature of the parent or guardian is required requesting that Highland School comply with the physician's order. Prescription medications must be brought to school by the Parent or Guardian in the original container, appropriately labeled by the PHARMACY OR PHYSICIAN.

PLEASE COMPLETE AND SIGN. **PLEASE FAX INFORMATION TO: CAMP OFFICE - 540-347-5860**

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

**MEDICATION** \_\_\_\_\_ Date of Order \_\_\_\_\_

Diagnosis \_\_\_\_\_ Dosage \_\_\_\_\_

Route \_\_\_\_\_ Time \_\_\_\_\_ Specific Duration of Order \_\_\_\_\_

**MEDICATION** \_\_\_\_\_ Date of Order \_\_\_\_\_

Diagnosis \_\_\_\_\_ Dosage \_\_\_\_\_

Route \_\_\_\_\_ Time \_\_\_\_\_ Specific Duration of Order \_\_\_\_\_

Student has shown me or my staff adequate knowledge of use of inhaler/ Epipen/ bloodsugar kit and I would recommend that this student keep this medication with him/her at all times.

YES \_\_\_\_\_ NO \_\_\_\_\_

Physician Name (printed) \_\_\_\_\_

Physician's Signature (required) \_\_\_\_\_

Date \_\_\_\_\_ Telephone \_\_\_\_\_

I request that the school administer the above medications as ordered by the physician. If my child is allowed to keep an inhaler/epipen, on his/her person, I will not hold the school responsible for any mishap involved with the inhaler/epipen on his/her person.

Parent/Guardian Name (printed) \_\_\_\_\_

Parent/Guardian Signature (required)

Date

Phone