

Kensington School

SENIOR CAMP PARENT HANDBOOK

2017

Kensington School
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Kensington School's

Senior Camp

Important Procedures to Remember

- Each senior camper must bring the following to camp each day:
 - * Kensington camp backpack
 - * A swimsuit
 - * A towel
 - * sunscreen
 - * Rubber-soled, closed toed shoes
 - * A waterproof bag for wet suits and towels
- Please arrive promptly to camp each day. Camp activities and most field trips begin at 9:00am. No campers will be allowed to join a trip once the group has left or leave a field trip while in progress.
- Children's clothing and back pack should be well marked with their names. Kensington School is not responsible for lost items. At the close of camp, any items remaining in the lost and found will be donated.
- Children will be released to only those people on the enrollment form or the contingency pick-up form.
- Do not bring toys from home, video games, ipods or cell phones to camp! They may be lost or broken.
- For safety's sake, please dress children in clothing that will allow active outdoor play. Please make clothing child-manageable since each child is required to dress him/herself. Children should wear closed-toed shoes with rubber soles for running and climbing. Please do not wear flip-flops or sandals to camp!
- To maintain a healthy environment for all the children, parents are required to keep their children home when fever, vomiting, diarrhea, hacking cough or sore throat occurs. If a child is ill, he/she must be picked up from the school within an hour. Parents will be called first, and then emergency contacts. He or she must remain home for a full 48 hours.
- We will not dispense any medications at camp.
- Sunscreen and bug spray should be applied before coming to camp. With teacher assistance, campers will be responsible for re-applying sunscreen as needed throughout the day.
- Campers may not bring spending money for drinks or treats on field trips.

SENIOR CAMP POLICIES 2017

SENIOR CAMP SESSIONS

<u>Session #1:</u>	June 5 - June 16	(2 weeks)
<u>Session #2:</u>	June 19 - June 30	(2 weeks)
<u>Session #3:</u>	July 3 - July 14 <i>(closed on Tuesday, July 4)</i>	(2 weeks)
<u>Session #4:</u>	July 17 - July 28	(2 weeks)
<u>Session #5:</u>	July 31 - August 11	(2 weeks)
<u>Session #6:</u>	August 14 - August 18 <i>(optional daily enrollment)</i>	(1 week)

CAMP TUITION AND FEES

		<u>Camp Tuition</u>	<u>Activity Fee</u>
5 days	M through F	\$440/per session	\$70/per session
3 days	M-W-F only	\$330/per session	\$50/per session
2 days	T-Th only	\$220/per session	\$20/per session
daily (Session #6 only)		\$55/day	none during interim

\$50 Camp Gear Fee - camp shirt, swim shirt, backpack, water bottle, visor/cap and camp scrapbook
Camp Gear is FREE for campers who enroll by 4/17/17.

ENROLLMENT GUIDELINES

Enrollment is limited to children who have completed kindergarten through third grade. Our program accepts full and part time enrollment, per the below guidelines.

- Children are enrolled in Senior Camp by session. Children must be enrolled for a full session and may enroll for one or more sessions. Campers may enroll for 5 days, 3 days (M-W-F only) or 2 days (T-Th only). Camp will not be held on Tuesday, July 4th. During session #6, daily optional enrollment is offered.
- Activity fees must be pre-paid for each enrolled session and are due at the time of enrollment. There are no activity fees for Session #6. Activity fees are non-

refundable and can be paid with a credit/debit card or through your Tuition Express account. Cash and checks are not accepted. Camp tuition will be charged to your Tuition Express account or credit/debit card on the first day of each camp session. (Please note: there is a 2.5% fee when using a credit/debit card.) Cash and checks are not accepted for activity fees or tuition payments.

- A \$50 non-refundable Camp Gear Fee is also due at the time of enrollment. This fee is waived for campers who enroll by April 17th. Camp Gear includes a camp shirt, a swim shirt, backpack, water bottle, visor and camp scrapbook.
- Full tuition is due regardless of attendance. Refunds are not made for absences. Tuition is non-refundable. Days cannot be switched due to absence.
- Enrollment is on first come, first served basis. Any changes to a child's schedule must be made 30 days in advance.
- To meet the guidelines set by the Department of Children and Family Services, it is required that forms be completed, returned, and reviewed before the first day of camp.

To be updated yearly -

Enrollment Form, Authorization for Medical Care, Consent, Getting to Know Your Child, and Campers Code of Conduct, Photo Release

Must be on file if previously enrolled or completed if new to Kensington -

Medical Form, Late Pick Up Policy, Discipline/Guidance Statement, Contingency Form, DCFS booklet receipt, a copy of the camper's birth certificate, Tuition Express Enrollment Form and Agreement, Photo Release, IPM Form

ADMISSION

Our camp is open to the community and admits children of any race, sex, religion, or national origin.

ARRIVAL AND DEPARTURE

All campers should be at camp by 9:00am. Camp activities and most field trips begin at this time. Parents are expected to bring their children into the building and sign in at the computer and in the classroom. No child is to be dropped off at the entrance and enter the school alone.

At the time of pick-up, please, for the child's safety, indicate to the teacher in charge that you are removing your child from the school grounds. Sign out at the computer and in the classroom. If someone else is authorized to pick-up your child(ren), they are to follow the same procedure.

Children will be released only to their parents/guardians unless the director or teacher is notified that another authorized person will pick-up the child. A written and signed note is required before your child may be released.

If a teacher does not recognize you or your emergency people, she may request identification.

LATE PICK UP POLICY

Our school is open at 7:00 a.m. and closes promptly at 6:00 p.m. The parent of any child remaining in the school after 6:00p.m. will be required to pay a late pick-up fee of \$5.00 if the parent is ten minutes late or less. If the parent is more than ten minutes late, an additional \$1.00 per minute thereafter will be due. This late fee is per family, not per child, and is payable to Kensington School. The fee will be charged to your Tuition Express account or can be paid by credit/debit card. Please be aware that this policy will be enforced regardless of weather or any unexpected circumstance. If a parent is later than fifteen minutes picking up a child and has not called, the closing director will begin to contact the child's emergency contacts. If a child is at the school more than one hour after closing and if all attempts to reach the parents and emergency contacts are unsuccessful, the closing staff will contact the school director and notify her of the situation. The closing director will then contact the police for assistance.

ACCESS TO CAMP

Parents are permitted access to all parts of the program at any time their child is present.

FIELD TRIPS

Special trips to places of interest, use of public park facilities, and weekly swimming are planned as part of the camp itinerary. We will utilize a yellow school bus for field trips. Parents will be notified of field trips through a camp calendar.

No camper will be allowed to join a field trip once the group has left the facility or leave a field trip while in progress. All field trips leave promptly at 9:00am unless otherwise stated. Late campers will stay on site.

HEALTH

Children's Medical Forms

A copy of the camper's current school medical is required prior to the beginning of camp.

Chronic Health

Any chronic health condition must be documented by a licensed health physician. Parents must meet with the director to review necessary information. Any medication necessary for a health condition must be given to the director in the original container with a physician's instructions for dosage on the label.

Sick policy

A child will not be admitted to camp if the child is determined ill by the staff member who greets the child. For the protection of all the children, your child must be kept home or will be sent home if he/she shows any of the following symptoms:

- 1) A temperature of over 100.3 axillary
- 2) Intestinal disturbance, accompanied by diarrhea or vomiting
- 3) Any undiagnosed rash
- 4) Sore or discharging eyes or ears
- 5) Profuse nasal discharge

Any child sent home with the above symptoms is to remain at home for a full 48 hours after recovery, unless we have received a signed letter from the child's physician stating that the child is not a health risk to others at school.

If any child becomes ill at school:

- 1) The child will be isolated under the care of a staff person.
- 2) The parent/guardian will be notified at once and asked to pick up the child.
- 3) If the parent/guardian cannot be reached, the provided emergency names will be contacted.
- 4) If the situation demands, the family doctor will be contacted for prompt care.

Children enjoy the outdoors on a daily basis. If your child is not feeling well, please keep this in mind when making a decision whether or not to send him/her to camp.

Nut Allergies

While Kensington School makes a good faith effort to be nut-free environment, we cannot guarantee that our school will be completely nut free. With that in mind, we have created the following guidelines for parents of children with nut allergies:

- 1) Parents will assume primary responsibility for teaching their children about the management of their allergy and informing the school about the child's condition.

Parents of allergic children are expected to:

- a) Inform Kensington School of their child's allergy, both in writing on the enrollment form, and by verbally informing the school director and classroom teacher.
 - b) Provide the school with any necessary medication, including Epi-pens when medically indicated.
 - c) Verify the expiration date of their child's Epi-pen.
 - d) Teach their child to refuse any suspect food while at school.
 - e) Teach their child not to share food.
 - f) Keep a supply of safe snacks for their child at school, and periodically check its supply and freshness.
- 2) Kensington School will make every effort to ensure that allergic children do not come in contact with nuts or nut products. Kensington School will:
- a) Keep nuts out of all classrooms
 - b) Make every effort to provide nut-free lunches and snacks
 - c) Ensure that students will never use peanuts in any crafts or projects
 - d) Educate our teachers about the seriousness of nut allergies.
 - e) Train our teachers and administrative staff in the proper use of Epi-pens.
 - f) Administer an Epi-pen injection if needed, while also calling for an emergency response team.

MEDICATION

Medication is not administered by the school. Emergency medication, such as an Epi-pen, may be kept along with an emergency medical form outlining the proper directions for use. In rare circumstances, medication may be administered by the school if the child is under a physician's care for a chronic, diagnosed condition.

PERSONAL BELONGINGS

Senior Campers are not allowed to bring spending money for drinks or treats on field trips. NO TOYS from home are permitted at camp. This includes all electronic toys. The school cannot assume responsibility for loss or damage to any personal belongings brought to camp. Please do not send your child to camp with a cell phone.

DISCIPLINE

Senior Campers will follow the rules of the Camper's Code of Conduct that parents and campers sign. This includes treating camp staff and fellow campers with respect at all times and using appropriate language.

Bullying is inexcusable and prohibited. Campers and staff will work together to make camp a positive experience for all. Inappropriate or disruptive behavior will be discussed with the parents, either in a telephone conversation or a conference, and a plan for resolving this behavior will be put into place.

The following forms of discipline are prohibited in our schools: any kind of corporal punishment, withholding or threatening to withhold food, abusive or profane language, any kind of humiliation and any form of emotional abuse (shaming or isolating a child).

DISCHARGE POLICIES

A child may be discharged from camp due to any of the following:

- If it is determined that the child's needs are not being met at camp.
- If the parent does not comply with the policies of the camp such as: fees are not paid on time, the child is not picked up on time, etc
- If it is determined that the child is disruptive, uncooperative, or disturbs the other children or the program.

CLOTHING

Each SENIOR CAMPER must bring the following to camp EACH day:

- a) Kensington camp backpack
- b) A swimsuit
- c) A towel
- d) A waterproof bag for wet swimsuits and towels
- e) Rubber soled, closed toe shoes

For safety sake, please dress children in clothing that will allow for active outdoor play. Please make clothing child manageable since the child is required to dress/undress him/herself. Children should wear sneakers or shoes with rubber soles that may be tied securely so that ankles are not twisted while running. NO SANDALS, JELLIES OR FLIP-FLOPS ARE ALLOWED! Children will not be allowed to participate without proper attire.

It is imperative that children's clothing and camp backpack be well marked with their first and last name so that misplaced items can be returned. We are not responsible for lost items. At the close of camp, any items remaining in the Lost and Found will be donated to charity.

NUTRITION

Our snacks are offered mid-morning and mid-afternoon each day and consist of a variety of organic and natural foods. On field trip days when campers will be off-site at lunch time, a picnic lunch will be provided. Children should not bring additional food to school since lunch and adequate snacks are provided. Food exceptions cannot be made for individual children, except for documented medical or religious reasons. Kensington School makes a good faith effort to be nut-free. Please see information under the previous health section. Due to food allergies, Kensington School requests only non-food items are brought for birthday treats. If you would like to send something to camp for your child's birthday, we suggest stickers, pencils, etc.

COMMUNICATION

The director and the staff wish to keep parents informed of their child's daily activities. A staff member is always available to answer any questions a parent may have about his/her child. Lines of communication may be verbal, written, or posted in prominent places at the school.

EMERGENCY PROCEDURES

Kensington School conducts monthly fire drills and seasonal tornado drills, involving all children and classrooms. In case of a national emergency, children, teachers and administrators will remain on site at Kensington School except when instructed otherwise by emergency personnel. Please always keep parental contact phone numbers up to date at the school's office.

INSURANCE

The school does not offer any type of insurance for purchase on an individual basis for children utilizing the school. Medical expenses which may result while the child is at the school will be the responsibility of the parents.

CONFIDENTIALITY/RELEASE OF INFORMATION

All information contained within your child's file and all conversations held with staff members concerning your child or family members will be considered confidential. The school is restricted by law from releasing confidential information to any individual, agency, school district, ect, without first obtaining permission from the parent/guardian to do so. In the event such need arises, a written authorization from the parent/ guardian will be required before confidential information is released. (Exception: If child abuse or neglect is suspected and reported, proper authorities have legal access to a child's file with or without parental consent.)

SOLICITATION OF STAFF

Parents are not permitted to solicit staff for any services, including babysitting or tutoring.