

2020 Summer Camp Parent Handbook*

*This handbook is subject to change and parents will be notified of any updates via email.



Dear Parents,

There is so much to look forward to at CBA Summer Camp!

Campers will enjoy time spent with friends, outdoor playtime and activities, arts, crafts, science experiments, songs, dances and more! Rest assured that your child will be cared for by compassionate individuals in a safe and healthy environment, where our staff members strive for excellence in following all summer guidelines set forth by the CDC, State of North Carolina and our company, Spring Education Group.

CBA Summer Camp begins Monday, June 15th and continues through Friday, August 14th

We would like to take this time to share some important information to ensure a smooth camp experience.

REQUIRED:

- ❖ **After reading this handbook, please PRINT & SIGN the Parent Acknowledgement**, seen as the last page.
- ❖ **Scan this page directly to pamela.baroodv@chesterbrookacademy.com on or before your child's 1st day of camp. CBA must file it with your child's registration information. Thank you!**

Camp Goals



Our goal is to provide a safe environment for education, cooperation, and fun! We provide activities that expose each child to a variety of experiences in arts & crafts, nature, science, music, and fun games. Direct involvement in stimulating and challenging activities encourages self-confidence, responsibility, and leadership!

Hours of Operation



CBA's Camp hours are between 8AM – 4PM. Campus closes promptly at 4pm. There are no extended day hours available this summer.

If your child is picked up beyond our 4pm camp closing time, you will be charged a late fee that be applied to your camp account of \$1 per minute late (ex. 6:09pm pickup = \$9 late fee charge). This is at CBA's discretion, based upon frequency, etc.

Carpool 'Drop off'/'Pick up' Procedures



During Carpool, parents/families must remain in your vehicle at all times. For the health and safety of our CBA Community, it is recommended that parents wear a facial mask covering while interacting with staff members. **Please drive into the rotary area (do not park) to begin a smooth transition into carpool procedures.**

MORNING CARPOOL: 8AM – 8:45AM Drop Off

To avoid long lines, we recommend that preschool campers are dropped off between 8AM-8:20AM and Elementary Campers are dropped off between 8:20AM-8:45AM.

This is not required, as we realize parent work schedules may determine time of morning drop-off for each camper.

Station 1: Temperature Check & Health Questionnaire

- Using a non-contact thermometer, **your child's temperature will be taken and recorded.** If your child has a fever of *100.4 degrees or more, your child will not be permitted to join camp that day. (*Admittance into camp is at CBA's discretion – see Health Section of Handbook)

- **Parents will be required to answer 3 health questions each day**, as required by the State of North Carolina. Please be patient, as we will try to make things run as quickly and smoothly as possible.

(Scroll down to the Health Section of the Parent Handbook for Specifics Covid-19 Questions)

- **Please bring your own pen to sign the daily questionnaire.**

Station 2: Camper Drop Off , Hand Sanitizing & Escorting to Rooms

- Parents will pull up to the sidewalk where **a staff member will open your child’s car door and assist with exiting the vehicle.**
- At this time, **parents will be notified of assigned camper room and counselor name.**
- Children will be assisted at our **hand sanitizer table to be used prior to entering the building.**
- A staff member will then escort your child into the building, taking him/her directly to the room, where his/her counselor will be waiting.

Station 3: Daily Sign In Log

- Finally, parents will drive up to the ‘Sign In’ Station.
- **A staff member will ask for your child’s first and last name and will record the time that you are completing drop off** for your child that day.

AFTERNOON CARPOOL: 3:30PM – 4PM Pick Up

1. All cars must drive into the rotary. A staff member will check the driver’s ID to ensure that an authorized person is picking up each camper.
2. Staff members will escort each camper to the appropriate car.
3. Parents/Authorized Drivers will be asked to get out of the car in order to buckle the child in and grab their personal belongings to take home.
4. Your child’s departure time will be recorded and initialled by our CBA Staff.

Camper Cohorts/Room Assignments



Every Monday morning carpool, a staff member will notify parents regarding Room Assignment. We will confirm the name of your child’s CBA Counselor that will be leading the week’s activities in his/her Camp Room and on our outdoor campus.

Camper Clothing & Footwear



No uniforms are required at Summer Camp. All summer outfits must be age appropriate and family friendly, please.

Children must wear shoes that they can run, jump, and walk in for outside activities, such as sneakers or close-toed sandals with secure straps around the front and back of the foot. Flip-flops or open-toed sandals will not be allowed as this type of footwear can cause children to trip, get cuts on toes/foot and can be very slippery when wet.

As a thank you for registering at our Summer Camp, **your child will receive one complimentary Camp T-shirt!**

Theatrical Thursdays – Spirit Dress-Up Days



Every week, campers should dress up and participate in ‘Theatrical Thursdays’ where summer spirit is rewarded and encouraged!

Here are the *Theatrical Thursday Themes*:

- ❖ 6/18: Crazy Hair & Mismatch Day
- ❖ 6/25: Tropical Tourist Day
- ❖ 7/2: USA Day
- ❖ 7/9: Sports Day
- ❖ 7/16: Superhero Day
- ❖ 7/23: Spy Day
- ❖ 7/30: Fairytale Day
- ❖ 8/6: Rock Star Day
- ❖ 8/13: Pajama Day

Sunscreen



Please make sure you apply sunscreen on your child’s skin before coming to camp every morning.

We will NOT be applying sunscreen during the day. Please DO NOT pack any sunscreen in your child’s backpack.

Daily Personal Items Needed for Camp



Preschool Camper: Daily Items Provided from Home

Please provide the following each day for your child’s Camp day/week: *LABEL EVERYTHING*

- ❖ **Backpack with extra set of clothes** (socks, underwear, shirt, shorts, shoes)
- ❖ **A blanket for naptime** (small; must be appropriate for cot size)
- ❖ **One fitted crib sheet** (to fit over cot)
- ❖ **Nut-Free Lunch in Insulated Lunchbox containing a re-freezable ice pack** (include even if nothing needs to be cold)
- ❖ *Recommended, but not required - 4 Cloth Facial Mask Coverings Daily* (to be worn indoors ONLY; not worn for eating or sleeping; NOTE: according to State Licensing requirements a NEW mask must be worn every time a preschool aged child eats, so extras will be needed if a child participates in wearing mask coverings)

Rising 1st - Rising 6th Camper: Daily Items Provided from Home

Please provide the following each day for your child’s Camp day/week: *LABEL EVERYTHING*

- ❖ **Backpack with extra set of clothes** (socks, underwear, shirt, shorts, shoes)
- ❖ **Nut-Free Lunch in Insulated Lunchbox containing a re-freezable ice pack** (include even if nothing needs to be cold)
- ❖ **REQUIRED - 2 Cloth Facial Mask Coverings Daily** (to be worn indoors ONLY; not worn for eating or sleeping; an extra will be needed if a child participates in wearing mask coverings)

These home items must be taken home and washed/sanitized DAILY:

- **Lunch Boxes and Lunch Containers**
- **Cot sheets & Blankets**
- **Cloth Facial Mask Coverings**
- **Clothing that was worn/touched by the child.**

Students are requested not to bring personal items to camp that are not in the approved camp list (above). This includes cell phones, money, jewelry, radios, cameras, electronic toys, books and magazines, toys, unauthorized medicine or valuables. Should any of these articles be brought to camp without permission, they will be confiscated and held in the office for pickup by parent. Parents and Campers should never leave unauthorized items in a locker/cubby area (Chesterbrook Academy is not responsible for said items).

Lost and Found



Clothing articles are frequently left at school and many are never claimed. Please place your child's name on clothing, lunch boxes, and other personal belongings so that items can be returned.

If we find lost items, we will collect them in our 'lost & found' bin. If you are missing something, please contact the Camp Director, Venus Smith at venus.smith@chesterbrookacademy.com and she will try to locate the item on our campus.

Parent Involvement



As always, we welcome parent ideas, concerns or questions! Please contact the Camp Director or school Principal to discuss a concern, voice a suggestion, or schedule a virtual Zoom Meeting. Call 919-847-3120 to schedule.

Lunch and Snacks



➤ All Campers Must Pack a LUNCH FROM HOME.

- Campers should **bring a well balanced, nutritious lunch to camp** (various food group items that will provide healthy energy throughout the day; please keep sugary treats/drinks to a minimum).
- **NO NUTS** of any kind please, **AS WE ARE A NUT FREE FACILITY.**
- We do not heat/microwave camper lunches. Pack a Thermos to keep food hot until lunch time.
- Send a clean, **insulated lunch box with an ice pack** (required by licensing).
- We will provide milk/water for all campers at lunchtime.
- *Insulated Lunch Bags/Boxes, Food Containers and re-usable drink containers must be sent home daily to be emptied and washed/sanitized.*

➤ **Two daily snacks are provided during non-lunch times at Camp.** A morning and afternoon snack is offered to your child with water &/or 100% juice. Please Click [HERE](#) for an example of our Summer Snack Calendar. If your child has food allergies and you need to pack special snacks, please contact the Camp Director.

Onsite Daily Activities



***Weekly Activities and Camp Cohort Event updates will be emailed to parents each camp week on Wednesday and Friday via our Smore CBA SUMMER NEWSLETTER!** You'll receive pictures of our campers in action on the playground, smiling with friends during lunch time, taking a Zumba class on the outdoor sport court, creating a science experiment on the picnic tables, and more! We'll also remind you about our weekly Theatrical Thursday's Themed Spirit Days.

Smoke Free/Tobacco Free

Chesterbrook Academy is a Smoke Free/Tobacco Free Facility at all times.

Effective October 1, 2017: Children must be in a smoke free and tobacco free environment. Centers located in a residence must be smoke free and tobacco free during operating hours. Smoking and the use of any product containing, made, or derived from tobacco, is not permitted on the premises, in vehicles used to transport children, or during off premise activities. Signage regarding the smoking and tobacco restriction must be posted at each entrance and in vehicles used to transport children. Parent must be notified, in writing, of the smoking and tobacco restriction. [Rules .0604]

Pool/Water Activities



There will be NO water activities on-site at Chesterbrook Academy Summer Camp this year. The Pool will remain closed.

General Health & Safety



All campers are required to have updated health forms/immunization records on file at CBA. These must be submitted at the start of your child's first camp day. (Chesterbrook Academy students will already have this information on record.) Prior to the first day of camp, you can email these to pamela.barody@chesterbrookacademy.com, bring them to the office, or fax them to 919-847-2120.

Safety comes first during all activities and events. Experienced staff and professional instructors will work together to provide everyone with safe, high quality programming. Students learn and practice safety rules and techniques during every activity.

Staff members are familiar with first aid. They can take care of everyday bumps and bruises. If a child has an accident or incident during the day, the appropriate form will be filed and sent home for parent notice. For any serious accident or incident, we will attempt to immediately notify parents by telephone. There are always staff members present on our campus that are certified in CPR.

In the event of a serious emergency, the school will secure immediate medical attention as described on the *Medical Information* section of the child's Camp Registration Form. Every effort will be made to contact parents, guardians, or authorized family members or friends.

When your child is enrolled at CBA Summer Camp, you authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child's physician if in our judgment there is insufficient time first to contact your child's physician. You also authorize us to make the decision of when an emergency exists.

Child Abuse and Neglect



All staff will comply with the provisions of the Child Abuse Act by bringing suspected cases of abuse and neglect to the attention of the school Principal. The Principal will report the suspected case to the County Department of Social Services under the guidelines of the Act.



- **Question 1:** Have you or any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

IF YES: Individuals cannot attend camp that day. Individuals can return 14 days after the last time he or she had close contact with someone with Covid-19, as long as there are no symptoms, mentioned below.

- **Question 2:** Do you or do any of the children you are dropping off have the symptoms of Fever, Chills, Shortness of Breath or Difficulty Breathing, New Cough, New Loss of Taste or Smell?

IF YES: Individuals cannot attend camp that day, but should go home, stay away from other people, and the family member should call the child's health care provider. You will be asked to stay in contact with the Principal for further instructions.

- **Question 3:** Since last at CBA Summer Camp 2020, have you or any of the children you are dropping off been diagnosed with Covid-19?

IF YES: Individuals diagnosed with Covid-19 based on a test, their symptoms, or does not get a test but has the forementioned symptoms, they cannot attend camp until they can ensure the following and answer YES to this criteria:

- ❖ *It has been at least 10 days since the person first had symptoms.*
- ❖ *It has been at least 3 days since the person had a fever (WITHOUT fever reducing medicine).*
- ❖ *It has been at least 3 days since the person's symptoms have improved, including cough and shortness of breath.*

A doctor's clearance, in writing, may be requested at Chesterbrook Academy's discretion, based on the above.

If Chesterbrook Academy ever has a confirmed Covid-19 case, we will follow all CDC, North Carolina State & Spring Education Group Guidelines and Procedures.

General Illness (not related to Covid-19 symptoms)

Campers will be involved in physical fitness activities, both indoors and outdoors, as an important part of the program. If a parent believes that his/her child is not well enough to participate, he/she will probably be more comfortable at home in more familiar surroundings. The camp/school is not equipped to accommodate the needs of a sick child.

Camper health is an important factor at CBA and observation and supervision of the health of campers during school hours is the responsibility of each teacher/counselor. The Principal reserves the right to refuse admittance to any student who shows signs of illness.

A student who becomes ill at school will be made comfortable until his/her parent can be notified and the student is picked up from camp. An Authorized Person or Parent must pick up an ill child within 30 minutes of notification.

The purpose of our sick policy is as follows:

1. To reduce the spread of illness from the sick child to other children.
2. To reduce the possibility of the recuperating child returning to school before the child is fully recovered from the illness, which in turn could develop into a more serious illness.
3. To prevent the constant spread of colds, flu and diarrhea so common among small children.

Parents are to assist us in maintaining a safe and healthy environment for all of our children by helping to reduce the spread of illness from a sick child. If you, as a parent, have any questions regarding this policy, feel free to discuss them with the Principal.

A sick child must stay home where he/she is most relaxed and comfortable. Children may be sent home if they have any specific symptoms as listed below. In addition, a child must be free of all of these specified symptoms for at least 24 hours before he/she can be returned to camp.

These symptoms are as follows:

1. Vomiting within the previous 24-hour period.
2. Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at camp).
4. A heavy nasal discharge indicative of infection.
5. Fussy, cranky behavior and generally not himself/herself.
6. A skin rash.
7. Head lice.
8. Symptoms of a communicable disease, non-Covid related.

Following any illness, a child may return to camp once he/she has either been seen by a doctor OR it has been determined that the illness is not contagious. A doctor's clearance in writing may be requested, at CBA's discretion.

Medication



It is the strict policy of Chesterbrook Academy to cease to administration of OTC (over the counter) medications to children in our care. These items will include, but are not limited to, acetaminophen, cough and cold medicines, antihistamine, lotions of any kind, lip balm, powders and other common items that may not be considered medication at home. Exceptions to this policy will only be made as required by law and with the review and approval of senior management in our company.

If a child is in need of a prescription medication for chronic or life threatening conditions (EpiPen, Inhaler, etc), there is required documentation and procedure that CBA must follow in order, in accordance with State Licensing Guidelines, to be fully prepared to respond to emergency situations for children with such conditions.

Email pamela.barody@chesterbrookacademy.com to request Medical Forms



1. Parent must complete Emergency Medical Forms. *A new set of forms is needed for EACH medication.*
2. Medication must be in the original container and have the full pharmacy label including the child's name and expiration date. Prescription medication shall be used only for the child named on the label.
3. Medication & Completed Forms must be in a labeled Ziplock Bag with your child's name.
4. Hand the medication bag to Carpool Staff on the morning of your child's first day of camp.
5. Medicine should remain at camp until the end of your child's camp experience at CBA.

CBA will not administer any medication without a strict adherence to the procedure and policy above.

NOTE: In circumstances requiring specific skills or prior medical training to administer medicines, or use certain medical procedures, Chesterbrook *may not be able to accommodate* the administration of these prescription medications or procedures.

Discipline and Behavior Management



At Chesterbrook, discipline is approached with a positive attitude and is based on the premise that children, parents and staff respect and care for themselves, respect and care for others, and respect the school and others' property. The goal is to solve behavior concerns by using modeling, redirecting behavior, and positive reinforcement through attention, praise and reasonable outcomes for desired behaviors. Positive class and camp rules allow children to know what is expected of them. Group time and other appropriate group meetings are used as a time for children to experience praise for themselves and others, to plan activities together, and to discuss class concerns and goals for desired behavior.

For younger children, teachers focus on modeling behavior and redirecting the child to a more appropriate behavior. For older children, a discussion of reasonable outcomes is used individually with children before “think time” is used. That is, first, the behavior of concern is discussed with the child, second, a plan of action is set, and third, an in-class “think time” is employed. The purpose of “think time” is to give the child an opportunity away from the group to think about his/her behavior and to plan with the teacher how to regain control of his/her behavior.

When difficult behaviors are consistently observed by camp staff members a plan is designed to work with parents in reaching a resolution. Parents are kept informed as to the behavior concern. If the behavior concern cannot be resolved, we reserve the right to dismiss or suspend a child for unsatisfactory behavior to ensure the health and safety of all children and adults at Chesterbrook.

Camp Staffing



Our employment criteria for teaching staff/counselors adheres to or exceeds all state requirements for licensed school-age care facilities, including the established child/teacher ratios. CBA teachers are hired according to their education and experience. All Counselors/Staff must pass necessary state and federal background checks and are at least 18 years of age or older with at least a high-school diploma. There are always staff members present on campus that are CPR/First Aid Certified. If a staff member is not current in certification, he/she may be enrolled in CPR/First Aid training class.

Our staff continues to seek professional growth experiences either by continuing their formal education, attending teacher professional development activities or participating in other professional enhancement activities. They are caring, nurturing individuals whose goal is to develop the whole child.

Cleaning Procedures



Several times throughout the day, CBA Staff will be sanitizing and disinfecting both indoor and outdoor areas of our campus, in accordance with State Licensing Guidelines, CDC guidelines and Spring Education Group.

An outside cleaning service cleans all areas of the school every evening.

Auto-Draft Payments & ALMA Parent Financial Portal \$

We prefer that all parents enroll in our Auto-Draft program. All weekly, applicable fees will be pulled from your account every Monday evening. (If you are currently enrolled in CBA's Auto-Draft program for school payments, then it will continue to be in use during the summer).

Once your child begins camp, **parents will have access to ALMA, an online parent financial portal that allows for payments to be made via credit card, gives access to statements and invoices, allows for updates to contacts and more.** New parents should receive an informational email with instruction to begin using this system (typically on child's first day of enrollment).

Check or Cash Payments



Chesterbrook Academy can accept checks or money orders for camp payment, if discussed ahead of time with CBA Administration. Please make checks payable to 'CBA'. All Check or cash payments are due during Monday morning carpool. After 9:00am on Tuesday, a \$30 late payment fee will be added to the balance.

Reminder: All pre-paid camp deposits that were made upon camp registration will be used toward your child's last week of camp (unless otherwise specified on his/her form).

Add/Change Requests



Any changes to your camper's programs/schedule must be made at least **TWO WEEKS IN ADVANCE** of the requested change. All requests FOR CANCELLATIONS made after this deadline will not be accommodated and payment will be required.

Cancellations/Adds/Change Requests must be made in writing and emailed to:

- Pamela.Baroody@nclinc.com

CONTACT INFORMATION



Please call us anytime with any questions or concerns regarding summer camp at Chesterbrook Academy. We look forward to seeing your family this summer!

Chesterbrook Academy

Elementary & Preschool of North Raleigh

Address: 10200 Strickland Road, Raleigh, NC 27615

Phone (919) 847-3120 **Fax** (919) 847-2120

Website: <http://northraleigh.chesterbrookacademy.com>

Twitter: https://twitter.com/CBANorth_Raleigh

Facebook: <https://facebook.com/chesterbrookacademyelementarynorthraleigh>

Principal: Erika Moore

Erika.moore@chesterbrookacademy.com

Assistant Principal: Pam Baroody

pamela.baroody@chesterbrookacademy.com

Camp Director: Venus Smith

venus.smith@chesterbrookacademy.com

PRINT AND SIGN THE FINAL PAGE





2020 CBA Summer Camp

PARENT HANDBOOK Acknowledgement Page

Please print, sign and scan
to pamela.barody@chesterbrookacademy.com

I have read, understand and will abide by all information stated and provided to me in the Chesterbrook Summer Camp Parent Handbook.

Parent Name (PRINTED): _____

Parent Signature: _____

Date Signed: _____ 2020

Child's Name: _____

Child's Age: _____

Birth Date: _____

Child's Program (check one):

- Intermediate, Preschool, or Rising Kindergarten
- Rising 1st Grade
- Rising 2nd Grade
- Rising 3rd Grade
- Rising 4th Grade
- Rising 5th Grade
- Rising 6th Grade