

2010 PARENT HANDBOOK

ARRIVAL AND DISMISSAL DIRECTIONS

During Arrival (8:30 a.m.-8:45 a.m.) and Dismissal (3:00 p.m.-3:15 p.m.), we ask that parents enter our parking lot through the entrance from Plyers Mill Road and leave through the adjacent property. Please proceed at a very slow speed while exiting the Evergreen parking lot north through the adjacent housing complex; this property is the home of persons with disabilities. This exit takes you to Windham Lane, where if you turn right, you can easily access Georgia Avenue again. To get back to Plyers Mill Road, turn left out of the north exit and follow Windham Lane to St. Margaret's Way. A left on St. Margaret's Way will dead-end into Plyers Mill Road.

ARRIVAL

Please drop your child off prior to 8:45 a.m. Swimming and field trip departures will leave promptly at 9:00 a.m. Drive into the semi-circle in front of the main entrance to the building. A staff member will open car doors and escort campers into the building until 8:45 a.m. After 8:45 a.m., you must park your car in the parking lot and escort your camper into the building. Any child who arrives between 7:30 and 8:30 a.m. must be accompanied into the building and signed into our Early Bird program. The Early Bird drop-in fee is \$9.50 per hour.

DISMISSAL

Children enrolled in the half-day program will be dismissed at 12:00 noon from the classroom classroom. Please park your car in the parking lot and come into the building to pick up your child. We ask that you not park in the spaces designated for Church personnel.

All children enrolled in our full-day program will be dismissed at 3:00 p.m. from the gym. A staff member will escort each camper to his or her car. **Drivers should remain in their vehicles.** Dismissal lasts until 3:15 p.m., at which time any children not picked up will be placed in our Extended Day program. The Extended Day drop-in fee is \$9.50 per hour.

If your child must be picked up early, or is being picked up by a different person than usual, a signed note needs to be brought in advance. Please note that the person picking up your camper will be asked to present an official photo ID.

Pleased note that for security reasons our doors are kept locked. All children are instructed not to open the outside doors, even if they know the person waiting to enter.

PARKING

Please park only in unassigned, unmarked parking spaces. Do not park in any of the spaces reserved for elders or Church personnel. Also, please do not leave your vehicle in the circular drive; this area is for assisted drop-off in the morning between 8:25 and 8:40 a.m. and for emergency vehicles only.

CAMP CLOSINGS

Evergreen Camp follows the decisions made by Montgomery County regarding camp closures. Special or emergency information is posted on our answering service and on our website. If you have a question about whether or not our camp is open, please call our facility at 301-942-5979, or check our website at www.evergreenschool.com. It will be posted on our home page.

DELAYED OPENINGS

Evergreen Camp follows the decisions made by Montgomery County regarding delayed openings, with one exception: we never open more than 1 hour late. Even if the County camps open 2 hours late, Evergreen Camp will open only 1 hour late, which means that our Early Bird program would begin at 8:30 a.m. and our regular camp day would begin at 9:30 a.m.

EARLY DISMISSAL

Weather may cause us to dismiss campers before 3 p.m. When this need arises, we call to inform each family. If family members are delayed by the weather, a staff member will stay to care for those children awaiting pick up.

WEATHER EMERGENCIES

Evergreen Camp has battery-operated emergency lights that illuminate our hallways in case of power outages due to thunderstorms or high winds. We can operate successfully with less than full power for a few hours. If the outages persist for more than a day, however, heating or cooling can become an issue. If such an emergency causes our regular schedule to change, a staff member will call to inform each family.

HOLIDAYS

Camp will be in session on Friday, July 2, 2010, and Monday, July 5, 2010.

CAMP STORE

Be sure to stop in and check out our camp store, located outside our camp office, across the hall from the main school office. Campers' friends and family will surely find something of interest!

LUNCH AND SNACK

A packed lunch and drink with a cooling pack is to be brought from home every day. We can neither refrigerate nor warm up food. Please do not send candy or soft drinks with your camper; these items are not permitted in camp.

Evergreen Camp provides a morning snack to all campers. If your camper has a food allergy or any food restrictions, we ask that you provide a snack from home.

PIZZA FRIDAYS

Cheese pizza, carrots, and fruit juice are available as an alternative to a packed lunch every Friday. This treat is by subscription; use the envelopes sent home each week with the camp *Bulletin*. Pizza envelopes also may be found in the Camp Office. Pizza is \$2.50 per slice.

NAPPERS

If your child naps, please send in a labeled bag with a pillow and a sheet or light blanket. Please label all items. Your child also may bring a cuddly toy to nap with. Nap items will be sent home every Friday for laundering and should be returned on Monday if your camper is returning for another week.

WHAT TO BRING TO CAMP

Below is a list of things that you will need to remember to bring with you each day of camp. Please read it carefully. This year we will be posting the weekly schedules for each group online as well as distributing printed handouts each Monday. Make sure to check your group and come to camp prepared for that day's activities.

Campers should wear comfortable play clothes suitable for movement and sports. A sweatshirt also should be placed in the camper's tote bag in the event the camper becomes cold in the air conditioning. If you choose to have your child wear sandals to camp, sneakers also must be brought for the sports and dance activities.

On the first day of camp, each camper receives an Evergreen bag and an Evergreen t-shirt. Please use the bag to carry a change of clothes on swim days (see below), and make sure your camper wears his/her Evergreen t-shirt on field trip days.

SWIMMING AND OUTDOOR ACTIVITIES

Campers should wear their bathing suits to school on swim days (listed below according to group). Please do not forget to pack additional underwear for changing at the pool. A towel labeled with your child's name should be placed in his/her tote on pool days. Sunscreen (please apply a first coat at home in the morning), it will be reapplied if your camper has brought his/her own sunscreen to camp.

COMMUNICATIONS

A calendar of events will be given to each family during their first week of camp. This calendar notes field trips, swimming days, special events, and other pertinent information. An Evergreen Camp *Bulletin* also will be distributed weekly to each child. This publication is for the announcement of events, camp information, and a summary of activities that have taken place. Please read your weekly *Bulletins*. Any changes to the general schedule will be sent home by note. Please pay close attention to any changes that may occur.

FIELD TRIPS

All campers must have signed permission slips on file authorizing us to take them on field trips and pool trips. Each child receives an Evergreen Camp T-shirt to be worn on field trips (**they do not have to wear them to the pool**). These shirts are important because they allow for easy identification, as well as a sense of togetherness. Additional camp shirts may be purchased from the camp store. Refer to the calendar, or the *Bulletin*, for the dates of field trips and pool trips.

SCHOOL BUSES

All field trips and pool trips travel by school bus. Each driver has a Commercial Driver's License (CDL). The vehicles are inspected quarterly under the guidance of the Maryland State Motor Vehicle Administration. Drivers and chaperones follow established safety procedures at all times and carry a cellular phone to maintain contact with the camp office. All buses are equipped with a first aid backpack, which includes an Emergency Information Card for each camper.

CAR SEATS

Our own Evergreen School bus, which is equipped with seat belts, will be used to transport any campers required to ride in a car seat. Please label your car seat with a permanent marker in a visible place and leave it at arrival, or Early Bird, on the morning of the trip.

We will need car seats on field trip days and swimming days. Unfortunately, we do not have the storage space to keep car seats overnight. Please take home your car seat at the end of the day. To avoid a backup during dismissal, please park in order to put your car seat back into your car.

EMERGENCY INFORMATION

Emergency Information is essential for each camper especially:

- At dismissal to check names of those authorized to pick-up a child.
- When a child is sick and we need to get in contact with a parent.
- On class field trips.

Each family will be asked to provide Emergency Information. We ask for several contacts in the event that you are unavailable. Please notify us of **ANY** changes as soon as possible.

AUXILIARY PROGRAMS

Early Bird (7:30 - 8:30 a.m.)

Evergreen responds to the needs of those families whose schedules require an early start. Early Bird children engage in activities such as reading, drawing, arts & crafts, puzzles, games, cards, and play. The class size is small and allows for more teacher/counselor-student interaction. The goal of the program is to provide care for the children and to ease their transition into the regular day.

Extended Day (3:00 - 6:00 p.m.)

The Extended Day program creates a warm and familiar atmosphere, and the schedule is paced to include periods of stimulating activity, as well as opportunities for quiet relaxation. Extended Day activities include indoor/outdoor play, arts & crafts, story time, cooking projects, creative games, and special events. As the day winds down, we are responsive to the needs of the children with quiet story times, tabletop games, and increased individual attention.

NOTE: The day ends at 6:00 p.m. We understand that occasionally traffic or other situations may cause you to be late. In this case, please be assured that your child will be safe and well supervised. There is a late charge of \$15.00 for each 15 minutes, or portion thereof, for children remaining after this time. These charges are intentionally high in order to discourage use of Extended Day as a casual late sitter.

PROCEDURE FOR HANDLING DISCIPLINARY ISSUES

At Evergreen Camp we feel that all members of our community, adults and children alike, have a responsibility to themselves and to the community to make thoughtful

choices about their actions and to understand the consequences of those actions. Everyone is entitled to physical and emotional safety, and all interactions with others should be based on kindness. In order to maintain a healthy, effective, and supportive environment for all and, specifically, to help campers become responsible, caring, knowledgeable individuals, we have formulated a procedure for handling any discipline issues should they arise.

At the first incidence of unacceptable behavior a For Your Information (FYI) form will be sent home that day with the child. The note will be written by the staff member present at the time of the incident. It will be given to the Camp Director. She will sign it and send the original home with the child and put a copy in the child's file. If the Director is unavailable, the office manager will perform this responsibility. If the behavior is extreme (i.e., biting, violent attack), the parents will be called immediately.

At the second incidence, another note will be sent home; same procedure.

At the third incidence, the child's counselor will schedule a meeting with the parents and all involved staff. The staff will meet prior to this meeting to develop a goal for the meeting and a precise strategy for addressing the situation. Any involved staff member who cannot attend the meeting will submit a written statement. At the meeting with the parent a plan of action will be made. The child may be invited to the end of the meeting to hear the plan. The plan will be written up and signed by the parents. All staff will get a copy of the plan. (This step may occur earlier depending on the severity of the behavior).

If there is another occurrence, a parent will be called and asked to pick up the child immediately. They also may be asked to keep the child out of camp the next day. After the child returns, there will be a meeting of parents and involved staff and possibly the child.

HEALTH AND SAFETY

The health and safety of our community is a priority for Evergreen Camp. All staff members are trained in CPR and first aid and are expected to respond appropriately to an accident or sudden illness. All doors to this building, both School and Church, are locked at all times. The School office door and the Church office door both are equipped with a doorbell and an intercom. All visitors must be identified and buzzed into the building.

- **Never leave a door propped open.**
- **Never open the door for anyone you do not know.**
- **Always make sure the door has latched behind you when you leave the building.**

The Church is required to notify the School, in advance, of contractors or other visitors who may need access to our wing of the building during our hours of operation. These visitors should display identification badges. All members of our

community have an obligation to question and/or ask for identification of any visitors who do not display such a badge. Please immediately report any instances of unidentified visitors to the School or Camp administration.

RECORDS AND HEALTH FORMS

Health forms will be sent to you during the online registration process. Some forms will require a doctor's signature. Your camper will not be allowed to attend camp without the required forms.

In order to be admitted, every child is required to have his/her forms on file by Friday, June 11, 2010.

If your child needs any medication during summer camp, a form signed by the prescribing physician must be on file before any medication can be administered. Medication forms may be obtained in the camp office. All camper records are tracked through the Evergreen Camp Office, as are all State required health forms. All records are strictly confidential. Parents wishing access to a student's folder may view it in the camp office, in the presence of a camp administrator.

All medications, whether over the counter or prescribed, require an Authorization to Administer Medication form with signatures of both the physician and a parent. Non-prescribed medications, or over-the-counter drugs (such as Tylenol, vitamins, Triaminic, cough drops, or Motrin) require an Authorization to Administer Medication form.

Designated staff members (Medication Technicians) may dispense medications only when parents have supplied the camp with a properly completed Authorization to Administer Medication form. This form is available in the camp office. Medications must be labeled by the pharmacist, show the name of the prescribing physician, the medication, its dosage, and duration. If you are reluctant to leave all of the medication at camp, ask your pharmacist for an additional, properly labeled container.

Medications should be brought directly to the office or given to a staff member by an adult. In the case of controlled medications that need to be given on a regular basis, it is required that you bring the tablets to the office so that the number of pills can be verified. Inhalers are considered medication and need to have an authorization form from the physician.

All medications are kept in a locked medical cabinet and are dispensed only by authorized camp personnel or the child's parent. Campers are not allowed to keep inhalers with them. Teachers will bring inhalers, EpiPens, or any other necessary medication every time the group leaves the site. NEVER put medication of any type in a child's lunchbox, swim bag, or backpack.

INJURY OR ILLNESS

Evergreen School will communicate any minor injury or illness and the treatment to you by way of a For Your Information form. If an injury or illness requires medical attention or prevents a student from continuing his/her regular schedule in the classroom, the camp also will call you with this information and request that you take your child home. If we cannot reach you in such a case, we will call the persons named on the student's Emergency Information Card.

If your child is complaining of a sickness (headache, stomachache, sore throat, etc.) and is running a fever, we will call you immediately. **If your child has a fever (that is, a temperature of 99 degrees or greater), he/she may not return to the classroom. We will ask you to pick up your child from camp within the hour. If you are a working parent, arrangements must be made before summer camp begins to determine who will be responsible for picking up your sick child. We are not able to provide care for a sick child while parents complete their day at work or try to find someone to pick up their child.**

Please observe the following guidelines for keeping your child at home:

- A child may return to camp 24 hours after a fever has broken.
- A child may return to camp only if he/she can participate in our program, including outdoor play.
- A child may return to camp after being on a medication for 24 hours.

If a student displays any of the following symptoms, he/she may not be in camp:

- **Vomiting or diarrhea.** A student should not have thrown up or had diarrhea for 24 hours before returning to camp.
- **Yellow or green mucous.** Whether it is blown out or coughed up, colorful mucous indicates infection. A physician should evaluate the student because he/she may need antibiotics.
- **Crusty, red, or runny eyes.** A student with these symptoms needs to be evaluated by a doctor for possible conjunctivitis. If bacterial conjunctivitis is diagnosed, the student will need antibiotic eye drops.
- **Ring-shaped rash.** A student suspected of having ringworm needs to be evaluated by a doctor. The student may return 24 hours after beginning treatment and will require a doctor's statement to verify medication and treatment. The area must be covered with a dressing while the student is at camp.
- **Sore throat.** A student with a sore throat and fever should be evaluated by a doctor for possible strep throat. The student may return 24 to 48 hours after beginning treatment.

Your child is contagious until he/she has been on antibiotics for 24 hours.

COMMUNICABLE DISEASES

The Maryland Department of Health and Mental Hygiene has published a list of communicable diseases that must be reported to the Center of Disease Control. This list includes such conditions as lice, chicken pox, and ringworm. If a child is diagnosed with a communicable disease, we will send a fact sheet with information about symptoms and treatment home to all of our families. If a large number of children have similar symptoms, such as stomach aches, fever, or sore throat, we will notify you of this as well.

Communicable illnesses require a written note from the doctor the day the student returns to School. **No student will be allowed back into class without a doctor's authorization.**

LICE

In the event of a lice outbreak, it is extremely important that you check your child's hair and head daily for lice and eggs. We will continue to re-infect each other if this is not being caught and monitored at home. If your child has been sent home with lice or a suspicion of lice (meaning that we are unsure as to whether or not your child has lice), we will require a doctor's note stating that your child is lice free before they can return to camp. This procedure also is required of the counselors. If your child does have lice, it is as important that you follow the recommended steps of cleaning your home. This last step of the cleaning of the home MUST be taken very seriously or else the child will continue to be re-infected at home.

ALLERGIES

Evergreen must be aware of any allergies and any allergy-specific treatment or medication. Any medication must be accompanied by the State-required Authorization to Administer Medication form available in the camp office. Any health emergency procedures must be outlined, in writing, by you and reviewed, step by step, with the Camp Director and your child's counselor. Changes in a child's condition must be reported promptly. An allergy list is confidentially kept in the camp office, the school office, in each classroom, and in Early Bird and Extended Day for staff use as a reminder of which children have allergies.

EMERGENCY PLAN

The Montgomery County Council and Government have overall responsibility for the safety of Montgomery County citizens and visitors. The County Emergency Management Agency carries out this responsibility, on both a day-to-day and emergency basis. This plan is specifically designed to protect all students, employees, and members of the Evergreen School community in case of a declared local or national emergency during hours of operation.

Protective Actions

Protective actions are those taken to reduce or eliminate exposure to a hazard. More simply, protective actions involve either putting distance between oneself and a hazard, usually by evacuation, or sheltering from the hazard by staying indoors. Evergreen School has developed a detailed plan of action for both scenarios, as outlined below.

The County Emergency Management Agency is responsible for assessing any situation (accident or emergency) and recommending protective actions to the community. Evergreen School will respond to Agency recommendations and also reserves the right to act on its own behalf in the best interests of the members of its community.

In any emergency situation, Evergreen School is prepared with enough supplies to house our staff and student population for approximately 48 hours. These supplies include blankets, flashlights and extra batteries, food, water, cell phones, a portable battery-powered radio, a first aid kit, and emergency contact information.

Evacuation Emergency Procedure

In case of an emergency that would require evacuation, Evergreen School has a reciprocal agreement with Oakland Terrace Elementary School, located at 2720 Plyers Mill Road, just about a half-mile west. Evergreen School has a bus available for transport, but, if necessary, this location is within a reasonable walking distance.

In an emergency situation, once everyone is safely situated and accounted for, staff members will contact each family to explicate information and determine the next reasonable course of action.

On-Site Emergency Procedure

In case of an emergency that would require shelter from a hazard, all occupants of the Evergreen School facility would be directed to the Social Hall which is below the ground level. This room, with only small windows near the ceiling, is large enough to safely accommodate the entire community. In addition, part of this area is one of the six designated areas of refuge in case of fire.

FIRE DRILLS

Evergreen Camp is inspected for fire safety each year. In accordance with Fire Department regulations, we conduct one fire drill each week to remind our students and staff of safety procedures and the need for quick and orderly evacuation of the building in

the event of an emergency. If you happen to be visiting when the fire alarm is sounded, please follow the instructions given by teachers and staff members.

REFUND AND WITHDRAWAL INFORMATION

The Camp Enrollment Contract is a legal document that, along with payment of the required fees in a timely manner, holds a space in the classroom for your child. We base our staffing, supplies and materials, and space allocations on the number of students we have enrolled. For this reason, camp tuition is not subject to adjustment for withdrawing your child's registration.

By registering for the camp with our online registration, you are agreeing to an enrollment contract. As of May 1st, 2010 a registration in place obligates you to pay full camp tuition for the weeks selected. Before May 1, you may cancel enrollment and receive any fees paid, less the \$75 registration fee, provided the camp receives written notice in a timely manner.