



2017

## The Clubhouse Summer Camp Parent Handbook

**Welcome to the 2017 Clubhouse Summer Camp!** We are excited to offer 2-week themed sessions, FREE swim lessons, a camp T-shirt and all-inclusive field trips and enrichment programs. Our on-site pool, wooded play area, art room, and outdoor time under the “big top” are where you will want to be all summer long!

We also offer a variety of field trips, outdoor education and exploration, community service, dramatic play, physical fitness, team building, creative arts, and relaxation this summer to ensure a well-rounded and fun summer for your child! This packet will serve as your information guide for The Clubhouse Summer Camp, and includes schedules, important policies as well as information about the program, our facilities, and tuition rates.

### The Summer Clubhouse Philosophy

The Summer Clubhouse Camp at Annette’s is committed to providing a safe, enriching, and stimulating environment for school age children during the summer months. We offer age-appropriate activities that encourage social, physical, emotional, and creative growth, as well as trained and certified staff members to serve as positive role models and facilitators. We strongly believe in a **child-centered program** in which the themed curriculum is sensitive to the needs and interests of the group. We live in the beautiful state of Vermont, and believe in trying out as many new experiences in the fresh air as the weather permits. Our five themed two-week sessions are designed based on our mission to engage children in developmentally appropriate, exciting activities that hold outdoor exploration and appreciation, community service, physical fitness, and relaxation at the heart! **We are committed to making this summer as fun and enriching as possible for your child!**

### The Summer Clubhouse Goals

- **Our ultimate goal is to develop the “total” child in a safe, healthy and stimulating environment.**
- **To support each child’s growing need for autonomy, developmental challenges and positive relationships within his or her peer and adult community.**
- **To create meaningful opportunities to help families share in their child’s camp experiences, develop relationships with teaching staff and engage as members of the wider community.**

### Swimming Lessons

The Clubhouse has an **on-site swimming pool** which provides daily access to water in the hot days of summer! **Specialized Group Swim Lessons** are included in the camp tuition for **free!** If your child is

interested in participating in these lessons, you will need to enroll at the time of registration.

The certified lifeguard/swim instructor will assess your child's water skills, and place your child in an appropriate group for his/her specific needs or goals. This is a unique opportunity for children to acquire this important life skill and become confident in and around any body of water this summer!

Due to the nature of Vermont weather, our morning swim lessons will be subject to cancellations based on inclement conditions. Missed lessons due to illness or tardiness will not be rescheduled. Group swim lesson schedules (based on level) will be taken into consideration when creating Field Trip groups, but if a conflict arises, a child attending the Field Trip may miss their swim lesson that morning.

## Our Clubhouse Facility

### “The Clubhouse”

The Clubhouse Summer Camp is located downstairs of our facility, where it is nice and cool to escape the sweltering heat at high noon. This active classroom is where we house our manipulatives (i.e. blocks, Legos, K'nex, figurines, cars, etc.) and board games, team-building exercises, quiet reading area, and daily meetings. This is where we love to hang out and keep busy!

### “Creative Corner”

The Creative Corner is located upstairs from the Clubhouse and is a dedicated room complete with tiled floor, kitchen facilities, and a bay window which allows lots of light to enhance creative exploration through tinkering, art, craft, and sensory activities. We have a variety of classic art supplies, as well as a wide variety of eclectic supplies for the children to get creative with. We also bring our creative corner outdoors when the weather permits!

### “The Play Space”

Our outdoor playground is exclusive for use by the Clubhouse Summer Camp. The playground is equipped with several slides, a climbing structure, swing sets, fire pole, wooded loft, monkey bars, and a bouncy bridge. We often engage in arts, crafts and science outdoors. **Also, our “big top” tent will ensure that we can be outside during any hour of the day, rain or shine!**

### “The Woods”

The Woods is most likely the children's favorite aspect of our facility (besides the pool!). This is a wooded playground, located above the smaller preschool playground through the gate, in which the children can explore and manipulate the environment in its natural state. There are rocks to climb, land tiers, trees, bushes, a roofless tent house, and wooded swing. The children love to get out of the hot sun and spend some time building forts in the woods.

## **“The Pool”**

Our on-location secured pool is located behind of the Clubhouse. There is a gate entrance from the parking lot as well as a door entrance from the Clubhouse. The pool area is landscaped and gardened by the children, and can accommodate quite a few children with our patio furniture. The pool is supervised by a certified lifeguard, as well as a minimum of two camp counselors (with a ratio of one teacher to every 8 children). There is both a shallow end and a deep end (8 ft. deep), with a rope dividing the two areas. In order to enter the deep end, children must pass a very thorough ‘deep-end test’. We have free swim in our pool on daily basis, primarily in the afternoons. Children may choose not to swim at free-swim time, in which other choices and activities will be available to them.

## **“CVU Ropes Course & Athletic Fields”**

Our camp is walking distance from CVU High School, so we often cross the street to use their modified ropes course, athletic circuits and playing fields. We organize kickball and whiffle ball games, have races and relays, as well as facilitate team-building exercises and games on their fields. We also like to run through their sprinkler system when we time it just right!

## **The Clubhouse Staff**

The Director of the Clubhouse Summer Camp is Lisa Guerrero. Lisa has over 20 years in the field of early childhood education.

The support staff at the Clubhouse Summer Camp are chosen for their enthusiasm and experience working with school age children. The counselors have training in First Aid/CPR and Lifeguards/Swim Instructors are WSI (Water Safety Instructor) Certified. Over the years, our counselors return again and again to the Clubhouse to share their talents, experience, skills and enthusiastic attitude with the children.

Staff receive training on summer safety, behavior management, and professionalism, as well as other topics prior to the beginning of camp.

## **Babysitting Policy**

Employees of Clubhouse Summer Camp may not be alone with children of families who are enrolled in any of Annette’s programs when the employees and the children are outside of the Clubhouse. This precludes employees babysitting for families or having children visit employee’s homes. Employees place themselves in a vulnerable situation when they are alone in a home with children. The child care policies of Annette’s are in place to protect children from abuse and also to protect staff from accusations of abuse. We encourage professionalism in all of our staff and feel that babysitting diminishes that teacher/parent relationship. Professionalism is a part of the evaluation process, and staff members’ professional relationships will be considered during evaluations.

## Hours of Operation

The camp opens at **7:30 a.m.** and closes at **5:30 p.m**

## What to Bring

**Your child should bring the following items to camp in a backpack to have available at all times, labeled with his or her name:**

- Sunscreen
- Water bottle
- Towel
- Sneakers
- Bathing suit
- Peanut/Treenut Free Snacks (a.m. and p.m.) and Lunch
- Extra change of clothing

## What NOT to Bring

- **Toy (or real) Weapons:** The Clubhouse is a weapon-free school. Children should not bring toys or other representations of knives, swords, guns, etc.
- **Electronic Games and Cell Phones:** The Clubhouse prohibits electronics at camp as they distract campers from meaningful interaction, relaxation and our outdoor philosophy!
- **Nuts:** The Clubhouse is a “nut free” environment. Please read food labels carefully before packing your child’s lunch or preparing food for community events to be sure you are in compliance with this policy.
- **Sweets and Soda:** The Clubhouse asks families not to send their children with candy, gum, soda, and excessive sweets.

## Typical Daily Schedule

**7:30AM – 8:45 AM Drop-off Time for Campers** This period of the day is a designated "Free Play Time" with a variety of outdoor games, art projects, exploratory missions, breakfast recipes, and brain games made available to the campers!

**8:45AM - 9:15AM A.M. Snack** Children will have snack (from home) and have the opportunity to participate in a read along or play games.

**9:30AM-11AM Clubs/Swim lessons** Several session long clubs will be offered for children to join. Swim lessons for levels 1 and 2 will occur on Mondays and Tuesdays and for levels 3 and 4 on Thursday

and Fridays. Wednesdays will be an optional van trip to Lake Iroquois.

**11-11:45 Group time** Teambuilding, hikes, time to chill out with your group

**11:45AM-12:30 PM Lunch/Literacy Time** Children will have lunch (from home) and have the opportunity to participate in a read along or play games.

**12:30-3:30 Free swim or Theme activities** Group 1 12:30-2 swim/Group 2 2-3:30 swim

**3:30-4:00 P.M. Snack (from home) and outdoor play**

**4:00-4:45 Choice time** Children will be able to choose from 2-3 activities of their choice.

**4:45PM - 5:30PM Pick-Up Time for Campers** This period of the day is a designated "Free Play Time" with a variety of outdoor games, art projects, Legos, fort building, trailblazing, and brain games made available to the campers!

### Field Trips

All field trips are free to campers enrolled in the session. Trips will either be taken by Mountain Transit bus or in the Annette's van. Parents will be notified of trips in the session newsletter.

If an outdoor field trip has to be rescheduled due to weather, this will be reflected in an email and on the daily field trip board. Field trips require a bagged lunch unless otherwise specified.

### Snacks & Meals

Please pack your child with their own snacks (morning and afternoon) and a lunch every day. **DO NOT SEND PEANUT or TREE NUT PRODUCTS OR ANYTHING THAT CONTAINS PEANUTS/TREE NUTS OR HAS BEEN MANUFACTURED NEAR PEANUTS or TREE NUTS. READ YOUR LABELS.** Remember to pack a bagged lunch for field trips!

### Enrollment Process

The Clubhouse Summer Camp is comprised of five, 2-week sessions covering 10 weeks. Session 1 begins on June 19<sup>th</sup> and Session 5 ends on August 25<sup>th</sup>. Enrollment is for full time, 5 days a week, on a session by session basis. Campers may enroll for any session they wish, and sessions need not be consecutive. Early registration and payment is needed to secure your enrollment in the camp.

## Tuition and Payment

The Clubhouse Summer Camp tuition rate is \$460 for a full-time, **2-week session**. Tuition includes:

- **At least 4 FREE swim lessons**
- **ALL field trips**
- **One FREE camp t-shirt**
- **Enrichment activities at no extra cost**

**Multiple Session discounts (5% off) are available for those who sign up for 5 or more sessions!** We encourage families to take advantage of this significant savings.

We require a **20% non-refundable deposit** to hold a place for your child in our Clubhouse Summer Camp sessions. 20% deposits can be made using Visa and MasterCard and full payment will be paid in two installments, June 1 and July 1 from your credit card. Please contact our Business Director if you have any questions regarding payment.

In addition, the Clubhouse Summer Camp accepts payments from the Vermont Child Care Financial Assistance Program for eligible families. Families are responsible for acquiring the appropriate paperwork through the local Child Care Resource center and submitting an eligibility certificate along with a completed registration form (payable to Annette's Preschool). Subsidy certificates are to be in place one month prior to the start of camp.

## Cancellation Policy

We recognize that changes which affect your child's participation come in all shapes and sizes and sometimes are out of anyone's control. However, we need to staff for the number of children we are scheduled for each session ahead of time. For that reason, your deposit of 20% is non-refundable and there are no cancellations accepted after June 1, 2017.

## Communication & Contact Information

Please feel free to speak with any of us about any questions or concerns you may have! We are happy to speak with you to share our observations on a daily basis, or work together towards any goals you have for your child. If you would like to schedule a meeting, please speak with the Director, Lisa Guerrero to set up a time that works for you. If there is a quick change in schedule or a change in who will be picking up your child, please e-mail the director any time at [lisa@clubhousecamp.com](mailto:lisa@clubhousecamp.com). However, if there is a billing issue, please email Victoria Ward (Business Director) at [victoria@annettespreschool.com](mailto:victoria@annettespreschool.com).

During camp hours, you can call our main office 802-482-5986 to speak directly with a staff member, or to relay a message to your child via their counselor.

## Guidance and Behavior Policy

### **GUIDANCE POLICY**

#### General Procedure

The Clubhouse Camp at Annette's is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

#### Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at the Clubhouse has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

#### Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

#### Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions and at the discretion of the Director, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to himself and/or others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

### **Drop Off and Pick Up**

**7:30AM-9:00AM Drop-Off**

**3:30-5:30PM Pick-Up**

Any person picking up your child other than you must be listed on the Authorized Pick-Up List on file. They will be required to show ID to our staff.

### **Emergency Procedures and Health Policies**

#### **PROCEDURES FOR INJURIES**

If a child is injured, the camp director or acting director, will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

1. Attempts to contact a parent or guardian.
2. Attempts to contact a parent through any of the persons listed on the emergency information form.

If the situation warrants, or we cannot contact the parent/guardian, we will do one of the following:

1. Call an ambulance or paramedic.
2. Have the child taken to an emergency hospital in the company of the camp director.

#### **ADMINISTERING MEDICATION**

Medication which needs to be administered should:

1. Be brought directly to staff.
2. Contain written instructions as to quantity, time for administration, name and phone number of the doctor, and any other directions. Additionally, written clearance must be given to the Clubhouse Summer Camp to administer the medication. (See Medicine Release Form).

## **EPI PEN/INHALER POLICY**

If your child has an EPI pen or an inhaler to prevent an allergic reaction, we require that Clubhouse Summer Camp staff have access to 2 pens and/or one inhaler at all times. Please ensure that these are readily available at the site in case of emergency. Please clearly label medication with child's name.

## **ILLNESS**

Children may not attend the program if they have a contagious illness, high fever, diarrhea, a bad cold or are vomiting. Parents will be notified and asked to pick up their child if he or she exhibits any of these symptoms. Children who have runny noses, but are otherwise healthy may attend the program.

## **PARENT CUSTODY ISSUES**

Either parent of a child with legal custody may pick a child up from the program at any time. If there is a restraining order on one parent, the Clubhouse Summer Camp must have a copy of the court order on file. If no such restraining order is on file, we will need to release the child. If one parent has sole legal and physical custody, we will need a copy of that order as well. This policy is to clarify custody and to ensure the safety of your child.

**SUSPECTED CHILD ABUSE AND NEGLECT:** As childcare professionals, we are mandated by the state of Vermont to report any suspicion of child abuse or neglect. Staff are direct to report all suspicions immediately to the Camp Director prior to calling DCF to file a report. Parent will be notified of any such calls made by Clubhouse staff unless we have reason to believe that the parent is responsible for the neglect and abuse.

## **Evacuation Plan**

The Clubhouse Summer Camp practices Fire Drills/Evacuations once every 30 days. Visual aids for leaving during a fire drill are posted at every exit point from the building. Dates and timed results of the drills are posted for parents to see near the front of the Clubhouse near the door.

## **Attachments to Be Completed and Returned with Registration**

In order to process your child's registration, all of the following items must be completed, signed and returned as ONE packet, preferably **June 1<sup>st</sup>**. Incomplete or missing forms will result in a delay in registration, and your child's spot will **not** be secured.

For online registrations, these forms will be available as attachments to your confirmation email. Please print them out, complete and promptly return to the Director at the Clubhouse Summer Camp at:

**Clubhouse Summer Camp**  
**96 Pond Road**  
**Hinesburg, VT 05461**

- The Clubhouse Summer Camp Registration Form**  
*(one for each family listing ALL children -not required for online registrations)*
- The Clubhouse Summer Camp Health Information Form***(one per camper)*
- 20% Deposit and Payment Plan Agreement Form**
- Record of Current Immunizations** *(Or attach a completed Exemption Form)*
- Swim Lesson Sign-Up***(must sign up at time of registration)*

If you have any additional questions, please contact, Lisa Guerrero, Camp Director at 482-5986 or [lisa@clubhousecamp.com](mailto:lisa@clubhousecamp.com)