



HANDBOOK

[Covid-19 protocols](#)

CODES OF CONDUCT

As a Member of the Cincinnati Country Day School Community,

I will:

- **RESPECT** the dignity of each individual
- Treat others with **KINDNESS**
- Be **HONEST**
- **SHARE** with those in need
- Encourage intellectual **CURIOSITY**
- **CARE** for environment and property
- Have the **COURAGE** to do the right thing

CHARACTER VIRTUES

- Respect
- Responsibility
- Compassion
- Integrity
- Courage

HEAD OF SCHOOL'S OFFICE

Tony Jaccaci, Head of School
Rob Zimmerman, Interim Head of School (effective 7/1/2021)
Ashley Ward, Assistant to Head of School

SUMMER PROGRAMS

Tina Moulin, Director of Summer Programs
Aaron Kellenberger, Director of Enrollment Management

IMPORTANT TELEPHONE INFORMATION

CCDS Receptionist Summer	513-561-7298
Programs Office	513-979-0229/513-979-0230
Fax	513-527-7602
Camp Nurse	513-979-0250
Early Childhood Center	513-979-0242
7125 House	513-979-0394
Tina Moulin	513-464-3983

ATTENDANCE/ABSENTEEISM

- Attendance will be taken each day.
- Parents **MUST** contact the Summer Programs Office at (513) 979-0229 and provide details regarding absences.
- If campers leave during the day, they will not be permitted to return until the following day.
- Any special instructions, daily information/changes, or information regarding your child can be communicated to the summer program office, and the information will be documented and shared with the teacher.

BEHAVIOR POLICY AND DISCIPLINE

In camp, discipline is viewed as a learning process. We strive for an environment that is safe, welcoming, and orderly to promote meaningful work and play. Self-discipline and self-regulation within a group are encouraged and taught. We stress growth with intrinsic gratification rather than punitive actions.

Every camper is expected to play safely and respectfully. Supervision is provided during outdoor activities to help ensure safety. Campers must always stay within the play area boundaries. They are also expected to play fairly, take turns, demonstrate good sportsmanship, and use all equipment appropriately and safely. Campers are expected to be welcoming and not exclude others from activities.

When discipline is necessary, we use the idea of Rules and Logical Consequences from *The Responsive Classroom*® outlined here:

DISCIPLINE PREMISES

- Our goal is to develop behaviors that will be most conducive to learning.
- Children need to share in the responsibility and decision-making, which affects their education.
- Counselors regulate children's behavior to set limits, define objectives, and recognize progress.
- Discipline (external) ideally leads to self-discipline (internal), which becomes a foundation for self-approval and acceptance.
- Discipline is fed, nourished, and encouraged by the orderly classroom.

LOGICAL CONSEQUENCES – REACTIVE DISCIPLINE

The 3 R's of logical consequences:

- Respectful
- Relevant/Related
- Realistic/Reasonable

Three kinds of logical consequences:

- You break it – you fix it, using an "Apology of Action"
- Loss of privilege
- Time Out – Thinking Time

Should a serious discipline problem arise, parents will be informed and fully consulted at the earliest opportunity. If necessary, a behavior modification plan will be established by counselors,

parents, and camp administration.

BUILDING SECURITY

The safety and security of every child is a priority of Country Day Summer Programs. Planning and procedures are designed to prevent situations that could compromise any of our campers' safety. Preparations to ensure all reasonable precautions have been taken, and building entrances are secure. Also, contingency plans with the Indian Hill Rangers are in place should they be necessary. Parents' help in providing a safe and secure building is appreciated. Please plan to use only the designated building doors. We ask you to please contact the Director of Summer Programs to alert the camp to potential problems or concerns.

DROP OFF/PICK UP

TOTAL Connections Toddler/Toddler Tops
Discovery Camp (ages 3 - entering grade 1)
Growing with Nature 5-Day Camp (ages 3 - entering grade 1)

Morning drop-off	8:15 a.m. – 8:30 a.m.
Late arrival check-in	9:30 a.m.
Morning with lunch program pick-up	12:30 p.m. – 12:45 p.m.
All-Day program pick-up	3:15 p.m. – 3:30 p.m.

TOTAL Connections Toddler/Toddler Tops

[Early Childhood Center](#)

Parents or guardians are asked to escort their child(ren) to their exterior classroom door. Park in the ECC parking lot.

Discovery Camp (ages 3 - entering grade 1)

[Lower School Building](#)

Parents or guardians are asked to escort their child(ren) to their exterior classroom door. Park in LFAC Athletic and Staff parking lot.

Growing with Nature 5-Day Camp (ages 3 - entering grade 1)

[Lower School Building](#)

Parents or guardians are asked to escort their child(ren) to their exterior classroom door. Park in LFAC Athletic and Staff parking lot.

PROCEDURES

Our goal is to provide a safe and efficient process to transfer campers. This requires everyone's cooperation and patience to accomplish this goal.

- Park in the North parking lot
- Escort your child to one of the health screening stations
 - Respond "yes" or "no" to the health screener
 - Please note that screeners will do random temperature checks
 - Take screening token and child to their exterior classroom door
- Parents must wear masks when they exit their vehicles
- Parents will not be permitted in the building

CARLINE
DROP OFF/PICK UP
Growing with Nature 3-Day Camp
STEM (Grades 2 – 6)

Morning drop-off	8:15 a.m. – 8:30 a.m.
Late arrival check-in	9:30 a.m.
Morning with lunch program pick-up	12:30 p.m. – 12:45 p.m.
All-Day program pick-up	3:15 p.m. – 3:30 p.m.

Growing with Nature 3-Day Camp

7125 House

Parents should form a carline and wait for the teacher to assist your child out of the car.

STEM Grades 2 - 6

Middle School Building

Parents should form a carline at the bus circle located in the North entrance.

CARLINE PROCEDURES

- Put the car in park
- Open passenger side window and stay in the car
- Camper will exit and wait during the health screening
- Respond “yes” or “no” to the health screener
- Please note that screeners will do random temperature checks
- Follow the direction of traffic personnel once screening is complete

SAFETY

Our goal is to provide a safe and efficient process to transfer campers. This requires everyone’s cooperation and patience to accomplish this goal. Please adhere to the following guidelines:

- Form a carline
- Children should exit the car on the curb side/passenger side
- Camp staff will escort and assist your child in and out of the vehicle
- Follow the car in front of you while exiting as directed by traffic personnel
- Do not pull around other cars unless directed
- Be alert and refrain from using a cell phone

CLASSROOM/CAMPUS PRECAUTIONS

- Campers will wash hands or use sanitizer immediately upon arrival and before departure.
 - As an additional precaution, hand sanitizer will be applied by staff to our youngest campers following handwashing.
- Using guided discovery, staff will implement age-appropriate learning activities that reinforce handwashing, physical distancing, appropriate use of face masks, and cough and sneeze etiquette.
- Personal items other than those identified on the camper checklist should remain at home.

- A small, lightweight blanket (light cotton, muslin) may be brought from home for rest time and will be sent home to be laundered weekly.
- Materials will be sprayed with disinfectant throughout the day.
- Classrooms will have easy access to sinks or hand sanitizing stations.
- Portable handwashing stations and hand sanitizer units will be placed around campus.

COMMUNICATION

- Parents are not permitted in the buildings. Therefore, vital information will be communicated through email or a phone call.
- To share experiences and camp memories using Seesaw, counselors will post pictures weekly.
- If you chose the DO NOT PUBLISH option during the registration process, your child will not be included in the weekly posts.

EARLY PICK-UP GUIDELINES

- **There is one late arrival time at 9:30 a.m.**
 - **TOTAL** Connections Toddler/Toddler Tops campers will be screened in the Early Childhood Center vestibule.
 - Growing with Nature 3-day will be screened at the 7125 House.
 - Growing with Nature 5-day, Discovery Camp and STEM will be screened at the Summer Programs Office in the Lower School building.
- Scheduled early pick-up
 - Notify the office (513) 979-0229, if you will be picking up your child before his/her identified dismissal time. The office will notify the counselor and have the camper ready for pick up in the Summer Programs Office, located in the Lower School Building.
 - **Please note that the camper will not be permitted to return to camp until the following day.**
- Unscheduled early pick-up
 - Any camper who is ill will be isolated and must be picked up within 30 minutes of notification. Please make sure we have an emergency contact person and current cell phone numbers on file.

ENROLLMENT TERMINATION POLICY

CCDS believes that a positive and constructive working relationship between the camp and parents (or guardian) is essential to the fulfillment of our mission.

Thus, the camp reserves the right not to continue enrollment if the camp reasonably concludes that the actions of a parent (or guardian) make a positive and constructive relationship impossible or otherwise seriously interfere with the camp's accomplishment of its purposes. The camp may also terminate or refuse re-enrollment if the parent or guardian engages in conduct evidencing disregard of policies or the CCDS Code of Conduct, particularly where such conduct endangers the health, safety, or welfare of anyone in the community on or off campus.

In addition, the camp has the right to suspend or terminate the enrollment of a camper at any time. Such a suspension or termination may result when:

- A camper fails to abide by the rules and regulations

- The camp determines that a camper's conduct or performance demonstrates an unwillingness or inability to be productive within the community
- The camp determines that the continued attendance of a camper is not in the best interest of the camp

In the event of an emergency, we reserve the right to call 911.

FOOD ALLERGIES POLICY

Food allergies can be life-threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Our buildings are nut-free to keep our campers safe from items that could trigger an allergic reaction. To help reduce the risk of accidental exposure to these foods, we ask that you follow these guidelines:

- If your child has a food allergy - you must inform the camp prior to your child attending. We encourage you to meet with our camp nurse to discuss specific food allergies. If your child is prescribed an Epi-pen, please make sure one is available at camp.
- Campers may carry their own Epi-pen, with written consent from the camper's parents and health care provider.
- Educate your child about managing his/her allergy at camp.
- Instruct your child only to eat foods approved by parent/staff member.

HEALTH

CCDSummer Program has a full-time nurse on campus, who can be reached at 513-979-0250 or 513-616-0439.

Children will be sent to the nurse *immediately* if the following should occur:

- All injuries pertaining to the head
- Major cuts and bruises
- Noticeable symptoms of illness or communicable disease (e.g., vomiting, flushed, fever, rash, etc.)

Incidents requiring basic first aid will be addressed and referred to the nurse at the counselors' discretion.

ACCIDENT/ILLNESS REPORTS

To ensure parents are kept informed, verbal notification or an Accident/Illness Report will be completed to communicate minor accidents or illnesses that might need clarification.

ADMINISTRATION OF MEDICATIONS

To administer a medication to a student, a medication form must be on file **PRIOR** to sending any medication to camp. All medication must be delivered by the parent directly to the nurse. The required medication form may be obtained from the nurse or camp administration. The nurse can administer medication once the form is on file.

Medication Guidelines:

- Campers are *not* permitted to carry any medication (prescription or over the counter) except inhalers, epi-pens, and insulin pumps.
- Medication orders need to be current. The parent/guardian should inform the nurse if the medication is changed or discontinued.
- The parent/guardian and licensed Healthcare Provider (NP, PA, MD, DO, or Dentist) must sign the medication form before personnel can administer prescription and non-prescription medication at camp.
- All medication will be stored in the nurse's office in a locked cabinet or locked refrigerator.
- The nurse or staff member will administer the medication to the child in accordance with the licensed prescriber's written instructions.

In all cases, the parent *must* assume responsibility for the safe delivery of medication to the nurse. All prescriptions *must* be in the original containers, clearly marked by the pharmacist or manufacturer. **Labeling Must Include:**

- Camper's name
- Medication name
- Dosage amount
- Route of administration
- The time interval of the dose
- Pharmacy telephone number (if prescription)
- Licensed prescriber's name and telephone number

COMMUNICABLE DISEASE POLICY

Covid-19 Procedures/Guidelines can supersede this policy.

The administration and counselors are trained in recognizing communicable diseases. Parents in the affected program(s) will be notified by a Health Alert email if their children have been exposed to reportable (to Health Department) infectious diseases. If a potential "outbreak" of any contagious illness occurs in a classroom, a Health Alert email will be sent to families if the outbreak exceeds 10% of affected campers/staff.

A child with signs of a communicable disease will be discharged to his or her parent/guardian as soon as possible. If both parents/guardians are unavailable, the person(s) designated on the emergency medical authorization form will be called. Until the parent/guardian arrives, an attempt will be made to isolate the child from other campers, but within sight of the nurse, counselor, or administrator. Information will be communicated with the parents, detailing the child's illness and information regarding his/her return to camp.

Parents may be notified when a mildly ill child is experiencing symptoms and requests that he/she does not participate in activities. If symptoms and the child's level of participation do not improve, the parents will be asked to pick up the child from camp.

A child with the following symptoms will be dismissed from camp. The child can be readmitted when the symptoms have ceased for at least 24 hours without the use of medication.

- A temperature of 100°F or above
- Diarrhea – (defined as waterier, less formed, more frequent stools than typical for the child) more than once within 24 hours
- Vomiting
- Lice or other parasitic infestation – the nurse must clear the child before the child returns to camp

- Rashes of undetermined origin
- Lethargy affecting the child's ability to learn
- Difficulty breathing, wheezing, or rapid breathing, not associated with a pre-diagnosed medical condition or relieved with medications prescribed.
- Unexplained blood in stools, unusually dark urine and/or grey or white stool
- Thick and purulent eye drainage
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Sore throat or difficulty in swallowing
- Symptoms that are thought to be infectious as listed on the Ohio Department of Health "Communicable Disease Chart"

DAILY HEALTH SCREENING PROCESS

To help prevent an outbreak of COVID-19 in our community, it is extremely important that campers displaying signs of illness remain at home and not be permitted on campus. Parents are urged to monitor for symptoms daily, including taking their child(ren)'s temperature prior to departing for camp.

Health Screening

- Everyone will be screened for symptoms of illness before entering the buildings.
- Screening will take place at carline or various entry points to the buildings.

Parents will be asked, "Are you answering yes to any of the health screening questions?"

Health screening questions.

In the past 24 hours:

- Is anyone living in your household being tested for Covid or waiting for test results?
- Has your child complained of a loss of taste or smell?
- Has your child had a fever or chills, cough, shortness of breath or difficulty breathing, fatigue muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?
- Has your child been given medication to reduce a fever or suppress a cough?

In the past 48 hours:

- Has your child been in close contact with any individual who has tested positive for Covid-19?

In the past 10 days:

- Has your child traveled internationally?
 - [CDC's International Travel Guidelines](#)

A yes response will warrant further inquiry. Also, health screeners will make a visual inspection, and if necessary, will do a temperature screening.

LUNCH/SNACKS

- Campers will wash their hands before and after eating.
- Snacks will be offered twice a day.
- Lunch will be served in the Dining Terrace, Yeiser Auditorium, Early Childhood Center, and at the 7125 House.
 - Vegetarian and special dietary meals are available for identified campers.
 - Specific dietary needs should be communicated to the counselor, nurse, and Summer Program Office.

MASKS AND CLOTHING

We will keep you apprised of any changes we can implement to summer programs as a result of current and future CDC and state mandates. During the summer, students in Kindergarten and up will be required to wear masks while indoors but may unmask outdoors if they maintain distance away from others.

- Face coverings will not be worn by or placed on campers enrolled in the **TOTAL** Connections Camp (18 – 38 months).
- Face coverings are recommended for campers ages 3 – 4 while indoors.
- Face coverings are required for campers Kindergarten and up while indoors.
- Parents who leave their vehicles must wear masks.
- All staff will wear face coverings while indoors.
- Individuals are not required to wear face coverings if they have a documented health condition that prevents them from wearing a face covering.
- Multiple sets of labeled clothing should be sent to camp in a Ziploc bag.

PHYSICAL DISTANCING

The CDC recommends physical distancing as an effective means of reducing exposure and slowing the transmission of contagious diseases. Practicing physical distancing helps protect everyone.

All individuals on campus will be required to observe the following physical distancing protocols wherever possible:

- Maintain at least a 3-foot distance between yourself and others.
- Avoid shaking hands and close physical contact with others.
- Do not share water bottles, food, towels, utensils, etc.

The school has conducted a thorough review of its spaces, including all classrooms and communal spaces, to confirm physical distancing can be maintained in accommodating campers. We are fortunate to be a small school with large spaces.

SWIMMING

- Non-swimmers will be required to wear a Kiefer Fish Swim N' Play Trainer.
- Campers will swim in an assigned lane with an assigned instructor.
- Goggles are encouraged for added protection against Covid-19.
- Bathing suits will be sent home to be laundered every swim day.
- Towels will be provided.
- The pool area and locker rooms will be disinfected throughout the day.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law passed in 1974, is designed to protect the privacy rights of students. FERPA contains four basic principles:

Generally, FERPA makes it illegal for a school to release, transfer, communicate, or otherwise disclose any personally identifiable information contained in a student's education records.

CCDS, with certain exceptions, obtains the consent of parents for disclosure of personally identifiable information from the student's education records. However, CCDS may disclose appropriately designated "directory information" without written consent, unless the parent or student has provided written notice to the contrary. Directory information is information that is not generally considered to be harmful or an invasion of privacy if released. CCDS has designated the following student information as directory information:

- Name
- Address
- Telephone listing
- Email
- Photograph
- Dates of attendance
- Grade level/classroom
- Most recent school attended

The primary purpose of directory information is to allow CCDS to include this type of information in certain school publications. Examples of school publications in which this directory information would appear include, but are not limited to: the annual yearbook, school programs, grade/program rosters, and the Connections magazine.

If parents do not want CCDS to disclose directory information from the student's educational records without prior written consent, they must notify CCDS in writing.

Upon request, FERPA requires schools to give parents an opportunity to inspect and review their child's educational records.

Parents can request in writing to view their child's student records. The Divisional office will schedule an appointment for the file to be viewed in the presence of the Division Head. The school will comply with the request within 45 days. Parents under no circumstances can remove documents from their child's student records.

FERPA also gives parents the right to request the amendment of any portion of their child's education record they feel is misleading or incorrect and establishes a procedure for dealing with such requests.

FERPA requires schools to notify parents and students of these rights on an annual basis.