



# **SUMMER CAMP FAMILY HANDBOOK**

The Country Day School

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## Welcome

Welcome to Camp CDS, a wonderful place for children and their families. This Family Handbook is designed to give families information about our policies and procedures as well as helpful hints for your child's transition to camp. It includes information about health and safety, carpool procedures, and our philosophy on helping with transitions and other situations.

If you have any questions about the handbook contents, please call us at 703-356-4282. The school has an open door policy and we are available to meet with you about any issue that may arise.

The counselors and staff of Camp CDS wish you and your family a rewarding experience at our camp this summer.

Warmly,

Mary Dickerson  
Head of School

Michelle Davis  
Camp CDS Director

## Mission

The Country Day School is dedicated to the education of young children in a warm and safe environment where they are encouraged to explore, discover, ask questions, and develop a love of learning. The school believes that this is best accomplished when faculty, administration and parents work closely together in a partnership throughout a child's tenure.

## Philosophy

The philosophy of The Country Day School is to provide the best in early childhood education. The program's focus is on developing children's pleasure and excitement for learning, increasing their ability to problem solve, and fostering an awareness and enjoyment of their individual physical capabilities. The school also concentrates on helping each child develop a positive self-concept, respect and empathy for others, and the ability to become a constructive and contributing member of a group.

The foundation of the educational program at The Country Day School is an early childhood developmentally based curriculum that encourages the growth of children's thought processes, the development of their conceptual understanding, and their ability to observe, analyze, predict, and make conclusions about the world. The program also strives to kindle in the children an appreciation for the beauty of our natural surroundings as well as an understanding of their responsibility to conserve and nurture their world. Out-of-doors learning activities are an important part of the curriculum and are integrated into many units of study.

At the school respect for diversity in its many forms is another important component of the program. The Country Day School helps children develop an appreciation of the diversity within the school community and the world at large. In addition to cultivating this respect and understanding, there is a strong emphasis on developing in children an appreciation of the diversity in learning styles and abilities. To support this mission, there is an emphasis on providing a wide range of activities in the classroom and encouraging children to initiate topics of interest to them. Within the entire curriculum are the encouragement of interactive learning and the development of positive relationships with adults and peers.

The Country Day School is also committed to a strong parent- school partnership based on the strong belief that children learn best when parents are active partners with the school in their child's education and development. Parents are encouraged to participate in the many opportunities offered at the school and become part of a strong and supportive community.

## Accreditation

### NAEYC

You will frequently hear us refer to the National Association for the Education of Young Children (NAEYC). NAEYC is a national organization with nearly 100,000 members whose mission is to promote quality early childhood programs for children from birth to age eight nationwide. They administer the national accreditation program through their National Academy of Early Childhood Programs. We are pleased Country Day School has been accredited since 1988 under their rigorous standards.

For all age levels, Country Day School has adopted the NAEYC Code of Ethical Conduct that expects all faculty and staff to:

- Appreciate childhood as a unique and valuable stage of the human life cycle
- Base our work on knowledge of how children develop and learn
- Appreciate and support the bond between the child and family
- Recognize that children are best understood and supported in the context of family, culture, community, and society
- Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague)
- Respect diversity in children, families, and colleagues
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect

## Licensing

Country Day Camp is licensed by the Commonwealth of Virginia Department of Social Services. Our license is displayed in the front office. Parents have the right to inspect our licensing visit reports. Fairfax County and the State Health, Fire and Licensing Departments make announced and unannounced visits to the camp.

## The Main Office

The Main Office is located just inside the front door of the main building and daily summer office hours are 7:30 a.m. to 4:00 p.m., Monday through Friday. Country Day School is located at 6418 Georgetown Pike, McLean, VA 22101

### **Please make a note of the following contact information:**

Main Office : 703-356-4282, Fax: 703-790-4602

Website: <http://www.countryday.org>

Parent Portal login: <https://www.countryday.org/summer-camp/summer2023>

Country Day School is a non-profit Virginia corporation with 501(c)(3) tax-exempt status. Tax ID: 54-0920815.

Country Day School is an equal opportunity organization and does not discriminate on the basis of race, ethnicity, religion, gender, or national origin in the administration of its programs, policies and procedures.

# Camp CDS Policies and Procedures

## Health Check

Give your child a quick health check before leaving home. Camp personnel will check children quickly upon arrival. Look over your child for rashes, discharge from the eyes or nose, unusual scratching of the head or body, sleepiness, irritability, sadness, lack of appetite. Listen for coughs, sneezes, wheezing or stuffy nose. Note if skin feels warm which may indicate an elevated temperature. In the case you note any of these indications that may point to illness, please read the illness policy for guidance.

CDS will immediately separate staff and children who exhibit COVID-19 symptoms while at school, including fever, cough, or shortness of breath. Parents are expected to secure arrangements to pick-up ill children within 30-45 minutes of notification.

## Timely Arrival

You can help your child have a good start to the day by having your child arrive and depart via carpool. Children benefit from knowing what is going to happen during school, and this information is discussed in the opening circle. The arrival of classmates and parents at staggered times is disruptive to the program. Entering an ongoing class can be difficult for any child arriving late. By the same token, no child wants to be the last one in the class to be picked up after the carpool ends. Timely arrival and departure now provide the foundation for lifelong school habits and love of learning.

## Program

The children enjoy running and climbing, cooling off with water play activities, swimming in the pool (reliably toilet trained children enrolled in all programs except Terrific Toddlers and Tiny Splashers, who may engage in water play), playing cooperative games, creating art projects in various media, exploring the CDS natural habitat and just relaxing. The nature program takes advantage of the beautiful CDS grounds which have been designated by the National Wildlife Federation as a certified Schoolyard Habitat. Children learn about plants, animals, habitats, insects, gardening, etc. Children will also participate in crafts and activities related to the camp wide theme.

## Typical Day

After drop-off the day typically begins with a short gathering time when Camp CDS counselors greet the children and discuss the day's plans. Then it's time for activities, and the counselors offer children a variety of choices between regularly scheduled activities. Reliably toilet trained children enrolled in eligible classes (see above) swim daily, weather permitting. While the youngest campers do not go to the pool, they enjoy water play activities and the use of sprinklers or misters. Camp counselors gently encourage children, listen to them, and help them choose activities. When children come up with their own plans for projects, teachers strive to find a way to incorporate them into the program.

## Outdoor Play

CDS playgrounds are outside classrooms and Camp CDS counselors take every opportunity to use them for play and educational experiences. Please dress your child for outdoor play every day. Also, apply sunscreen in the morning prior to arrival. If there is a "Red Alert" for air quality, however, outdoor play will be limited, and the children will spend more time in play indoors.

## Swimming Program

Children, who are reliably toilet-trained and enrolled in eligible classes (see above), swim daily in the heated CDS training pool, weather permitting. While children occasionally may continue to swim in light rain, the pool area is closed immediately if lightning is sighted, or thunder is heard. And the pool remains closed for one half hour after the last lightning bolt or rumble of thunder.

The program's goal is to ensure that the children are safe and have fun while they receive swimming instruction. They are under the supervision of swim instructors, lifeguards, and camp counselors while at the pool. Safety is the primary consideration of all water activities. Children are encouraged to try new skills, but our philosophy is that forcing a child into attempting them when s/he is not ready is counterproductive. Children progress from one level of instruction to the next as confidence and skills increase. For some non-swimmers we emphasize water adjustment skills, overcoming fears, and building confidence until they are ready for beginning instruction.

Children must follow the directions of the Camp CDS staff. Running, splashing, jumping in backwards, pushing, or horseplay is not allowed. For safety, we do not have parents watch lessons to prevent children from being distracted. For health reasons, anyone with an open sore, contagious skin condition or symptoms of illness will be excluded from the pool or water activities.

Some children swim at the beginning of their camp day and your child's teachers will let you know whether your child should come to camp dressed to swim. Because water play and/or swimming will be a big part of each summer morning, all campers should come prepared each day for water play. Morning-only campers should come dressed in their bathing suit with their towel, underwear, socks, and clothes in their backpack. Full day campers should come dressed in regular clothing with their bathing suit, towel and flip-flops in their backpack. This will help your child spend less time dressing and undressing and more time involved in activities. with particularly *tender feet may wear Aquasox or regular socks* to protect their feet in the pool. Water shoes are discouraged because they become heavy in the water and impede a child's ability to kick.

*Unless otherwise noted, you gave permission for your reliably toilet—trained child who is enrolled in an eligible program to participate in the CDS swimming program when you initialed permissions upon registration.*

### **Helping Children to Enjoy the Pool at CDS**

A fear of water is something that often comes up in our swimming program at Camp CDS. The first thing we the swim instructors do, is to reinforce how safe it is to swim with us. We talk about how there are two instructors in the pool and one lifeguard on duty during group swim. We explain that there is a shallow end where all children can stand. For children with a fear of water, it's all about taking baby steps. It usually starts with having them sit on the edge with their camp teacher and put their feet in the water. Then we progress to having them sit on the steps in the water. This step usually then leads to walking into the shallow end while holding a swim teacher's hand. We never push a child to do more than they are ready for, but we always ask them to do what the other children are doing. Our goal is to make these children feel comfortable and safe in the swimming pool. Some children eventually progress into doing actual swimming skills while others we consider it a win to simply get them into the pool each day.

### **Waterplay**

Children engage in a variety of waterplay activities using flumes, spray bottles, buckets of water, hoses and sprinklers. You can find them "painting" the fence with water, making sink or float predictions, using bubble wand as well as watering the planters and venerable old trees. Virginia Licensing requires that you give permission for your child to engage in waterplay. *Unless otherwise noted, you gave this permission when you initialed permissions upon registration.*

### **Getting Your Child Ready for Camp**

Whether your child is coming to Country Day Camp for the first time or continuing enrollment, there are things that will make this transition as smooth as possible whether your child is cautious at first or will jump right into the activities. Both approaches are typical, and teachers will be sensitive to your child's style. To help with this transition:

- Talk about camp in a positive way giving your child examples of the exciting and fun activities s/he will enjoy at camp.
- Read a story to your child about starting camp.
- Reflect a positive approach to camp avoiding language such as "Don't worry", or "Don't cry." Reassure your child that camp will be fun and that you will be available if your child needs you.

- If your child has any issues that might impact his or her transition, please let your child's teachers know. We also ask that you keep your child's teachers informed of new issues that emerge.

### **Communicating through Notes, Telephone, and Email**

Counselors generally are unable to return phone calls during the day as they are with the children but will do so either before or after camp hours. You also may leave a message with the office or communicate with them through the email addresses you receive in their welcome letter.

Camp newsletters, information, and photos will be sent to Camp CDS families electronically and available on the Camp Portal

### **When You Have Questions**

Please contact your child's camp counselor if you have a question about your child's experience or the classroom as they will know your child well. If your question is related to policies, we encourage you to talk to the Camp CDS Director or Head of School.

### **Approach to Discipline**

Camp CDS's goal of discipline is self-discipline. By using positive strategies with a child, our staff teach children that discipline is a learning experience, not a punishment. Camp CDS provides children with a warm and safe place in which to develop self-control, self-reliance, and self-esteem. We work with parents to help children understand and develop self-discipline by using positive strategies and teaching children that discipline is learning how to behave, not a punishment. In addition to using positive strategies that guide children to positive behavior, the Camp CDS counselors engage the children in rulemaking so they feel part of the process. These classroom rules, while simple, involve respect for others, for self, for property, and for the environment. As counselors model helping, caring, and thoughtful behaviors for the children they encourage positive, responsible behavior. This consistent approach to discipline provides a secure environment in which a child can assess his/her own behavior and develop the ability to self-discipline.

Camp CDS counselors also provides children with the opportunity to make behavior choices, predict the consequences of their actions, and take responsibility for their decisions. They help children learn appropriate verbal responses they can use in conflict situations with peers. Once children master these strategies, conflict is rarely an issue. In an unusual situation in which inappropriate behavior continues, teachers will contact the parents to develop a consistent home/school strategy for dealing with the situation.

Parents, in partnership with teachers, can bridge the gap between home and school by using these positive strategies and reinforcing similar expectations. It is also very helpful for parents to communicate this positive approach to other relatives and caregivers, so that young children do not get "mixed messages" about what is expected of them.

The confident, competent child who successfully learns to manage his or her relationships and feelings is set forth on a very positive path that leads to success throughout life.

### **Aggressive Behavior**

Young children occasionally show acts of aggression due, in part, to frustrations they cannot express appropriately through language. Acts of aggression include biting, kicking, hitting, throwing objects, scratching, and making unfriendly comments to other children or teachers. While single acts of aggression are not extraordinary, when a child shows a pattern of aggression we do the following.

When a child displays aggressive behavior, counselors will speak to the child away from other children. In an age-appropriate manner, the counselors will discuss what happened, remind the child of the rules for treating others nicely, and notify the parents of the aggressive act. As each situation is handled individually, in some cases the teacher will call the parent and request that the child be picked up from camp as soon as possible.

In cases of a child's continued aggressive behavior, and when other strategies have not worked, teachers will request a conference with the parents to determine how to best help the child and if needed for the safety of all, the child may be excluded from camp.

### *Biting Policy*

Biting sometimes occurs among very young children and may happen for any number of reasons including frustration, anger, and the inability to verbally express feelings. We do consider biting to be a serious issue when it happens repeatedly and when it occurs with children over four years old.

When a child bites another child or a Camp CDS counselor, the counselor will first administer first aid to the bitten child, comfort him or her, and call the parents.

The counselor next will take aside the child who did the biting and explain that biting is not allowed. What is said will depend on the age and maturity status of the child. The teacher will then call the parents to explain what happened. In all cases, the teacher will complete an incident report form and turn it into the office as well as send copies to the parents.

If the child who did the biting attends a four-year-old or older class, the teacher will generally have the child picked up from camp. This approach allows the parent to reinforce the seriousness of the incident with the child as has proven to be effective in eliminating future incidents.

When a biting incident occurs, the Camp CDS counselors also will review the classroom rules with the children in the entire class.

## **Safety**

The doors to the buildings are locked all day. Please call the main office to pick up or drop off at a time other than your child's carpool time.

### **Carpool Safety**

Children arrive and depart Country Day School by cars. Whether arriving individually or with other students, this process is called carpool.

Our location on Georgetown Pike presents special challenges at arrival and dismissal times so we ask that you follow our guidelines to ensure the safety of all. First and foremost, cars must avoid backing up on Georgetown Pike or block the carpool drive. Police are vigilant about enforcing this. We also have limited space for our carpool line, so we ask waiting carpool cars to not block the carpool drive. In the interest of everyone's safety, we ask that parents, grandparents, nannies, and friends pay special attention to and abide by following carpool procedures.

### **Carpool Rules**

You will be issued three color-coded carpool signs sent to you in the June camp mailing as only Camp CDS-issued signs can be used for pickup to ensure your child's safety. This carpool sign has your child's first name on it, the days your child attends, and the carpool times and must be visible in the vehicle passenger side window during both arrival and pick-up. At departure time this safely and efficiently lets us dismiss campers. If you do forget your carpool sign, please park, and call main office to make arrangements to pick up your child.

Our staggered carpool times help keep traffic moving and minimize back-ups on Georgetown Pike. This means that children arrive within different 10-minute intervals depending on the class they attend. Your carpool arrival and departure



times are shown on your sign and your sign is color-coded for this purpose. Your cooperation about arriving and leaving at your designated time is critical to its success.

## **Navigating the Carpool Lanes**

### The Flag System

- A **flag, color-matched** to your carpool sign, is displayed for each carpool session so please do not enter the carpool line until your color flag is displayed on our porch.
- A **black flag with orange lines** means carpool has been suspended and faculty is not loading /unloading cars. This most commonly occurs when there is lightning present during carpool. It is then your choice, if you feel it is safe, to pull up to the circle, park briefly and get out to drop off or pick up your child. Teachers will not be loading or unloading children at this time, and will resume when safe to do so, but will release children to authorized adults from the inside main hallway.

### What do the lane markings mean?

- **Layout:** As you enter the lower parking lot, you will see it is laid out, left to right, as follows: Visitor Parking along Front Field fence/Through Traffic (Left Lane)/Current Carpool (Middle Lane)/Next Carpool Lane (Right Lane)/Staff Parking along Giving Tree playground fence.
- **Through Lane:** This lane on the far left is for cars heading up the hill for reasons other than drop off or pick up, deliveries, and emergency needs. This lane should be open and clear for this travel as much as possible.
- **Current Carpool Lane:** This middle lane is a drive-through lane for cars arriving whose flag is being displayed so they can move straight up to the arrival/dismissal area. Occasionally, particularly when there is just a minute or two left during a carpool, a driver of a current carpool may encounter a line of cars waiting in this lane for the next color to be displayed. If this happens, please move into the through lane so there is not a further back-up.
- **Next Carpool Lane:** This lane is where the first cars arriving for the next carpool should wait for their flag to go up. Waiting time in this lane should be five minutes or less. When this lane is full, cars should move to the left lane to wait so there is not a back-up onto Georgetown Pike.

### What is alternate merge?

To allow the two carpool lanes to proceed up to the arrival/dismissal area safely and efficiently please use the alternate merge system. The first car in the right lane proceeds up first followed by the first car in the left lane. The following cars merge alternately from right to left, like a zipper. Cars entering from the Meetinghouse also can use alternate merge to enter the line. We do ask that you inform any other drivers in your family about this method so they can safely navigate through the lanes.

### Where do I go when I am early?

If you arrive at CDS more than two-three minutes before the start of your carpool time, we ask that you do not enter the carpool line so that the current carpool can proceed quickly and efficiently.

### For everyone's safety, please:

- Place your car in PARK and turn off the engine.
- No cell phone use, including headphones and hands-free devices, when you are in the carpool line or driving on the CDS grounds.
- Be respectful of teachers when they give reminders about CDS safety rules.
- When driving on the CDS grounds, drive your vehicle slowly and cautiously, coming to a full stop at all stop signs.

### What do I do if I am late and have missed my carpool time?

Building access will be limited to Camp CDS staff and campers only. Parents with children who arrive late or who need to depart outside of their normal carpool window must first call the main school office number to make arrangements to have the child's temperature taken (for arrivals), and the children either brought to the parents, or the parents greeted by school personnel either at their external classroom door or playground location.

As a final note, children benefit from arriving to camp on time. This allows them to settle in for the day with their classmates and not feel as if they have missed something. This also ensures that they do not feel that they are in the spotlight walking into a room already engaged in the day's activities. If you find it challenging to get your child to camp on time, please talk to your child's teacher about a solution.

### **Parking**

Parking is very limited on CDS grounds and no visitor parking is permitted in the areas designated "No Parking" or "Staff Parking" or in the traffic circle at the top of the hill next to the Main building. Very limited parking is available at the Meetinghouse next to the entrance drive. Please do not park on Georgetown Pike, Turkey Run Road, or Langley Hill Drive because Fairfax County prohibits the CDS community from parking there and you may receive a ticket.

When you do park at CDS, please be extremely careful about staying out of the way of moving vehicles and driveway areas and be sure to always hold your child's hand. It is not safe for children to go to and from their cars without adults holding their hands. Always be vigilant in the parking lot. Obviously and most importantly as well, *never leave a child alone in your car*.

### **Playdates after Camp**

Playdates with other campers require a note or email from both the host and guest families. If you email teachers, please copy Becky ([bbenton@countryday.org](mailto:bbenton@countryday.org)) in the front office.

### **Hot Liquids**

For the safety of the children, all liquids and foods hotter than 100 degrees must be kept out of children's reach. This is true for all faculty, administration, parents and guests to the school and also applies when traveling through any areas of the campus occupied by children.

### **Emergency Preparedness**

Emergency preparedness is a priority for us. Please rest assured that the school has taken steps to be prepared in the case of an emergency. Our staff is trained to deal with a variety of circumstances. If possible, during an emergency we will post our status on our website at <http://www.countryday.org>.

### **Notifying Parents of Injuries**

Because young children are so active, occasionally they may get a minor injury. Counselors give basic first-aid to the children and, depending on the nature of the injury, may notify parents of the injury by phone even when the situation does not warrant that the child go home. In the case of more serious injuries or illnesses, we notify parents immediately. It is critical that your child's file has operational phone numbers so we can reach you whenever the need arises and ask that you inform the office of any phone or address changes. No matter how benign an injury may seem, if it is treated, an accident report is sent home.

### **Medical Emergency, Dental Emergency, or Serious Injury**

#### *Training*

All Camp Counselors are trained in pediatric first aid, pediatric and adult CPR, blood borne pathogens, AED and health screening. Some camp staff members are trained in EMAT.

#### *Health Records*

Health forms, emergency release forms, applicable medical plans for illness, injury and allergy management are kept in the children's individual files in locked file cabinets and/or in our password protected Portal visible to administrative staff. Children's emergency cards have summary health information and are kept in appropriate first aid kits, camp emergency bags and the front office.

### *Individual Medical Care Plan*

Children with known medical or developmental conditions or other conditions that might require special care in an emergency are required to have individual emergency care plans on file before their first day of attendance, either initially or after the condition is identified. These plans identify potential emergencies, address what to do and are signed by the child's physician.

### *Transport Plan*

In the case of an emergency, CDS will call 911 and contact the parents immediately. The ambulance transports to Fairfax Inova Hospital or Virginia Hospital Center in Arlington. If a child requires ambulance transportation, a CDS staff member will accompany the child with the file and necessary insurance information.

## **Health Policies**

Country Day School follows the requirements of Fairfax County Health Department, the Commonwealth of Virginia, recommendations of the Centers for Disease Control, and the guidelines of the American Academy of Pediatrics and NAEYC.

### **Sick Children**

If symptoms of an illness prevent a child from participating comfortably in activities, creates a need for more care than the staff can provide, or a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, then the child is made comfortable in the CDS library and supervised by a staff member. The school will then immediately notify the child's parent, legal guardian, or other person authorized by the parent (emergency contact) when a child has any sign or symptom that requires exclusion from the program and ask them to pick up the child within 15 to 30 minutes. Generally, children may return to camp 24 hours after being fever and symptom free if the child is feeling better. Depending on the diagnosis, we may request a doctor's note before a child returns to camp.

As agreed in the contract, parents will inform the CDS office within 24 hours, or by the next business day, after their child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases, which must be reported immediately.

### **Medications**

Emergency medications kept at CDS require a special medication permission form signed by a physician or other health professional. Parents must deliver medications to the front office in the original child-resistant container with the pharmacy label showing the child's first and last name, the date the prescription was filled and expiration date, the name of the clinician, a label with specific instructions for administration and storage, and the name and strength of the medication. Medications must not be sent in with children. These forms are available on the CDS website and on the Parent Portal.

Staff members who administer the medication have successfully completed Pre-Medication Administration Training (PMAT) or Medication Administration Training (MAT). Medications are secured in proximity of the child's class and expired medications are returned to parents.

### **Medical Records**

The Commonwealth of Virginia requires that CDS have on file, before a child enters camp, documentation of the child's immunizations and a recent physical exam (within 12 months). These medical records are kept in individual files in a locked cabinet and access other than by CDS faculty, administration, or regulation authorities is by express written parental permission. We do ask that you keep us informed of changes of your child's medical status, including the development of allergies.

## **Hand Washing**

Hand washing is the single most effective means of reducing the spread of infectious diseases and all children are taught correct hand washing procedures:

- Use liquid soap and running water, rub your hands vigorously for at least 20 seconds.
- Wash everywhere: backs of hands, wrists, between fingers, and under fingernails.
- Rinse well.
- Dry hands on a paper towel.
- Turn off the water using a paper towel, not your clean hands.

At CDS, children wash their hands with soap and water before and after eating meals or snacks, after toileting, and after any contact with bodily fluids. Faculty and staff wash their hands with soap and water before and after helping a child use the toilet or a diaper change, after the staff member uses the toilet, after any contact with bodily fluids, and before helping children with snack or lunch.

## **Cleaning and Sanitation**

CDS uses a hospital grade spray cleaner and disinfecting surface wipes for cleaning and sanitizing the classroom areas. Our cleaning crews are instructed in NAEYC recommendations to help maintain a healthy environment.

## **Toileting**

Country Day accepts children as young as two and a half years old who come to camp without a parent in attendance. Some of the children are not yet toilet trained. We consider toilet training a sensitive issue and our view is that it needs to be as low stress as possible for everyone. To that end, our teachers will help children with the process and an important part of that approach is that our strategies are consistent and compatible with what you do at home. Toilet training requires consistency from the adults who help them become independent with their toileting. We do ask that you communicate with your child's teacher about toilet training if needed so we can work together to make the process go as smoothly as possible.

Children who are not yet reliably toilet trained need to wear diapers that fasten on the sides or pull-ups while at camp. To aid in changing children quickly and safely at camp, teachers request that pull-ups be the kind with Velcro closures on the sides and parents provide sufficient extra diapers/pull-ups and extra changes of clothes.

CDS strictly follows all Health Department hand washing, diapering, toileting and cleaning procedures. Procedures are posted in the bathrooms and we ask that parents follow our procedures.

## **Allergy Aware and Nut Restricted**

CDS has an increasing number of children with life-threatening allergies. We ask that you notify the camp if your child has any allergies and complete an allergy action plan that fully describes the allergy, its typical symptoms, and treatment.

Any long-term medications kept at camp require an authorization form that has a parent section and a section to be completed by the child's physician before the child and medications come to camp. (See the "Medications" section in this handbook.) Please note that this form is available on the CDS website.

Although CDS is an allergy aware school, there are nut trees on the grounds. We ask you also to read our food policy in the "Other Policies and Procedures" section of this handbook.

## **Other Policies and Procedures**

### **Birthdays**

Birthdays are very special at CDS and all teachers have classroom traditions for celebrating birthdays that are age-appropriate. Some traditions include birthday crowns, capes, chair covers, special necklaces, and other items that the

teachers use to celebrate the child's birthday. In the classroom, teachers also might sing songs, create finger plays or have the children involved in an activity that result in a gift for the birthday child such as a group-made placemat or picture.

Parents are welcome to play a part in the birthday recognition in conjunction with the activities planned by the teachers. Please contact your child's teachers if you would like to arrange to read a story, lead an art or craft project, or play a favorite game to commemorate the occasion for your child. Some parents choose to commemorate a birthday by donating a Birthday Book to the CDS library. You may read more about the Birthday Book program on the CDS website.

The regular school snack is served on birthdays. Because of wide-spread food allergies, we cannot have food sent in from home, whether store-bought or home-prepared. Please note, also, that balloons are a known choking hazard and are not allowed at CDS. Goodie bags or party favors are also not allowed.

### **Bringing Toys to Camp**

CDS has many materials, manipulatives, and toys available for the children in the classrooms so we ask that you reinforce that toys from home should not be brought to school. Toys that do come to camp also may be broken or lost. If your child does bring a toy to camp, it must stay in the backpack unless requested by the teacher.

### **Clothing Recommendations**

Three good questions for selecting camp clothing are:

1. Is it washable?
2. Is it comfortable for my child during an active day?
3. Can my child manage the clothing during toileting?

Other clothing recommendations:

- Clothing appropriate for the season.
- Sneakers (enclosed foot with rubber soles) work best for young children especially during outdoor play. For safety reasons please do not send your child to camp in party shoes, cowboy/girl boots, flip flops (We recommend flip flops be worn to and from the pool to facilitate a quicker transition when feet are wet.), crocs, jellies, sandals, Teva sandals, or clogs. Children in improper footwear may be excluded from certain activities to ensure their safety.
- Children should not wear necklaces, dangling earrings, or any other jewelry that is a safety hazard.

Please be sure to send in an extra set of underwear, socks, and seasonally appropriate clothing, in case your child needs a change of clothing.

*Label, label, label.* Be sure to your child's name is on your children's belongings so they may be returned if lost.

### **Family Services by CDS Faculty and Staff**

CDS policy does not allow our faculty and staff to work for families of any of their current students. Working for a faculty's current families includes, but is not limited to babysitting, swim lessons, tutoring, accompanying families on trips, pet sitting, and performing household chores and errands.

### **Food Policy**

Snack is served to all campers mid-morning and/or mid-afternoon each day. The menu includes crackers (oyster crackers, Cheerios, animal crackers, Elf Grahams, pretzels, apple bars, and Teddy Grahams) and seasonal fresh fruit or applesauce, and water to drink. Snack is based on a rotation for variety and is subject to availability. We ask that parents review this list and notify the office of any potential allergens. Details or nutritional labels are available upon request.

Children with life-threatening or severe food allergies should not participate in the snack program because of the risk of possible cross-contamination. Children with food allergies are asked to bring supplementary food from home that is individually packaged and clearly labeled with the child's name and date of expiration.

Children in full day programs bring a nutritious lunch from home. Please exclude any nuts, nut products and additional foods which are life-threatening for children in their program. We do not allow soft drinks or candy. Water is provided, but you are welcome to send milk or juice. Your child's lunch is exclusively theirs and we do not allow trading. Please use an ice pack if your child's lunch needs refrigeration. Please remember that we do not have alternative food service at the school. We want lunch to be a pleasant experience. We do not offer a lunch bunch program in Camp CDS.

### **Insect Repellent**

During the summer children are likely to be exposed to gnats, mosquitoes, and other insects so we ask that you please apply insect repellent to your child at home before coming to camp, avoiding their hands so repellent does not get rubbed into their eyes. Unless you indicate otherwise, CDS will provide and may re-apply an insect repellent that contains 10% or less DEET to children as needed. On days when repellent is used, it is recommended that children be bathed prior to going to bed. *Unless otherwise noted, you gave permission to reapply our provided insect repellent when you initialed permissions upon registration.*

### **Lost and Found**

Please label your child's clothing as each year our lost and found consists of hundreds of unclaimed clothing items. Labeling items helps us return them to you. When unlabeled clothes are left behind, we store them in the lost and found bin in the main building and at the end of the camp donate them to charity.

### **Slip & Slide**

Slip & Slide fun will happen once each camp session. There is intrinsic risk in any water play. It remains the child's choice to participate or not. *Unless otherwise noted, you gave this permission when you initialed permissions upon registration.*

### **Photography & Social Media**

Camp CDS makes use of photos and videos to share activities at CDS events, on school bulletin boards, in emails or on our password protected Parent Portal to other class parents, and untagged on the CDS Facebook page and CDS website. *Unless otherwise noted, you gave permission for CDS to use images of your child for the purposes stated above when you initialed permissions upon registration.*

When parents take photographs or videos of events at CDS, they are for the private, personal use of their family and may not be posted on social media. Families also have the right to withhold permission to have any photographs taken of their child/ren. Before taking pictures, please check with the teacher to be sure all children in the class may be photographed.

### **Smoking**

All areas of the campus including buildings, grounds, and parking areas are designated smoke free and no smoking is ever permitted on the property.

### **Sunscreen**

Please apply sunscreen liberally, especially to cheeks, shoulders, backs of legs and upper arms at home before bringing your child to camp. Do not apply sunscreen to children's hands or foreheads as sweating can cause it to get into eyes. CDS will provide and re-apply a PABA-free product that is at least 30 SPF, water resistant, and hypoallergenic to children after water play or swimming. School-age children may re-apply sunscreen to themselves with teacher supervision. We encourage your child to wear a hat when outside (and label it, please.) *Unless otherwise noted, you gave permission for CDS to reapply our provided sunscreen as necessary when you initialed permissions upon registration.*

If allergies require a child to use a specific sunscreen, we ask that you please provide that sunscreen clearly labeled with the child's name and classroom, and a note giving us permission to apply it.

**Unexpected Closings or Delays**

Although very rare, Camp CDS may close early or open late during the summer due to inclement weather or unforeseen extraordinary situations. This information will be posted on our website, [www.countryday.org](http://www.countryday.org). Given the summer schedule any missed days will not be rescheduled.