



S U M M I T
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P A R E N T M A N U A L

THE SUMMIT COUNTRY DAY SCHOOL
2161 GRANDIN RD.
CINCINNATI, OH 45208
(513)-871-4700

WELCOME TO SUMMIT SUMMER 2023:

We are very excited to bring you these programs and believe your child will have a great time this summer. This manual has been designed to provide detailed information about all camp programs and to prepare families for an exciting and safe summer.

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THE SUMMIT COUNTRY DAY SCHOOL MISSION STATEMENT

- To challenge every student, faculty and staff member
- To share fully the gifts that have been given them by God
- To grow in grace and wisdom
- To develop spiritually, academically, physically, socially and artistically
- To become leaders of character who value and improve the world they inherit

SUMMIT SUMMER MISSION STATEMENT

Our camps are an opportunity to build relationships, learn, grow, create, and discover your true self. Summit Summer prides itself in celebrating and nurturing the social, emotional, and physical development of all campers and staff.

PROGRAM VALUES

- An outstanding camp is a place where children are valued.
- All staff view each child as a unique individual with something special to offer.
- All staff show an interest in each child, calling them by name, communicating individually with them, and listening to what they have to say.
- All staff create an environment where the focus is on the interests and needs of children. Making camp fun and safe throughout the day is the key to providing a terrific experience!

ADMINISTRATIVE STAFF CONTACT LIST

Camp Director:

Shayleigh Holbrook | Auxiliary Programs Manager | holbrook_s@summitcds.org

Camp Coordinator:

Meghan Hudepohl | hudepohl_me@summitcds.org

Director of Operations

Raymond Ulrich | ulrich_r@summitcds.org

CAMP INSTRUCTORS

Each staff person is qualified and competent to provide wholesome leadership and direction to each child, according to his/her needs.

All camp staff must meet the following minimum requirements to be employed by Summit Country Day School:

- High School Diploma/GED
- Post Secondary Education (in-progress or completed)
- CPR/First Aid/AED Training
- Student Counselors:
 - Sophomore, Junior or Senior
 - Prior volunteer experience with children
 - Complete educational training with Summer Coordinator and Summer Director

CAMP CELL PHONE:

- **DAY CAMP:** 513-709-0582
- **ALL OTHER CAMPS:** 513-383-4494

Please only utilize these numbers for emergencies. Staff are not able to participate in lengthy text conversations due to the importance of supervising children and keeping them all safe.

GENERAL CAMP COMMUNICATION:

- Weekly emails will be sent out to remind families of specific details and review the prior week
- Camp staff will be communicating back and forth via walkie talkies
- If a staff member needs to contact a parent, it will be via phone call from camp cell phones

EARLY CHILDHOOD DAY CAMP

If your child is not enrolled in Day Camp, please skip to Page 8.

DROP-OFF/PICK-UP

PreK – Grade 1

- Enter campus via Covenant Lane
- Two lines will form along the sidewalk of the Lower School Entrance
- There are numbers posted on each brick column (LS Entrance). **Please start the line at “Column 1”.**
- Morning Drop Off
 - 8:50-9:15am
- Afternoon Pick Up
 - 2:50 – 3:15pm
- Be prepared to show a Government ID & state your child’s name, and sign them in/out
- Teachers will assist the child(ren) out of the car
- Be prepared by having all your child’s items near or next to them for a quicker car line process
- Each child will be directed inside and then given a plastic Tyvek wristband with:
 - Name
 - Classroom Color
 - Allergy Sticker (if needed)
- These wristbands are removable and reusable for the entire week. If your child does not tolerate having the band on their wrist, we will have sticker name tags as a backup.
- If the child does not want to keep the wristband on all week, please place it in their bookbag and put it on **PRIOR** to camp drop off the next morning.

Toddler

- Enter campus via Covenant Lane
- Drive all the way to the back parking lot (next to the Lower School Playground). There will be designated Toddler Parent Parking spots. You will then follow the sidewalk to the back patios to pick up your children. Rooms will be labeled with numbers and directional signs will be posted.
- Morning Drop Off
 - 8:50-9:15am
- Half-Day Pick Up
 - 11:50-12:15pm
- Afternoon Pick Up
 - 2:50-3:15pm
- Be prepared to show a Government ID & state your child’s name
- Parents/Guardians are required to sign their child IN and OUT everyday

- Each child will be directed inside and then given a plastic Tyvek wristband with:
 - Name
 - Classroom Color
 - Allergy Sticker (if needed)
- These wristbands are removable and reusable for the entire week. If your child does not tolerate having the band on their wrist, we will have sticker name tags as a backup.
- If the child does not want to keep the wristband on all week, please place it in their bookbag and put it on **PRIOR** to camp drop off the next morning.

WHAT TO WEAR

- Comfortable, casual clothing (loose shirts and shorts)
- Closed-toe shoes; we recommend athletic shoes with socks; no clogs or any shoes with a heel, flip flops or sandals (unless it is water day)
- Campers will be spending time outside; please dress them in clothes that are okay to get dirty

WHAT TO BRING (TODDLERS)

- Diapers
- Wipes
- Water bottle (refillable)
- Lunch (we will provide snacks)
- Nap items
- Changes of clothes
- Sunscreen
- Medications (if applicable)

WHAT TO BRING (PRESCHOOL-1st GRADE)

- Water bottle (refillable)
- Lunch (we will provide snacks)
- Changes of clothes
- Sunscreen
- Nap items (if applicable)
- Medications (if applicable)

****PLEASE LABEL EVERYTHING!****

WHAT NOT TO BRING

- Toys from home
- iPod/mp3 player

- Handheld video games
- Cell phones/Smart Watches (Allowed- but we ask that they are not used for games.)
- Fireworks
- Lighters, matches, etc.
- Knives, razors, etc.
- Firearms including bb guns, paintball guns, airsoft guns, etc.

EXTENDED DAY

BEFORE-CARE

Drop Off: Upper School Ramp Entrance

- **Time:** 8 – 9am

There will be a buzzer for you to be let in. The room is the first on your left (signs will be posted).

AFTER-CARE

Pick Up: Upper School Ramp Entrance or Lower School Playground (signs will be posted if students are on playground)

- **Time:** 3:15pm – 5pm

Note: If you are already in carline at 3:15pm, you will not be charged for aftercare. Students will only be sent to aftercare if the parent is not present in carline by 3:15pm.

REMINDER: Extended Day (Before-Care/After-Care) is only available to day camp students. No other camps.

ALL OTHER CAMPS

DROP-OFF:

- **Begins:** 10 minutes before start of your individual camp
- **Ends:** 15 minutes after start of your individual camp

PICK-UP:

- **Begins:** 10 minutes before end of your camp
- **Ends:** 15 minutes after end of your camp

Late: You will be charged \$1 for every 1 minute you are late beyond the time pick-up ends.

SPECIAL ARRANGEMENTS

If you have special circumstances and need to make special arrangements to pick up your child, please notify the Camp Director no later than the day before. Only authorized persons listed on UltraCamp accounts will be allowed to pick up your child. Please make sure to list all persons who have authorization to pick up your child from camp.

WHAT TO WEAR

- Comfortable, casual clothing (loose shirts and shorts)
- Closed-toe shoes; we recommend athletic shoes with socks; no clogs or any shoes with a heel, flip flops or sandals
- Campers may be spending time outside; please dress them in clothes that are okay to get dirty

WHAT TO BRING

- Water bottle (refillable)
- Lunch (if camp goes past 12 pm)
- Changes of clothes
- Sunscreen
- Medications (if applicable)

LOCATIONS/ENTRANCES

Below are the listed locations/drop-off areas for all other camps.

LOWER SCHOOL

- Jump Start Reading
- Jump Start Math
- IGknight
- Dance
- Laffalot
- Recycled Art Camp
- Artful Eats
- Drobots

MIDDLE SCHOOL

- Movie Making Fun
- Comic Book Creations
- Fire & Glaze (4-6)

UPPER SCHOOL

- College Essay 101
- Upper School Health
- High School Placement Test (HSPT) Prep
- ACT Test Prep
- Study Skills
- It's Cool 2B Kind

Flannery Gym

- Basketball (K-6)
- Girl's Volleyball (K-6)
- Soccer (K-6)
- Football (1-8)
- Boy's Lacrosse (K-9)

COMPLEX

- Girl's Volleyball (7-8)

POLICIES

REFUND POLICY

Families will be eligible for refunds if they give written notice (email) to the Camp Director (Shayleigh Holbrook) at least 2 weeks prior to the beginning of your camp. Please take notice for day camp registrations, the cancellation policy is based on the individual week dates you registered for, not the first week of camp.

Any requests for refunds less than two weeks to your camp start date will be denied. Refund requests can be sent to Shayleigh Holbrook (holbrook_s@summitcamps.org).

USE OF PHONE

Due to the nature of the disruption, campers will not be allowed to use the telephone during the course of the day or permitted to use a personal cell phone. Parents will be contacted by our camp staff in an emergency situation, illness or for behavior reasons. If you need to contact your child for any reason, please contact our camp cell phone (listed on pg. 4).

ILLNESS/SICK POLICY

If your child has a fever, is vomiting, has diarrhea, or any other contagious illnesses, please do not send them to camp. If a child develops these symptoms while at camp, parents/guardians will be contacted and expected to make arrangements to pick up the child. If your child exhibits any symptoms of the COVID-19 virus (fever, cough, shortness of breath, chills, muscle pain, sore throat, loss of taste or smell) please keep them home and isolated. Staff will be working hard to ensure the proper sanitization of the facilities. We ask that all children be fever free for no less than 24 hours without fever-reducing medications before returning to camp.

MEDICATION

If your child needs any medications dispensed throughout the course of the day including Tylenol or Advil, it must be kept with camp staff. A medical waiver form will be available on UltraCamp for families to fill out. Medication cannot be dispensed without the waiver being completed. Please personally deliver all medications to camp staff directly.

Medications must be kept in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the

frequency of use. Camp staff will not accept or dispense any medication not in the original packaging/bottle. Camp staff will aid the child in taking their medication. If your child has an Epi Pen, the Camp Director is the only staff member trained to administer. Please pack it in your child's bookbag and notify a staff member at drop-off.

SUNSCREEN

Parents are asked to apply sunscreen before your child arrives at camp. Camp staff will re-apply sunscreen before going outside. Please have your child bring sunscreen in their backpacks with their name clearly marked on all items.

CAMPERS' CODE OF CONDUCT

In an effort to maintain consistency and fairness to all campers, a "Campers Code of Conduct" has been adopted, and all campers will be asked to follow the following camp-wide behavior guidelines.

CONDUCT GUIDELINES:

1. Stay with your group at all times, unless you have permission from your teacher.
2. Be courteous with the words you use.
3. Keep your hands and feet to yourself at all times.
4. Be respectful of others' belongings. Do not take anything that is not yours.
5. Respect your environment and the facilities by throwing away or recycling all waste and returning equipment to the proper place after use.
6. Do not bring toys or valuables to camp. We are not responsible for lost/broken items that are brought from home.
7. Phone calls/text messages are to be made only in the event of an emergency and are only to be made on the camp phones.
8. Most importantly: always follow the Golden Rule—treat others as you wish to be treated.

Please review these guidelines with your child. These guidelines have been implemented to ensure a safe and fun camp for all! These guidelines will be reinforced throughout the week.

BEHAVIOR MANAGEMENT

Summit Summer promotes learning and respect in a safe environment; we have a strict no-bullying policy. All participants, parents/guardians, and employees are responsible for familiarizing themselves with the following policy and procedures:

Examples of inappropriate behavior include (but are not limited to):

- **Inappropriate action/behavior:** Abusive language and/or

inappropriate gestures/actions directed toward participants, staff, or other persons.

- **Harm to others:** Physically assaulting another person (participants, staff or other persons), including striking, pushing, shoving, spitting, proximity intimidation and/or grabbing; or other attempt or threat to physically injure another person.
- **Harm to self:** Physically harming/injuring self or attempting or threatening to do so.
- **Misuse/Damage of property:** Improper care or misuse of items that belong to the city, site location or items belonging to another person.
- **Stealing:** Removing property belonging to others, the City, or other facilities without permission.
- **Non-compliance with rules:** Non-compliance with program and facility rules.
- Inappropriate touching of others or lewd behavior

If a participant's behaviors are disruptive, staff will redirect the camper and give a verbal warning identifying inappropriate behavior and possible consequences should the behavior continue. If the child continues to be disruptive, the following progressive discipline steps will be used to get a child back on track with the code of conduct policy:

- **1st Infraction:** If inappropriate behavior continues, a staff member will have the participant go to a "quiet time" to reflect on their actions for five to ten minutes prior to rejoining the group. The staff member will reiterate the desired behavior and consequences should the behavior continue.
- **2nd Infraction:** If inappropriate behavior continues to occur or becomes more serious, a staff member will call the participant's guardians and notify them of the continued inappropriate behavior. A follow-up email will be sent to parent/guardians to document the details of the conversation.
- **3rd Infraction:** Staff will inform the Summit Summer Director of the inappropriate behavior and the Supervisor will call the participant's guardian to discuss a course of action; consequences may result in time away from Summit Summer Camp.
- **Suspension:** The steps listed above are used to correct behavior in most cases. If these steps are unsuccessful, a participant may be removed from the camp.

Please note that these steps are used as a guideline. Exact responses to behaviors are situational and depend on the severity of the inappropriate behavior. The participant may be asked to leave the program for the remainder of the day at the discretion of the Summit Summer staff at any point and time. In the event a child is dismissed from a program for any period, the registration fee is non-refundable.

INCLEMENT WEATHER/HEAT

In the event of thunder or lightning, we will immediately seek shelter. If we are unable to go outside, we will use the Lower School Gym or extended day classrooms for alternative recess locations. If the forecast calls for several days of bad weather, the Camp Director may make alternative plans.




What else do you have questions about? Your questions will help us figure out what additional info we need to share!

Shayleigh Holbrook
Auxiliary Programs Manager, Camp Director
Holbrook_s@summitcds.org

CAMPUS LOCATION GUIDE

SUMMIT SUMMER LOCATION GUIDE



	BUILDING	DROPOFF/PICKUP
	LOWER SCHOOL ENTRANCE	LOWER SCHOOL CAR LINE
	LS PLAYGROUND/TODDLER PARENT PARKING	Playground Parking Lot (Pick Up from Classroom Door)
	UPPER SCHOOL MAIN ENTRANCE	SCHIFF CIRCLE

Summer Program Booklet

Link: <https://www.summitcds.org/programs/summit-summer>