

PARENT HANDBOOK

INTERNATIONAL SUMMER CAMP

JUNE 2022



Typical Day at International Summer Camp

Every day at The Glen Montessori School's International Summer Camp is fun-filled with activities centered around the week's "destination." Program components focus on the culture, geography (animals, biomes), traditions, languages, art, games, and music from each country.

Additionally, we offer art and music activities, periods of free choice for reading, games, arts & crafts or quiet time. There are daily yoga sessions, active games and optional water activities.

Naptime is incorporated for Regular Day Investigators (age 3, must be potty-trained) and Adventurers (age 4). Following lunch, Trailblazers (age 5) have a rest period and Pathfinders (age 6-12) have a quiet reading and/or relaxation time.

"Travel" Destinations for 2022

June 6-10: Canada

June 13-17: Jamaica

June 20-24: Spain (*no camp Monday, June 20, Juneteenth Observed*)

June 27-July 1: Greece

July 5-8: Suriname (*no camp Monday, July 4, Fourth of July*)

July 11-15: Thailand

July 18-22: Egypt

July 25-29: Tanzania

Aug 1-5: Papua New Guinea

Aug 8-12: Argentina

Aug 15-19: South Korea

Age Groups

All age groups are determined by the child's age on **June 1, 2022**. Children with summer birthdays will not be moved to another group through the summer.

Investigators - Age 3 (must be toilet trained)

Adventurers - Age 4

Trailblazers - Age 5

Pathfinders - Age 6-12

What to wear and bring to camp?

Your camper should wear play clothes that can get messy and athletic shoes (no flip-flops permitted).

Each day campers should come to camp wearing sunscreen and bring a backpack with a spill proof water bottle, lunch (no heat-ups please), towel, crocs or an extra pair of shoes (water-shoes are too difficult to get on or off) and extra clothes in case your camper gets wet.

Each week your camper will need to bring sunscreen (labeled with name), naptime supplies and a change of clothes.

Water Activities

Daily water activities are available for children as weather permits. Children will not change into swimsuits, but crocs (or an extra pair of shoes) and towels are helpful.

Lunch

Lunches are brought from home daily, and should be nut-free. A reusable lunch box with reusable containers and spill proof water bottles is suggested. We are not able to heat up food, but refrigeration is available. If your child has any allergies, please be sure they are properly identified when you register and camp counselors are notified.

The Glen is a nut-free campus. Please read labels carefully and do not include nut products in your child's lunch. If nut products are included in the lunch, it will be returned home unopened.

Medical Considerations

Medication

All medications should be sent in original prescription bottles. Any medication which needs to stay on school campus must be accompanied by an 'Action Plan', which can be obtained through the school office. No medication, sunscreen, lip balm or hand sanitizer may be in the child's possession.

Sunscreen

Sunscreen should be applied **prior to drop off** in the morning. Summer camp counselors will work with your child to ensure sunscreen is applied again before going outside in the afternoon.

Drop-off and Pick-up

This year, The Glen will continue to handle drop-off and pick-up through the carline only. Parents are asked to review our [website](#) for the most up-to-date procedures, including current attestation forms, daily health screening and locations. Your family's assigned drop-off and pick-up times will be listed in the weekly *Montessori Minute*.

Drop-off and Pick-up *(continued)*

If you arrive after your assigned car line time slot, you must park your car behind the building and walk your child to the front door. There, you must wait outside for a staff member to do a health screening and check your attestation form. Then your child may enter the building. This may take several minutes; staff will be coming from the classrooms in order to escort your child to their group.

Behavior and Suspension Policy

We ask the children to respect each other, the property of others, the facility, themselves and the group. Our positive approach, which respects the child as an individual, is accomplished through a partnership between home and school. When the health, welfare, and safety of children are at stake, The Glen reserves the right to terminate summer camp registration with one day notice to the family. The behavior policy is strictly enforced on and off campus. The Glen reserves the right to make alternative plans, without notice, when safety concerns prevent a child from attending a field trip or other activities.

Health Policy and Safety Precautions for COVID-19

The Glen created a COVID-19 Task Force, composed of medical, legal, and risk assessment experts, to advise the Administration and Board of Directors on the creation of [COVID-19 Health and Safety Procedures](#) aimed at mitigating the spread of this virus. These guidelines are based on the recommendations of the Centers for Disease Control and Prevention (CDC), Pennsylvania Departments of Health, Education and Human Services as well as Allegheny County.

Please review [The Glen's Health Policy](#), amended for the current pandemic. Refunds will not be offered if your child becomes ill with COVID-19 or other childhood illness and they are unable to attend all or part of their camp sessions.

Camp Enrollment

The Glen International Summer Camp 2022 is open to families enrolled for the 2021-2022 and 2022-2023 school year. We hope to return to accepting children from the greater community in Summer 2023.

To sign your child up for summer camp, please complete this [Registration Form](#). Your registration will be added to [FACTS](#) for payment within one week of completing this form. **Your child's registration is not confirmed until payment is received.**

If you are a newly enrolled family of The Glen, please establish a FACTS account as soon as possible. Your registration will be accepted when FACTS is active.

Child Care Works Subsidized Child Care Program

The Glen accepts Child Care Works Subsidy as partial payment for Summer Camp. Family approval letters must accompany registration; please be sure to mail a copy of your letter to the school when completing your online. Please call 412-318-4885, ext. 0 for more information.

Registration Deadlines

Registration and payment must be completed (including a commitment to a specific 3-day schedule) one month in advance to ensure appropriate staffing and materials. The due dates are as follows:

- June sessions are due May 16,
- July session registration is June 20, and
- August session registration is July 18.

2022 Schedule and Pricing Options

	Monday - Thursday (choose 3 days)	5- day
Morning Session: 8:30 am - 12:00 pm	\$100.00	\$144.00
Regular Day Session: 8:30 am - 4:00 pm	\$133.00	\$210.00

Changes/Cancellation/Refund Policy

All cancellations or changes in enrollment must be made in writing by the parent/guardian by the registration due dates listed above. Cancellations after this date will not receive a refund.

Additionally, refunds are not offered for missed or partially-attended weeks. When you enroll you are reserving the time, space, staffing and provisions for your child whether or not they attend.

Pick up Late Fees

If you pick your child up late, you will be charged a late fee of \$1 per minute for as long as your child remains in our care. Pick up times are scheduled as follows:

- Morning Session: 12:00 pm
- Regular Day Session: 4:00 pm

Late payment fees are entered into your FACTS account within five business days for payment. Three late pick-ups may result in a change in your child's program.

The Glen Montessori School Non-Discrimination Clause

Services are provided and admissions/referrals are made without regard to race, color, religious creed, ancestry, gender, sexual orientation, disability, age or national origin.

