



# Parent Handbook & Policies and Procedures

## The Parish School Mission

To empower children who have communication delays and learning differences, to thrive through whole-child education, innovative therapy and access to nature



THE PARISH SCHOOL

Dear Parents,

We welcome you and your family to Camp Acorn at The Parish School! Enclosed, you will find the Summer Camp Parent Handbook. If you have questions not addressed in the handbook, please call us at 713-467-4696 x.1210 or email Maureen Giglio at [camp@parishschool.org](mailto:camp@parishschool.org).

**All campers must have completed student forms, signed handbook acknowledgment page and signed waiver on file with the school by Thursday, May 9, 2024.** For questions regarding the forms, please contact the school nurse, Angela Burris, LVN, at [nurse@parishschool.org](mailto:nurse@parishschool.org).

Please note the following important dates:

- **Meet the Teacher**  
Monday, June 3, 2024
  - Last Name A-H: 1:00-1:30 p.m.
  - Last Name I-P: 1:45-2:15 p.m.
  - Last Name Q-L: 2:30-3:00 p.m.
- **First Day of Summer Camp**  
Tuesday, June 4, 2024
- **Afternoon Enrichment**  
Monday – Thursday, 12– 3 p.m.  
Friday, all students dismiss at 12 p.m.
- **Last Day of Camp**  
Friday, June 28, 2024  
*No Afternoon Enrichment*, all students dismiss at 12 p.m.

I welcome you and your child to a productive and fun four weeks!

Sincerely,

Maureen Giglio, M.S., CCC-SLP  
Camp Acorn Manager  
[camp@parishschool.org](mailto:camp@parishschool.org)  
(713) 467-4696 x. 1210



# Camp Acorn Parent Handbook & Policies and Procedures

## Camp Acorn Programs

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### **The Language Program: Monday – Friday, 9 a.m. – 12 p.m.**

Offers classroom-based language therapy for children between the ages of 2 and 12 years old who have communication delays and/or learning differences and average to above average abilities. Language intervention to address receptive, expressive, and/or social-pragmatic language is provided by speech-language pathologists and teaching staff in a classroom setting. Both language and academic goals are targeted within the natural day-to-day classroom activities. The curriculum, teaching strategies and expectations are age appropriate, as well as individually, socially and culturally appropriate. Problem-solving techniques and successful social interactions are taught through experiences involving nature, play, drama, art, music, literature, math, science, and fine/gross motor skills. All activities are designed to enrich and promote self-esteem.

### **Sibling Day Camp Program: Monday – Friday, 9 a.m. – 12 p.m.**

Provides camp experiences for children who do not require intervention for special learning needs and who fall within the typical developmental range for their age. This program is open to siblings of students attending our language camp, as well as staff members' children. This program features a variety of hands-on, motivational camp activities led by energetic, professional camp facilitators. Activities include sports and movement, art, story time, drama, science, nature, cooking, music, and developmentally appropriate academic activities. We work to increase self-esteem, develop problem-solving skills, inspire creativity, expand social skills, and develop organizational skills.

### **Adventure Play Program: Monday – Friday, 9 a.m. – 12 p.m.**

Offered for children ages 6-12 years old who have communication delays and learning differences, **as well as** typically developing children who do not require intervention for special learning needs. Using a child-centered teaching approach, students are given the support and guidance to create their own outdoor playground using recycled materials and natural resources. Over the course of four weeks, they will build upon and recreate their own play structures. Children learn through hands-on, cooperative experiences and exploration.

### **LEAF Program: Monday – Friday, 9 a.m. – 12 p.m. (not running Summer 2024)**

Provides language enrichment with a strong academic focus. This program is for current Parish elementary students who have been recommended by their teaching team. The daily focus of the class is to further develop reading, math and writing skills. With only six students per class, the academic instruction and goals are individualized to highlight strengths and support areas of need.



**Afternoon Enrichment Day Program: Monday – Thursday, 12 – 3 p.m.**

Elementary classes offer a variety of extracurricular activities: cooking, yoga, martial arts, computers and more! Younger early childhood students will have an opportunity for rest time and participate in motor, arts and crafts, and music activities. Children will be busy exploring open-ended materials, enjoying books and other media, collaborating with others, and letting their imagination and creativity run wild.

**Early Morning Drop-Off: Monday – Friday, 8 – 9 a.m.**

Drop your child off starting at 8 a.m. and a paraeducator will supervise the group until camp begins. When carpool begins for camp, students will be escorted to their appropriate classrooms.

**Policies and Procedures**

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- All students new to The Parish School are admitted to Camp Acorn on a trial basis. The Parish School reserves the right to dismiss any student proven not to be in accord with the philosophy and goals of the school. A student will be dismissed from camp only after a thorough and systematic evaluation of the circumstances.
- The Parish School shall have no liability or responsibility in the event of accident or injury. In the event medical attention is required, the school will use its best efforts to notify the parents or other persons indicated on the "Authorization for Emergency Medical Attention Form." In the event this is not possible, The Parish School has permission to seek medical attention at its discretion.
- Parents are required to read the policies and procedures documented in this handbook. The Parish School's mission statement must be read and understood.
- All fees and individual treatment accounts must be paid to date. If payment has not been made, no student records or individual Therapy Care Plans will be sent home at the end of Camp Acorn.

**Teacher Responsibilities**

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The teacher is your child's "learning facilitator." She/he is responsible for making the learning experience an exciting and rewarding adventure for each child.

**Paraeducator Responsibilities**

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The paraeducator is responsible to the teacher for carrying out teacher-directed activities. All groups will have paraeducators.



## Summer Camp Director Responsibilities

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The Summer Camp Manager, Maureen Giglio, is responsible for developing procedures and implementing policies that ensure the follow-through of the curriculum and the philosophy of The Parish School. In addition, responsibilities include supervising, directing and providing in-service training for the professional staff.

## Office Administration Responsibilities

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Nancy Mosley, Camp Assistant, is responsible to the manager for coordinating the camp day. Mary Williams, Business Office; Annalyse Mueller, Human Resources; Sarah Martin, Admissions; and Lily Yoder, Student Family Services, are in the office to assist the director.

## School Nurse Responsibilities

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Angela Burris, LVN, School Nurse, is responsible for collecting updated student forms, assisting children as needed, and administering medications. If you have questions regarding medications, forms or scheduling, please email [nurse@parishschool.org](mailto:nurse@parishschool.org).

## Confidentiality

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Any information in your child's file and shared with the Camp Manager or teaching team is considered confidential. Information will be released to others only if a signed release is on file. Please do not ask the teachers or paraeducators to discuss other children's progress.

## Uniforms

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All children are required to wear the Camp Acorn t-shirt with shorts of your choice. Tuition includes two t-shirts. Extra shirts will be available to purchase for \$15. **The final date to order additional t-shirts is April 10, 2024.** T-shirts will be distributed during **Meet the Teacher**. All children must wear closed-toe and closed-heel tennis shoes and socks, and be comfortable enough to play inside and outside. Please no flip-flops, Crocs or sandals.

## Birthdays and Celebrations

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Parents may send a birthday cake, cookies, or cupcakes for the class. Any celebratory food treat must be submitted in advance to the teacher for approval. Without prior approval, celebratory snacks will not be served until all families within the class have an opportunity to provide consent. Please be aware of any dietary concerns in the class.

## Good News Books

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Children will each be given a folder called the "Good News Book." Good News Books are used to share information between home and camp. These books will be written in every day at camp describing activities the children have participated in during the day. At home, the parent and child decide what good news to write to be shared the next day at camp. Please write in the book daily. During this sharing time, expressive and pragmatic language skills are targeted so daily participation is very important. This book should **not** be used as a



primary form of communication between parent and teacher. If you have questions, concerns or information that you would like to share with the teacher, please email them. Information from the office will also be sent home through the Good News Book.

## Meet the Teacher

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This will be a time for you and your child to walk through their new classroom and meet their teachers. Please keep your visit short (10 - 15 minutes) as the teachers will be working to set up the room. There will be popsicles on the playground for your children to enjoy! T-shirts, class rosters, and carpool numbers will be received at this time.

## What to Send

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All children should come with a healthy lunch if opting out of the Simply Fresh Kitchen menu. Children who are staying for extended day activities should also bring an afternoon snack daily. Please do not include candy, carbonated beverages, bakery sweets, or anything that contains peanuts. **No peanuts are allowed on our campus.** All students enrolled in Early Childhood should send an extra set of clothes (does not have to be the camp uniform), diapers, and any other necessary items. Send a water bottle clearly marked with your child's name that can be taken with them during outside activities. Please apply sunscreen daily before coming to camp. If the staff feels that application of bug spray or more sunscreen is necessary, we will apply more using the school's supply.

## The First Day

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To enable a smooth transition from home to camp on the first day, we ask that all the children wear a nametag, which will be provided at "Meet the Teacher Day." First and last names are included. This will allow the staff to greet your child by name, which should help make a new situation less fearful.

## Carpool

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### DROP-OFF PROCEDURES

Drop off begins promptly at **8:50am**. When you reach the numbered spots in the circle drive, please put your car in park. A Parish School employee will help unload your child and walk them to their assigned class. All campers who arrive once carpool is complete will park in the parking lot. Adults must bring their child to the front porch and ring the doorbell. A Parish School employee will walk your child to the assigned class.

### PICK-UP PROCEDURES

Following the same entrance and exit protocol, please enter the circle drive. When you reach the numbered spots, park your vehicle. A Parish School employee will load your child into the car and ensure that they are properly buckled. **We strongly encourage all families to be on time for pick-up.** If you are running behind, please call the office at 713.467.4696 to notify staff.



### Carpool Questions and Etiquette:

- DO NOT exit your vehicle.
- DO NOT pull around parked vehicles, For the safety of our campers exiting and entering their vehicles, you MUST remain in a single line and not pull out until the car ahead of you moves ahead.
- To maintain efficiency of the carline, please do not engage in conversations with staff regarding your child's day at camp. Any information required or requested will be/can be sent via email or phone call.

### Dismissal

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- **Morning Program Only:** Children should be picked up promptly at 12 p.m.
- **Full Day:** Children should be picked up promptly at 3 p.m.
- **Friday is 12 p.m. dismissal for all campers**
- Parents have a 15-minute grace period for picking up their camper, after which they will be charged a late fee of \$25 for every 15-minute block they are late.

Each family will be assigned a carpool number that will be distributed during "Meet the Teacher." Please put this number in your car windshield. An adult will escort your child to your vehicle. For your child's safety and for the efficiency of carpool, please remain in your car and allow our staff to put your child in the vehicle. A child will not be allowed to leave summer camp with anyone other than family or a designated carpool driver unless the teacher and/or the front office receives a written note. Drivers other than parents must come into the office prior to pick-up time to be verified.

### Late Arrival/Early Pick-Up Policy

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Children arriving late to camp need to be brought to the front office where a staff member can take them to class. If you need to pick up your child early from camp, please write a note or send an email indicating your child will be leaving camp early. Please include the time of the pick-up and the name of the person picking up your child. At pick-up time, come into the office and your child will be brought to you. **Please note for 12:00 carpool, if you arrive to pick up your child after 11:45, you will be asked to move through the carpool line.** We will strictly enforce these policies to ensure the safest and least disruptive learning environment.

### Authorization to Pick Up a Child

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A student will not be allowed to leave the school with anyone other than immediate family, their designated carpool, or those listed on the Authorized Pick-Up form. If someone other than those listed on the authorization form is picking up the child, a written note must be made to the teacher and/or the front office prior to pick up. For the safety of the student, this note must include the driver's name, relationship to child, driver's license number and the model, make and color of the car. A driver unknown to the staff must go to the front office for verification the first time he/she picks up the student.



THE PARISH SCHOOL

## **Immunizations**

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State law requires that all children receive certain immunizations. For the health and safety of our community, parents are required to provide a current record of all state- required immunizations upon enrollment to The Parish School each year. To claim an exclusion for medical reasons, parents must present an exemption statement to the school dated and signed by the child's treating physician (MD or DO). The physician should be properly licensed and in good standing in any state in the United States. Your child's healthcare provider should also be a resource regarding exemptions.

Additionally, if you have chosen to modify your child's immunization schedule, you must provide a statement from your child's healthcare provider outlining the revised schedule and reason for the revision. Unless it is written in the statement that a life-long medical condition exists, the medical exemption is valid for one (1) calendar year.

The Elementary program does not accept religious or conscience exemptions. However, per childcare licensing, students enrolled in the Early Childhood program may seek an exemption for reasons of conscience.

## **Physical Injury to Another**

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Physical injury includes scratching, biting, kicking, hitting, punching, slapping which leaves a mark, bruise or breaks the skin. While some of these actions may be a natural developmental stage that many children go through, the safety of children at school is our primary concern. Therefore, the following steps will be taken if a physical injury incident occurs:

1. The parents of both children will be notified of the incident and an Accident/Injury Report will be completed.
2. If the child causes a second injury to another, a behavior plan will be made with the parents and staff to address the situation.
3. If the child causes a third injury to another, the child may be asked to leave the program

## **Medication and Illness Policy**

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The Parish School will be happy to work together with parents and physicians in administering any medication to a child. The rules stated on the "Administering Medications" sheet must be followed to abide by state licensing requirements. All medication needs to be in its original container with the prescription label and must be delivered to an adult by an adult.

- **Medications**

If your child needs to have medication administered at camp, please fill out the medication form (part of the Student Forms packet) and return to our School Nurse, Angela Burris. Contact Angela at [nurse@parishschool.org](mailto:nurse@parishschool.org) with any questions.

### **Children will be sent home from camp if:**

- the child has a fever greater than 100 degrees (F)





- the child has excessive nasal discharge
- the child has a constant cough
- the child is fussy, cranky, tired, sleepy and generally “not themselves”
- the child has eyes that are pink and watery or have apparent discharge
- the child has lice or nits
- the child has loose stools
- the child has a “communicable disease.”

**Children must be kept home if they have had the following symptoms within the previous 24 hours:**

- fever greater than 100 degrees (F)
- loose stools/diarrhea
- vomiting

**Please sign the parent handbook acknowledgment located in the camp registration site.**

**Contact Maureen Giglio, Summer Camp Manager,  
at [camp@parishschool.org](mailto:camp@parishschool.org) with questions.**



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