



The Arts and Nature Camp

at Mitchell College

Family Handbook

Our Mission

The Arts and Nature Camp at Mitchell College is a summer camp program that serves children, families, Mitchell College students and faculty as well as the community. It provides multiple opportunities to address a family's need for a quality experience through the summer. Emphasis is placed on family involvement, creating a link between the home and school and ensuring that family members are actively involved in their child's experiences.

Enrollment

- Our program serves children 3 to age 12 during the summer vacation from school.
- Enrollment priority is given to current students, their siblings, and alumni families.
- When registration takes place, applications are taken on a first-come, first-served basis.
- All children are accepted. No child will be turned away based on their diversity or gender.

PLEASE NOTE: On occasion, a program is not an optimal fit for a child or family. The Arts & Nature Camp is a program that will make every effort to work collaboratively with families to resolve any challenges that arise. We do not have the additional resources that may be needed to support a child's success in the environment. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, the Arts & Nature Camp reserves the right to dismiss a child from the program.

Required Forms for Enrollment: **(These forms must be on file before a child attends.)**

1. Registration Documents
2. Medical forms with current immunizations
3. Emergency Contact(s)
4. Authorized Medical Services Form
5. Arts & Nature Camp Parent Signature Page with Enrollment Agreement
6. Medication Authorization Form (if applicable)

Attendance

The Arts & Nature Camp is open from 8am till 4pm (with extended before and after), Monday through Friday, 9 weeks of Summer. Children are encouraged to attend the Arts & Nature Camp on a regular basis in accordance with the days and times scheduled, or as noted in their contract. Each child is encouraged to arrive at the Arts & Nature Camp by 9:00 AM to facilitate optimal routines each day. If arrival will be later than 9am, please contact the program (860)701-5348 or clc@mitchell.edu. A phone call is preferable.

Arrival and Departure Procedures

- Please remember to sign your child in and out every day as you escort him or her to and from the program. The sign-in sheets are located on the table in the outside classroom. Signing in and out is required by the Connecticut State Department of Health for the purposes of attendance, staffing, and safety. Please write your full name, not Mom or Dad.
- Each child must be accompanied out of the Arts & Nature Camp by a parent or guardian. Please inform a coordinator of your departure. Linger or “hanging out” can complicate a child’s departure. Often during transitions, children do not know who is in charge, their parent, or their teacher.
- Special conditions: If we determine a parent, guardian, or authorized person is not mentally or physically capable of taking custody of a child, we will contact the following persons in this sequence: spouse, (if applicable), individuals listed on your child’s Authorized Release Form; New London Police Department; Connecticut Department of Child and Family.
- For the safety and health of the children under our care, never leave your car running in the parking lot while dropping off or pick-up your child.
- Please do not leave either keys or children in your car when either dropping-off or picking-up your child.
- Authorized Person(s) picking up your child: At any time, if a person the staff doesn’t recognize enters the building to pick-up a child, they will be asked for photo identification. When an authorized person from your registration form comes to pick-up your child, they must provide the staff with photo identification, be at least 18 years of age, and have proper car seat restraint. At no time may an unauthorized person pick-up your child; in cases of emergencies, families may email and follow-up with a phone call to confirm a new authorized person. Be sure you have an acknowledgement from the staff.

Payment & Tuition Policy

A registration fee of \$50.00 per child is due to enroll your child. Tuition fees must be paid at least one week prior to the enrolled week, regardless of attendance, or week may be forfeited. We will bill on Wednesday of the prior camp week. We also require a first and last week deposit prior to the start of camp. Our business office will bill you for the deposit 4 weeks prior to the start of camp. Failure to do so will result in a loss of child’s placement at the Arts and Nature Camp. Please let us know if you want to set up autopay.

There will be a \$25.00 fee for returned checks.

A late fee of \$1.00 per minute will be charged for any **additional** time your child spends at the camp. This fee should be paid at that time, or no later than the start of your child’s next scheduled day.

Withdrawals

Our Center reserves the right to dismiss a child from the program if tuition obligations are not met, or it is determined that a child is not adjusting to the program and exhibits behavioral difficulties beyond our scope. We will make every effort to assist a child needing an alternative placement. No refunds will be made after your child begins.

Health & Illness Policy

Children need to be in good health in order to get the most out of their day. **All children must have a current health form on file before they begin our program.** Annual physicals and up to date immunizations are required by the Department of Health.

Please do not bring your child if he or she cannot fully participate in the indoor and outdoor portions of our day. Children with colds may attend if there is no associated fever or decreased activity. All contagious illnesses must be reported. In order to reduce the spread of many illnesses, please keep your child home.

Covid Policy

We adhere to the CDC and OEC Covid 19 protocol. All staff will wear a mask indoor and outdoor and children will be required to use masks while inside. As this is a fluid situation please refer to the CDC Website to the most updated information: <https://www.cdc.gov>

Infectious diseases:

In order to reduce the spread of illness, please keep your child home if they exhibit the following symptoms:

Vomiting and/or diarrhea

- Your child may return to the Arts and Nature Camp 24 hours after all symptoms have passed.

Runny nose with green or yellow discharge, or associated with fever or cough with mucous secretion

- Any discharge, other than clear, is usually a sign of infection.

Fever of 100° F or above

- Children may return to the Arts and Nature Camp after being free of fever for 24 hours without fever reducing medication.

Conjunctivitis or pink eye

- Children with red, itchy, draining, or crusty eyes may have conjunctivitis. Please consult your physician. Children may return to the Arts and Nature Camp after 24 hours of successful antibiotic therapy.

Rashes or skin conditions

- Such as poison oak, impetigo, or contagious cold sores: A physician should examine unusual rashes. If the rash is communicable, written MD clearance is needed before the child may return to the Center. For non-communicable rashes children may return to the Arts and Nature Camp after sores are crusted over and dried.

Lice/Hair infestations

- Children may return to the Arts and Nature Camp after receiving a specified shampoo treatment and all signs of eggs are gone. Receipt of treatment product needed before child may return to the Center.

Other

- If the Director or the State Health Department determines that it is inappropriate for the child to be at the Center.

If your child becomes ill or injured while at the Camp, you will be notified. If you cannot be reached, we will call an emergency contact listed on your enrollment form. To prevent the spread of infectious disease, it is important that you pick up your child as soon as possible. State licensing mandates that we isolate ill or contagious children from group care. Sick children will be cared for in a quiet area at the Arts and Nature Camp until they are picked-up.

Please let us know if your child contracts a contagious disease; we will inform the families in your child's class.

Camp staff follow universal precautions/standard precautions include the following:

Hand washing

- After needed assistance in restroom
- After handling body fluids of any kind
- Before and after giving first aid (such as cleaning cuts and scratches or bloody noses)
- After cleaning up spills or objects contaminated with body fluids
- After taking off your disposable gloves
- Remember that wearing gloves does not mean that you don't have to wash your hands!

Non-Latex gloves should be worn

- during contact with blood or body fluids which contain blood (such as vomit or feces which contain blood you can see)
- when individuals have cuts, scratches or rashes which cause breaks in the skin of their hands.

Environmental sanitizing should be done regularly and as needed. In the child care setting this means cleaning toys, surfaces and diapering areas with a bleach solution (1 tablespoon of bleach per quart of water made fresh daily). Blood spills or objects with blood on them need a stronger solution of ¼ cup bleach to 2½ cups water. (Donowitz, 1999). Wear gloves when handling blood.

Proper disposal of materials that are soaked in or caked with blood requires double bagging in plastic bags that are securely tied. Send these items home with the child, or if you wash them, wash them separately from other items. Items used for procedures on children with special needs (such as lancets for finger sticks, or syringes for injections given by parents) require a special container for safe disposal. Parents can provide what is called a "sharps container" which safely stores the lancets or needles until the parent can take them home for disposal.

Although many precautions are taken to ensure a safe environment, occasional accidents do occur. If an injury or incident does occur, first aid is administered and you will be informed either by telephone or at pick-up time, if we were not able to reach you. The staff fills out a form that you will sign. We keep these records on site.

Our Disciplinary Approach

In order to ensure a safe and secure atmosphere for children, the Arts and Nature Camp at Mitchell College has a detailed discipline policy. Please feel free to speak to the Director if you have any questions about this policy.

The Arts & Nature Camp is dedicated to helping children learn appropriate social skills. All children will require correction and guidance from time to time.

- Staff will use positive guidance techniques to direct a child to acceptable behavior.
- Repeated behavior may require asking the child to leave the area where s/he is playing.
- Following aggression toward another student, staff will help the child to gain control and to articulate why s/he might be having a difficult time.
- When appropriate, parents will be notified of aggressive acts by or against their child.
- Removal of physical activity may be used as a consequence for behaviors.
- Three strikes will move to a phone call, following strike will be removal for the rest of the day.
- Daily acts of aggression could warrant removal from the program.

Technology in the camp

The use of appropriate technology with the children is supported by the program. iPads are considered to be a great tool; staff is encouraged to apply this type of technology to everyday experiences with the children. Children are not permitted to bring any technology into the camp. If technology is determined necessary, staff you will use in-house iPads.

Toys from home:

We realize that children like to share their toys or favorite things from home. At the Arts and Nature Camp we ask that toys stay home, unless asked for by the coordinator for a project or special activity. Toys from home can be a distraction to the program.

Medication Administration Policy

Medication needed to manage allergic reactions and chronic illnesses will be administered by trained camp staff when accompanied by appropriate forms directing procedures and the necessity of the medication from the camper's physician and parent/guardian. Administration of medication to campers will be determined on an individual basis as we strive to provide *all* campers with equal opportunities to participate in our program.

Confidentiality

A child's records are open to the director, teachers, consulting staff, State Inspectors and his/her parents or guardians. Parents must sign a written authorization to release records to allow access to anyone other than listed above.

Smoking and firearms

Smoking and/or firearms are prohibited on the Mitchell College campus.

Communication

Open communication between parents and staff is essential to having a good relationship. Feel free to talk to the director or teachers when you drop-off or pick-up your child. Please inform us in writing of any changes of phone numbers, addresses, and pick-up permissions.

Nutrition

Snack: The CLC will provide two healthy snacks, one in the morning and one in the afternoon. The menu is posted in the classroom & kitchen. **Please let us know if your child has any allergies on the appropriate enrollment form.** We serve snacks containing 2 food groups, filtered water.

Lunches: Parents need to provide a healthy lunch and a reusable water bottle for their child. Please put a small freeze pack in your child's lunch bag to keep it cool. Lunches may be served off premises, so a cold lunch is a must. We encourage parents to pack a balanced and healthy lunch.

No gum, soda, chocolate or candy please.

Footwear & extra clothes

Please No flip flops – water shoes are ideal for the beach. Otherwise, for safety reasons, please have closed toe shoes. Please bring a rain coat and rain boots which can stay in school for the duration of camp. All children must have at least 2 spare outfits stored in their extra clothes bin.

Please bring extra clothing, sneakers, sun screen, insect repellent and a nutritious lunch to camp every day.

Protocol for emergency situations:

1. Emergency Phone Numbers:

- a. Children Learning Center: 860-701-5348

- b. Ambulance, Fire, Police: 911
- c. Mitchell College Security: 860-701-5119 – on campus; if answering machine comes on, call right back Security 860-941-9316 – off campus phone

2. Fire Drill Procedure:

- a. Remain calm and in control.
- b. Staff needs to get the children out of the building as soon as possible and call the New London Fire Department 911.
- c. Call Campus Security: 860-701-5119. They will assist in keeping children and staff away from the danger zone.
- d. Teachers will gather the children together at the closest outside exit.
- e. Teachers will take their field backpacks and daily attendance log. A head count will be taken to determine if all children are present. During the very cold weather, staff may grab coats to be distributed to the children once they are outside the building.
- f. Teachers will lead the children inside the baseball field and have children line up against the fence. A second head count will be taken.
- g. The Director will close all windows and doors, and check the building for any children not present at the initial head count.
- h. The Director will join the children and staff at the baseball field. All will wait and keep the children calm until the building is reported safe for occupancy.

3. Medical Emergency Procedure:

- a. Have one person assess the situation and administer first aid.
- b. The staff member that witnessed the accident will call 911 and Campus Security at 860-701-5119. If the child must be taken to the hospital by ambulance, his/her emergency contact information must be taken to the hospital by the staff member accompanying them.
- c. Emergency services will be provided at:
Lawrence and Memorial Hospital, 365 Montauk Ave., New London
442-0711
- d. A staff member will call the child's parent and describe the incident and the plan of action.
- e. If the parent cannot be reached, call the emergency person listed on the child's emergency form.
- f. If a staff member is to accompany the child in the ambulance, another staff member will call for a substitute to take their place to maintain the required supervision. A substitute list is available near the phone.
- g. An accident report must be filled out as soon as possible by the staff member who witnessed the accident. This form must be signed by the parent. A separate log of accident reports is kept in the office.

Note: Call Campus Safety (860-701-5119) if assistance is needed.

4. Evacuation Procedure:

- a. In the event of an emergency where the children cannot return to the building for a period of time, they will be taken to the auditorium at the Clark Center across the street on the Mitchell College campus. Teachers will lead the children to the Clarke Center. Walk along the exit driveway to avoid potential incoming cars. Follow side walk to crosswalk area and cross Montauk Avenue to the Clarke Center.
- b. The Director and/or staff will notify all parents. The CLC cell phones should be brought to the Clark Center by either the staff.
- c. Follow the same procedures as those listed for a fire drill.

- d. Note: If evacuation is indicated by a state run incident at Millstone or other occurrence, staff will be notified of the precautionary transfer of students. Follow state evacuation procedures: Since our program is located in New London, staff will transport children in their personal vehicles to Windham High School following Route 32. Staff is required to keep their gas tanks at least half full in case of such an occurrence. Additional staff on campus may support this evacuation if deemed necessary. Parents may transport their child if they arrive at the CLC before our evacuation to Windham High School begins.

5. K-I Administration Plan:

In the event of a nuclear disaster, K-I pills are kept in a locked medicine cabinet in the downstairs handicapped accessible bathroom. The Director will use class rosters to administer medication. Classroom teachers will verify the name and identity of each student. Parent permission slips have been signed and are kept with the emergency binder. If any parent has indicated that a child should not receive the K-I pill, none will be given to the child. The Director or other designated individual will post the evacuation site on the door of the Center. Campus safety will be informed.

6. Bomb Threat Procedure:

- a. Evacuate building and proceed to Clarke Center.
- b. Call Campus Safety 860-701-5119.
- c. Do not enter building until cleared by Campus Safety or local law enforcement.

7. Lock-In Procedure:

- a. In the event that a possible dangerous and/or hostile situation exists in our surrounding environment, the police will contact the Mitchell College Campus Safety department.
- b. Campus Safety (ext. 0459) will alert the CLC staff.
- c. All children must be brought inside the building immediately.
- d. Lock all doors.
- e. We will meet and proceed upstairs, lock the doors, and wait with the lights off. Stay clear of all windows and doors.
 1. If staff is out and about on the grounds with children, a plan will be determined with Campus Safety and the Director.

8. Securing the Building:

- a. Front doors are locked at all times.
- b. Family members may ring the bell for entrance.

Child Abuse and Domestic Violence Policy are listed:

Child Abuse Policy:

Child safety is paramount. Therefore, policies and State of Connecticut statutes exist to ensure that child care staff understand child abuse and are prepared to assist in protecting children from abuse or neglect.

- Children's Learning CLC staff is mandated by law to report within 12 hours reasonable suspicions of abuse or neglect to the Connecticut Department of Children and Families (CDF). A written report must be submitted to DCF within 48 hours of making an oral report.
- Staff has received training on identifying and reporting cases of abuse and neglect.
- Confidentiality will be maintained to the extent allowable under Connecticut state law.

Domestic Violence Policy:

The staff will try to support families who are exposed to domestic violence in a variety of ways.

- Referral information is available in the office.
- We will attempt to enforce existing restraining or protective orders. However, we will need a copy of the order for our files to assist with a protection order.
- Descriptions, photographs, and car descriptions of those ordered to stay away from the CLC or its clients will be very helpful in enforcing a protection order.
- While confidentiality is a priority, staff and campus security will be advised of court orders and/or concerns about domestic violence in order to provide protection to the children and parents of our Center.
- Occasionally two court orders are issued which conflict, granting each party a restraining order against the other. If this situation arises, Mitchell College Campus Security will contact the New London Police Department to assist us in determining how best to accommodate the conflicting court orders.
- In some instances, the exposure to domestic violence creates such a risk for a child that staff will be mandated to report the situation to the Connecticut Department of Children and Families.

Additional Information?

Is there information that you would like to see included in the Parent Handbook? If so, please speak with the Director.

Closing Statement:

We hope that you will sense that we have created a home away from home for the children at our center. We appreciate feedback from any visitor or family member. We are pleased to elaborate on any facets of our program. Tours are available by prior arrangement to small groups of persons wishing to see quality programming for children.



Arts and Nature Camp at Mitchell College

Parent Handbook Acknowledgement

I, the undersigned, acknowledge that I have received a copy of the Parent Handbook for the Arts and Nature Camp at Mitchell College. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook.

In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for child care service providers, or at the discretion of the Administration of Mitchell College. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.

I understand the techniques used to manage child behaviors in the facility and these ideas have been discussed with me prior to enrollment. A review of these policies is available to me as needed during the period of the child's enrollment.

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Parent Handbook, which will be posted on the Arts and Nature Camp website at [www.mitchell.edu/Arts and Nature Camp](http://www.mitchell.edu/Arts%20and%20Nature%20Camp). In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Parent Handbook upon request to the Arts and Nature Camp.

Moreover, I recognize that it is my responsibility to contact the Director for any questions I might have about the contents of the Parent Handbook now and in the future.

Guardian Name (Print)

Guardian Signature

Date

Hard copy of Parent Handbook Provided by:

Arts and Nature Camp Staff Member - Signature (hard copy upon request)

Child Registered in Program (1)

Child Registered in Program (2)