



The Arts and Nature Camp at Mitchell College
Family Handbook

Our Mission

The Mitchell College Arts and Nature Camp is a summer program dedicated to fostering creativity, connection with nature, and child-led learning. Tailored for young learners, our camp offers numerous chances for families to enjoy a high-quality, safe summer experience. We prioritize family engagement, establishing a strong connection between home and the camp, and ensuring active participation of family members in their child's artistic and nature-based explorations.

Enrollment

- Our program serves children 3 to age 5 during the months of July and August
- 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, 8 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 should arrive at the Arts & Nature Camp by 9:00 AM to facilitate optimal routines each day. If arrival is later than 9am, you will be asked to escort your child to the group as we do not have extra staff to do so. Please see Mitchell College campus map.

Arrival and Departure Procedures

Please remember to check in with your child's teacher every day as you escort him or her to and from the program. Teachers will use the Brightwheel app on classroom iPads to sign children in and out. Signing in and out is required by the Connecticut State Department of Health for attendance, staffing, and safety.

Each child must be accompanied out of the Arts & Nature Camp by a parent or guardian. Siblings under 18 are not allowed to drop off or pick up campers. Please inform Camp staff of your departure. Linger or "hanging out" can complicate a child's departure and arrival.

For the safety and health of the children under our care, never leave your car running in the parking lot while dropping off or picking 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 property to pick-up a child, they will be asked for photo identification before being allowed to enter to building or playground area. Authorized pick ups 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. New authorized pick-ups can be added to your child's Brightwheel profile at any time, and one-time authorizations can be given verbally or via email. Be sure you have an acknowledgement from the staff.

Payment & Tuition

A registration fee of \$50.00 per child is due to enroll your child. We require a first and last-week deposit before the start of camp. The first week's deposit will be used for your first week of camp, and the last week's deposit will be used for your last week of camp. Tuition We will bill on Tuesday of the prior camp week. Camp Tuition fees must be paid by Thursday of the prior camp week, regardless of attendance, or the week may be forfeited.

Our registration period is for all eight weeks of camp. Should you choose not to attend for a week for vacation, you are still responsible for paying the weekly tuition. Our business office will bill you for the deposit four weeks before the start of camp. Failure to do so will result in losing the child's placement at the Arts and Nature Camp.

There will be a \$25.00 fee for returned checks and a \$35 fee for declined Credit Card payments.

A late fee of \$1.00 per minute will be charged for pick-ups past 4:05 pm if not registered in aftercare.

For your convenience, autopay is available via Brightwheel.

Withdrawal

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

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 Connecticut Department of Health.

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 without the aid of medication.

Runny nose with green or yellow discharge, or associated with fever or cough with mucus 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

- Children with rashes should be examined by a physician. If the rash is deemed to be communicable, written md clearance is needed before the child may return to the center.

Lice/Hair infestations

- Children may return to the Arts and Nature Camp after receiving a specified shampoo treatment and they are nit free. 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, you may be asked to keep your child home until cleared by a physician.

If your child becomes ill or injured while at the Camp, you will be notified immediately. 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.

Camp staff follow universal precautions/standard precautions including 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
- Before and after handling food
- 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
- when individuals have cuts, scratches or rashes which cause breaks in the skin of their hands.
- When handling food

Soiled items will be sent home with the child in a plastic bag to be washed.

If an injury or incident does occur, you will be informed by telephone, and sign a report at pick up. We keep these records on site. You will be provided with a copy at pick up. In accordance with state regulations, parents must be notified of all injuries at the time they occur, regardless of how minor.

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.

Our Disciplinary Approach:

In order to ensure a safe and secure atmosphere for children, the Children's Learning Center 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 CLC 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 and redirection techniques to direct a child to acceptable behavior.
- Repeated behavior may require asking the child to leave the area where they are playing.
- Following aggression toward another student, staff will help the child to gain control and to articulate why they might be having a difficult time.
- When appropriate, parents will be notified of aggressive acts by or against their child.
- Refusal of physical activity will not be used as a consequence for behaviors.
- If necessary, a behavior plan will be developed with families to help children develop appropriate actions while at school.
- A consultant/behavior specialist may be consulted to support staff and families to meet the needs of our children.
- Staff is prohibited from yelling, name calling, and belittling children for their behaviors
- Corporal punishment will never be used

Biting: Although biting can be a normal developmental behavior for young children, it may also present a risk. Therefore, in instances involving biting, the following will occur:

- o The Director will be notified to determine whether a medical consultation is required.

- o The parents of a child who bites will be notified.
- o If the bite results in broken skin, the parent(s) will be advised that a subsequent bite where the skin is broken will result in the child's removal from the program until the biting behavior ceases.
- o If the bite results in broken skin, the parents of the child who was bitten will be notified.

Technology in the camp

Children are not permitted to bring any technology into the camp. The use of appropriate technology with the children is supported by the curriculum. iPad and cameras are considered to be a learning tool; teachers are encouraged to apply this type of technology to everyday experiences with the children. Children are seen as capable learners; cameras should be an everyday tool at their disposal.

Toys from home

We realize that children like to share their toys or favorite things from home. At the CLC we ask that toys stay home, unless asked for by the teacher for a project or special activity. Toys from home can be a distraction to the program and may not coincide with our learning and teaching philosophy. They are however, able to bring a lovey that can keep them company during rest time and will be returned to the rest bag once that is over

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 those 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. Feel free to speak briefly to your child's teachers when you drop-off or pick-up your child. Longer conversations can be arranged via private meetings and/or phone calls. If you have concerns, please discuss them with your child's teacher(s). If further input is needed, the director will facilitate discussions and work with staff and parents to brainstorm solutions. In addition, we will keep you informed in the following ways:

1. You will receive a weekly newsletter from your classroom teacher describing the children's week and their activities.
2. The Parent Information Board has news and topics of interest for families. 3. You will receive emails regularly from the center Director
4. Family orientation conferences are scheduled in the fall to set goals for your child and in the spring conferences are planned to discuss your child's development during the year. You will be offered an optional end of the year conference to address any concerns or observations you may have. Additional conferences may be scheduled at your request or the request of the teacher or director.

5. Learning experience plans for each week are posted on the Parent Information Board and available via email and website. They describe the planned activities and on-going projects for the week.

6. Each day a teacher posts a synopsis of the day's activities on Brightwheel

Other options for communication include brief notes or emails to share with teachers, comments or conversations your child is having at home regarding school. To respect everyone's privacy, please refrain from having in-depth conversations with the teachers during drop-offs or pick-ups. The teachers would be glad to schedule a time to meet or speak on the phone/zoom. We strive to support non-English speaking families by working with community members to provide translation services.

*****Please note that it is never appropriate to contact your child's teacher on their personal phone and these communications will result in disciplinary action for teachers*****

Changes in contact information: If the contact information you provided the CLC changes, please notify the staff immediately. The teachers need this information to reach you in the event of an emergency. Teachers also use this information to communicate with you. Your cooperation in this important matter is greatly appreciated.

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. 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 freezer pack in your child's lunch bag to keep it cool. Lunches may be served off premises, so a cold lunch is a must. The Mitchell CLC is a **peanut free facility, and may have changing restrictions based on children's allergies.**

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 sunscreen, insect repellent, a raincoat, 2 changes of extra clothes, which can stay in school for the duration of the camp. All children must have at least 2 spare outfits stored in their extra clothes bin. Please bring extra clothing, water shoes/crocs, a swimsuit, towel, sneakers, and a 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 Drills are conducted monthly.
- 3) Medical Emergency Procedure:
 - a) Medical emergencies will be assessed, and first aid will be administered as needed by certified staff.

- b) Should further assistance be needed staff will contact 911 and parents and escort the child to a hospital as needed. If the parent cannot be reached, the emergency contact person listed on the child's emergency form will be called.
- c) An accident report will be filled out as soon as possible by the staff member who witnessed the accident. This form must be signed by the parent, director, and staff member present. A copy of the incident report will be provided to the parents.
- 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.
 - b) The Director and/or staff will notify all parents or emergency contact by phone.
- 5) K-I Administration Plan: In the event of a nuclear disaster, K-I pills may be administered to those students with permission in accordance with state guidelines.
- 6) Lock-In Procedure:
 - a) All children will be brought inside the building immediately following notification to the CLC from RAVE and/or Campus Security.
 - i) All doors to the CLC will be locked and children will be taken away from windows and doors.
- 7) Securing the Building:
 - a) Doors are always locked.
 - b) Family members may ring the bell for entrance.

Child Abuse and Domestic Violence Policy

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

The staff will try to support families who are exposed to domestic violence. Please feel free to come to the director and/or staff for resources and support.

Children's Learning CLC staff are mandated reporters. Staff have received training in identifying and reporting cases of abuse and neglect. Confidentiality in cases of child abuse and/or domestic violence will be maintained to the extent allowable under Connecticut state law

Additional Information

Is there information you seek not included in the Parent Handbook? If so, please speak with the Director.

We appreciate feedback from any visitor or family member. We are pleased to elaborate on any facets of our program. Tours are available by appointment for those wishing to see quality programming for children. Contact the Director for details.

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. 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 childcare 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

Child Registered in Program (1)

Child Registered in Program (2)

Hard copy of Parent Handbook Provided by: _____ (hard copy upon request)

Arts and Nature Camp Staff Member - Signature _____