



PARENT HANDBOOK

2019 Summer Camps - Ivy Seed Academy

WELCOME!

Ivy Seed Academy is a pioneer in STEM education and skill development, dedicated to providing the high-standard curriculum, and creating a fun and safe environment to every child. We foster a flourishing community of teacher and students, encouraging them learning, teaching and giving back.

Office Address:

Ivy Seed Academy
50 Milk St. 12th Fl.
Boston, MA 02109

Office Telephone:

(857) 990-4915

Office Hour:

Monday - Friday,
9:00AM - 6:00PM

Email Address:

contact@ivy-seed.com

Website Address:

www.ivy-seed.com



2019 Ivy Seed Summer Camp

GENERAL INFORMATION

CAMP STAFF

Harvard & MIT graduate and undergraduate students will lead classes and activities. We strive for a fun and immersive hands-on experience for our campers. Most or all of our instructors have some combination of tutoring experience and working/mentoring with students.

Please feel free to contact our camp office @ 857-990-4915 or email contact@ivy-seed.com for any questions you may have and to get acquainted.

SAFETY

Nothing is more important to us at Ivy Seed than the safety and security of each and every one of our campers. We have developed a wide range of systems and procedures you can trust to ensure your child's safety. Our staff is fully trained in their implementation through rehearsals and simulations. Paramount among them is adequate supervision, whether our campers are on campus, on the athletic fields, or on the playground.

Parents are always welcome to call the Director to discuss our safety policies or a specific safety concern.

REFUND & CHANGES

Full tuition minus \$100 dollars is refundable up until one month before program begins. After the deadline, we cannot offer a refund; however, you can use it for our program next year.

All changes in enrollment are dependent upon availability



While your child(ren) is(are)

AT CAMP

COMMUNICATION

Please call the camp office @ 857-990-4915 or email us at contact@ivy-seed.com if you have a question or concern. We will be happy to speak with you regarding your child or our program and help direct you to the appropriate staff. Keep in mind that the camp director and camp leaders are very busy focusing their attention on your child and the camp program and more than likely will not be in the Camp Office when you call. Please provide your telephone number and a convenient time to return your call.

ATTENDANCE PROCEDURES

Attendance

Attendance is taken at the beginning of each day and each new activity to ensure that each camper is in the proper group.

Absence

Please make sure to email or call the office if your child is going to miss one or more days of camp. If you know in advance that your camper will miss certain days, a note or email is greatly appreciated.

Late Arrival

We respect the fact that summer is a time for a more relaxed family schedule. However, we feel that our campers do best when they arrive on time to start their day with the rest of their group. We encourage everyone to help their camper transition as smoothly as possible by following the drop-off time (arrive at the MIT/Harvard T station before 8:50am).

If your child does arrive the pick-up & drop-off location after 8:50am, please call the camp office and take him/her to the camp leader to be signed in. A camp leader will then bring your child to their group.

PICK-UP & DROP-OFF

Early Pick-Up

If, for any reason, your child is to be picked up early from camp, please provide a note to the camp office or the Teaching Assistant (TA) you meet in the morning. Notes should contain the following information:

- o Child and parent name
- o Time and date of pick-up

Pick-Up by Someone Other than Parent/Guardian

If a camper is to go home with someone other than the parent, we must have a Camper Pick-Up Authorization Form signed by the parent stating who is eligible. Campers will, under no circumstance be placed in cars with anyone who is not listed on this form unless we receive permission from the parent in writing.

BEHAVIOR AND DISCIPLINE

At Ivy Seed Summer Camp, a positive approach to behavior management begins by offering an engaging, developmentally appropriate camp experience. By providing support that benefits all campers such as adequate structure, clear expectations, good modeling, and positive reinforcement, we strive to create the optimum conditions for campers to fully and appropriately participate in camp activities. We recognize, however, that every child is unique and some require additional support to be successful. Within the bounds of maintaining a safe camp community, we are committed to making every effort to meet the needs of all campers.

The following camper behaviors are not acceptable and may result in the immediate suspension of a child:

- o Endangering the health and safety of other children and staff members
- o Continuing to disrupt the program
- o Refusing to follow the behavior guidelines or program rules
- o Using profanity, vulgarity or obscenity frequently
- o Leaving the group without permission
- o Stealing or damaging camp or personal property

SUSPENSION OR DISMISSAL

A camper may be temporarily suspended and sent home if, in the opinion of the camp administration, his or her actions give rise to the threat of injury to him/herself or others, or causes excessive disruption to the camp's activities. A temporary suspension shall be instituted for a period not to exceed three camp days, during which the camp administration will be available to meet with the camper's parents/guardian to discuss the events which gave rise to the suspension and to design a mutually agreeable resolution to the problem.

A camper may be permanently dismissed from the camp if, in the opinion of the Director, his or her actions have demonstrated an inability to abide by the camp's rules and have created a risk of injury to the camper or other members of the camp community. The Director may give the parents/guardians of the camper who has been dismissed from the camp a written statement outlining the reasons for the action taken and will meet with the parents/guardians to discuss the situation.



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HEALTH CARE

Ivy Seed Summer Camp is extremely attentive to the health needs of our campers. We have experienced camp leaders on site each day providing care as necessary.

HEALTH HISTORY AND PHYSICAL FORMS

All health forms must be on file at the beginning of camp. It is a violation of state regulation to have any campers engaging in activities at camp without the proper health information on file. Please be sure your information is complete and up to

date. Please also notify us of any changes in emergency contact information over the course of the summer.

CAMPER CONCERNS

The camp application you signed included a request that parents notify the Director regarding any significant medical, emotional or behavioral concerns you may have about your child. This approach offers us the opportunity to be of the best assistance to each camper, and to decide on a mutually advantageous strategy for managing any difficulties that might arise.

MEDICATION

Regulations require that all medication must be in the original pharmacy container with the correct name, date, and instructions. One counselor from each group will carry a bag on them at all times, which will contain immediate attention medications (epi pens, Auvi-Q, inhalers, etc.). If at any point these medications need to be administered, the camp leader will assist the camper; while a second camp leader will call the Camp Director and Campus Health Care Center per the Emergency Action Plan.

ILLNESS

The camp sets the guidelines for excluding children from camp due to illness, but we depend on parents to be our partners in promoting the health of campers and staff. Some symptoms that would call for a camper to remain at home are apparent, such as a fever or a clear case of chicken pox. Some symptoms are more subjective, however, for the health and welfare of all campers, the nurse may make an assessment that your child is too ill to be at camp. In such cases, she will call to ask you to pick up your child from camp.

Furthermore, please keep your child at home if he/she experiences any of the following symptoms within 24 hours of the beginning of a new camp day:

- o Fever of 100 degrees or higher (children should be fever free and off Tylenol for 24 hours before returning to camp)

- o Recurrent diarrhea, vomiting or significant nausea
- o Flu-like symptoms
- o A sore throat, particularly with swollen glands
- o Cold symptoms such as repeated coughing or sneezing which are likely to spread infection
- o Significant headache or stomachache
- o Visible infections such as chicken pox (all lesions should be crusted over before returning to camp)
- o Contagious skin diseases such as impetigo
- o Conjunctivitis (Must be on antibiotics; see below)
- o Any illness where a child is unable to participate fully in camp activities

NOTE: Children placed on antibiotics should be on them for 24 hours before returning to camp

To provide the best possible care for your child, please share any new health concerns that may pop up during the summer with the camp leader and the Camp Director.



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AT THE END

At the end of each session, campers will be asked to complete an evaluation form during the graduation event; their parents will be asked to complete an assessment that they will receive via email. Please make sure to use this opportunity to let us know what you think. We will take all feedback and suggestions seriously and will enact changes and improvements based on the comments we receive from parents, campers, and staffs.