



PARENT HANDBOOK

2023 Summer Camps - Ivy Seed Academy

WELCOME!

Ivy Seed Academy is a pioneer in STEM education and summer programs in Boston, committed to providing exceptional curriculum and creating a fun and secure environment for every camper. We foster a vibrant community of teachers and students, encouraging 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



2023 Ivy Seed Summer Camp

GENERAL INFORMATION

CAMP STAFF

Our camp is led by a team of experienced and qualified staff members. Our instructors have a strong background in education and many have previous experience working with children. We prioritize safety, engagement, and positive role modeling in all of our staff.

If you have any questions about our staff or their qualifications, please feel free to contact our camp office at 857-990-4915 or email us at contact@ivy-seed.com. We

would be happy to provide more information and help you get acquainted with our team.

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 subject to availability.



DURING CAMP

COMMUNICATION

If you have any questions or concerns about your child or our program, please contact us by calling our office at 857-990-4915 or emailing us at contact@ivy-seed.com. Our staff will be happy to assist you and direct you to the appropriate person.

Please note that if you contact the staff on site, they may not be able to answer your call immediately as they are focused on the campers and activities. If you are unable to reach someone immediately, please leave a voice message or send a text with your telephone number and a convenient time to return your call.

ATTENDANCE

Attendance

To ensure each camper is in the proper group, we take attendance at the beginning of each day and each new activity.

Late Arrival

If your child arrives after 9:00am, please contact the camp director. A staff member will escort your child to their group. It is important to make every effort to arrive on time for drop off. It is crucial to make every effort to follow your drop off time.

Absence

If your child will be absent from one or more days of camp, please notify the camp director. If you know in advance that your camper will miss certain days, please send a note or email.

PICK-UP & DROP-OFF

Early Pick-Up

If you need to pick up your child early from camp for any reason, please contact the camp director. Provide the following information:

- o Child and parent names
- o Date and time of early pick-up

Pick-Up by Someone Other than Parent/Guardian

If someone other than the parent is picking up the camper, we require a Camper Pick-Up Authorization Form signed by the parent. The form should state who is authorized to pick up the camper. We will not allow campers to leave with anyone who is not listed on this form, unless we receive written permission from the parent.

VISTING CAMP

We are thrilled to invite parents to join us on Friday from 2:30pm to 4:00pm for our open house day, where campers will showcase the projects they've worked on throughout the week.

To ensure the safety and security of all campers, we kindly ask that you follow these guidelines:

- o RSVP your visit with the camp administration
- o Sign in upon arrival

If you plan to visit at any other time during the program, please contact the camp director to make arrangements. We appreciate your cooperation in keeping our campers safe and allowing them to have a positive and enjoyable experience.

BEHAVIOR AND DISCIPLINE

At Ivy Seed Summer Camp, we believe in positive behavior management strategies that include clear expectations, good role modeling, and positive reinforcement. This approach creates a safe, engaging, and fun camp experience for all campers. However, the following behaviors are not acceptable and may result in 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

We take discipline seriously and work closely with parents or guardians to address any concerns or issues. Our ultimate goal is to maintain a positive and safe environment for all campers.

SUSPENSION OR DISMISSAL

In situations where a camper's actions pose a threat of injury to themselves or others, or cause excessive disruption to camp activities, temporary suspension and sending the camper home may be necessary. The temporary suspension will not exceed three camp days and during this time, camp administration will be available to meet with the camper's parents or guardians to discuss the situation and work towards a resolution.

If a camper demonstrates an inability to abide by camp rules and creates a risk of injury to themselves or others, permanent dismissal from the camp may be necessary. In such cases, the camp director will provide the parents or guardians of the dismissed camper with a written statement outlining the reasons for the action taken and will meet with them to discuss the situation.

Please note that if a camper is suspended from the camp, no refund will be issued. Our top priority is to maintain a safe and positive environment for all campers, and we appreciate your cooperation in helping us achieve this goal.

LOST AND FOUND

All lost & found items can be claimed at pick up and drop off. We strongly recommend labeling all camper items.

Reminder: Please take care of your personal belonging at all times. Our staff will not be responsible for lost, stolen, or damaged personal items.



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HEALTH & SAFETY

At Ivy Seed Summer Camp, we put the health and safety of our campers as our top priority. We have implemented a comprehensive range of plans and procedures to ensure the safety and well-being of our campers and staff. Our team of staff is available on a daily basis, providing necessary attention and assistance whenever needed.

HEALTH HISTORY AND PHYSICAL FORMS

It is required to submit a health history and physical form for each camper before the start of camp. Failure to do so would be in violation of state regulations and campers won't be allowed to participate in camp activities. It is important to ensure that the provided health information is accurate and complete. Any changes in emergency contact information should also be promptly reported to the camp staff throughout the summer.

MEDICATION

Medications at the camp must comply with regulations that mandate they be stored in their original pharmacy containers, with the correct name, date, and instructions.

ILLNESS

If your child experiences any of the following symptoms within 24 hours of the start of a new camp day, it is important to keep them at home for their own health and safety, as well as that of other campers and staff members. We understand that missing camp can be disappointing, but the camper can attend the same program at no charge in a later session.

Please keep your child at home if they experience any of the following symptoms:

- o A fever of 100 degrees Fahrenheit or higher (children should be fever-free 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 that are likely to spread infection
- o Significant headache or stomachache

- o Visible infections such as chickenpox (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 that prevent the camper from participating 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 inform the the camp director and and consolors of any new health concerns that may arise during the summer.

SAFETY AND EMERGENCY

Equipment: A fully stocked First Aid Kit will be provided at the camp.

Staff Qualifications: All camp staff members are CPR certified and will receive emergency training during staff orientation.

Staff to Camper Ratio: At Ivy Seed Summer Camp, we maintain a staff to camper ratio of 1:7 for safety and emergency purposes. This ensures that our campers receive adequate supervision, whether they are on campus, the athletic fields, or the playground.

At least two staff members will be present to treat any severe injuries sustained by campers.

Medical Emergency Procedures:

- o Minor Injuries (e.g., bruises, scrapes, sprains): Camp staff members will provide immediate treatment upon first notice.

Severe Injuries (e.g., falls, heatstroke, animal bites, dislocations, fractures): Camp staff members will take appropriate action, which may include administering CPR, transporting the camper to the Campus Health Center, or calling 911.

- o Staff members will accompany the injured camper at all times, providing emotional comfort while also notifying the designated emergency contact person.

- o All emergency incidents will be reported and documented for future reference.

Other Emergency Procedures:

- o In addition to the above procedures, other emergency situations (e.g., missing a child, fire, or violence) will be handled by our camp staff members who will take appropriate action, including contacting campus security or calling 911.

- o Our staff members are trained to help campers stay calm while also notifying the designated emergency contact person.

- o All emergency incidents will be reported and documented for future reference.



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AT THE END

At the end of each session, both campers and their parents will be asked to provide their feedback through an evaluation form or an assessment via email. We encourage you to provide your thoughts and suggestions, as we take all feedback seriously and will enact changes and improvements based on the feedback received from parents, campers, and staff.