

## 2022 Program Policies and Procedures

### **SAFETY NOTICE TO PARENTS:**

***Continued participation by children and their respective parents in any program constitutes an acknowledgement and agreement to uphold the policies and procedures that are implemented to provide for a safe and organized summer experience.*** Parents with any questions or concerns are encouraged to contact Mark McPhillips,, the director, through phone at (401) 942-7245 or via email at [mmcphillips@iccatholicschool.org](mailto:mmcphillips@iccatholicschool.org).

### **Daily Arrival**

The safety of all our children is the primary concern for our community. It is essential that we all work together (*parents, children, and summer professionals*) to ensure safe and secure arrival and dismissal from Summer E.X.P.L.O.R.E. ***Supervision of campers begins at 8:45 AM in the theater.*** Arrangements with parents who need to drop off their child between 8 AM and 8:45 AM are available for a flat rate of \$5 with our extended-day care program (*regardless of the amount of time that the child is with us*). At 9:00 AM children report to their respective programs for activities and events. We will begin each day at 9:00 AM with prayer, the Pledge of Allegiance and special camp announcements. We want all of our kids to start the day in prayer together so we look forward to everyone being present by 9:00 AM.

***Parents/guardians are asked to personally escort their camper(s) into the school building to the registration table on the first day of the weekly program*** to sign any field trip permission slips and verify or confirm contact information - along with the names of individuals picking up children in the afternoon. After the first day, parents do not need to enter the building unless they wish to say goodbye to their child or speak to any member of the summer staff. Parents/guardians dropping off children should do so at the main entrance of the building and are asked to pull forward past the entrance to allow as many cars as possible to move from the street onto the front entrance driveway.

All individuals crossing the front entrance driveway must use the crosswalk when crossing the street. The summer director will be available in front of the building greeting families and keeping children safe in the crosswalk from 8:45 AM to 9 AM each day. Before or after this time, parents are asked to park their car and walk children into the front entrance of the building.

### **Afternoon Dismissal**

To ensure adequate program time, **dismissal begins at 2:50 and our summer day ends promptly at 3 PM.** We have assigned members of our summer staff to duties that help to ensure safety; staff will serve as monitors to escort children to appropriate locations where they will be supervised until departure.

Parents who will be picking up their children from Summer E.X.P.L.O.R.E. must be aware of the following:

IC-IMAGINE Program (Kindergarten – Grade 2) parents should arrive in the rear of the school to the Pre-K classroom door leading out to the parking lot between 2:50-3PM to escort your child(ren) home. *If a parent has another child in an upper grade program, they will also be able to retrieve them from this door since older siblings meet their younger siblings at dismissal.*

All other parents of children in grades 3-8 should arrive at the front entrance of the school. Please keep the

outside landing clear so that all children can remain with summer staff until pick-up guardians are visible. Children will wait on the landing with professional staff until 3:05 PM. Parents must come to the landing to take their child home.

#### **“Extended-E.X.P.L.O.R.E.” Child Care**

Supervised extended-day care takes place each weekday from 8-8:45AM and 3-5 PM. Any child who arrives before 8:45 AM or remains with us beyond 3:10PM will be billed the extended-day care fee. The cost of this service is a flat rate of \$5 for every morning session and \$10 for every afternoon session; it is billed every two weeks via postal mail. Several professional staff members supervise children on campus in our cafeteria, theater, gym, library, and courtyard. Participants of morning extended care should eat breakfast before arrival; an afternoon snack is served in the afternoon session and is included in the extended-day care fee. Parents/guardians can pick up children by entering the secured main entrance and reporting to the main office to sign out the child. *To ensure the safety of all children, any adults entering the building may wait in the main office or lobby but are not allowed to walk throughout the school building.*

#### **Communication & Parent Updates**

The primary vehicle for communicating with our families is through email. Important information and documents will be sent out periodically to families via this mode. To avoid our messages being automatically sent to your spam/junk box, parents are asked to add us to their email address book ([summer@iccatholicschool.org](mailto:summer@iccatholicschool.org)) to ensure proper receipt of information related to your child's safety and enjoyment. *Please always be sure to consult your email for continuous and updated information.*

In the unlikely event of a weather-related or emergency closing, any announcement of this will primarily be relayed through the RI Broadcasters Association, including, but not limited to: WPRI 12 (CBS), WJAR 10 (NBC), and WLNE 6 (ABC).

#### **Packing and Preparing for Camp**

Participants should wear comfortable clothing that promotes an active day. Additionally, they should bring a backpack/day-pack filled with: spray-on sunscreen, sunglasses, flip-flops (**Note: Flip-flops are to be worn only during water activities; for safety reasons, campers are expected to wear sturdy shoes throughout the day**), and a school-appropriate bathing suit and towel. (**Note: Water activities may not take place every day and its frequency varies with each program; participants are asked to bring these items and keep them in the bottom of their bags to ensure preparedness for fun and variety at any moment.**)

Medical necessities specific to a particular child should be left with the director each morning and, for safety reasons, are not to be in the child's possession during the day.

#### **Lunch & Snack**

All children are expected to bring a lunch from home, along with a beverage (*please no glass bottles or carbonated beverages*). We have our staff available to heat up any lunches with the school microwave. A small snack should also be packed that can be enjoyed mid-day.

#### **Field Trip Participation**

Some summer programs have incorporated field trips into their schedule of events and activities. Parents of children in respective programs that have scheduled field trips will receive a permission slip via email *on the Wednesday prior to that program week* that outlines the trip's details. Only those who have returned program-issued permission slip with a parent signature will be allowed to participate. A certain number of parents are welcome to join us as chaperones after paying any admission or participation fees; please speak to the coordinators in each respective program for this information.

#### **Lost and Found**

Lost and found items are placed in a bin at the far end of the cafeteria. We traditionally have a large number of items that are collected throughout the summer. Parents may check the lost and found bin at any time for items that are collected.

### Label Personal Items

Please put your child's name on anything that has an opportunity to be left behind. Sunscreen, lunch bags, clothing, and personal items are often left around the school building and are easily returned to a student if the item has been labeled with the child's name.

### Responsibility

Even the most responsible child may find it difficult to care for expensive items brought into a busy and dynamic summer environment. Please know that a child and his/her family are personally responsible for any item brought into our school. In any summer program, Catholic or otherwise, children will act their age. Please be cautious if you allow children to bring expensive technology, clothing or personal items to Summer E.X.P.L.O.R.E. We will not assume liability for any individual's personal items.



IMMACULATE CONCEPTION CATHOLIC REGIONAL SCHOOL

## SUMMER E.X.P.L.O.R.E.

Exciting Programs, Learning Opportunities, and Rewarding Experiences

### 2022 Allergy Aware Campus

The Summer E.X.P.L.O.R.E. Program and Immaculate Conception Catholic Regional School work within the guidelines of state law to provide appropriate safety and health protocols that work to protect all children. **While our summer program is NOT a Peanut and Nut Free program**, we are an **Allergy Responsive Community**. As with many summer programs around our state, we have a significant number of participants who have documented medical allergies to certain foods. We ask all families to partner with the E.X.P.L.O.R.E. director to create an environment that is free of allergens that make it difficult for some members to participate in the least restrictive way. We ask all families to be aware of the protocols and procedures put in place to protect all kids. Our program goes to great lengths to provide an accommodating environment to those children with allergies so that all are treated as fairly as possible. We all work together to ensure the following policies are enforced:

1. Notices appear at entrances to the school building to alert guests that we are an allergy aware campus, all food is eaten in the cafeteria and certain allergies are present.
2. All food (with the exception of approved allergy sensitive snacks) will be eaten in the cafeteria.
3. Any snacks or foods provided directly by the program (such as surprise snacks and treats) will be produced in nut free environments and not contain nuts or peanuts of any kind.
4. Any summer events which take place off campus will follow protocols taken on campus, within reason, to appropriately accommodate students with allergies so all children can participate.
5. A "Peanut – Tree Nut" Free table will be provided in the cafeteria and made available to those children whose parents request a child sit at this table. The child may bring a friend to the table who doesn't have any food that might contaminate the table. The table will be appropriately cleaned after lunch with supplies used only for this table. Professional summer staff will monitor and supervise this table during lunch. Children at the nut free table may use the bathroom in the healthy office during lunch if they desire.

6. Children may not bring loose nuts to school (such as trail mix, peanuts, almonds) that might be dropped on the floor.
7. All families are asked to not send in peanut butter /“tree-butter” sandwiches or snacks. We cannot ensure what a family will pack for lunch, however we will appropriately respond. To protect all children, adult staff will monitor what is being eaten at any table. *If a child does bring in an item with peanut butter or tree-butter, he or she will be moved to eat at a designated nut table* (the child can also bring a friend). Adults will monitor this table and students must wash their hands in the cafeteria bathroom after lunch. Any trash from this table must be thrown in the one receptacle designated for “may contain nuts” trash. This table will be washed after every lunch with supplies used only for this table.
8. Professional summer staff will monitor all children to provide a responsive environment that protects everyone.
9. All lunches must be in containers (lunch boxes, etc.) that protect food contents from contaminating areas around the school building.
10. Each summer program coordinator and all staff will be informed of all allergies and be trained to respond to specific health plans in place to protect children.
11. Parents will speak with the program administration to develop specific response plans to address concerns of those children with allergies to food.

IN CERTAIN CASES OF FOOD ALLERGIES: Children in a particular program may be asked to place lunches in one of two special lunch bins that keep food from entering an area of the building. Children in certain programs may be asked to clean hands with wipes provided for each child upon entering.

While we will go to great lengths to respond to any medical / health concern, food purchased by parents and brought into any program by children may have been manufactured in a factory that processes products that contain peanuts/nuts.

**Revised: March, 2022**



IMMACULATE CONCEPTION CATHOLIC REGIONAL SCHOOL

## SUMMER E.X.P.L.O.R.E.

Exciting Programs, Learning Opportunities, and Rewarding Experiences

### 2022 CODE OF COMMUNITY

Value Centered Actions, Attitudes and Choices

#### *We value* **RESPECT**

**Every person consistently respects and supports all members of our community in word, action, and deed.**

##### **We don't tolerate...**

- ❖ Disrespectful, lewd or inappropriate language or actions toward or about others.
- ❖ Vandalism of any kind to school, the summer program, or another's property.
- ❖ Bullying, harassing or embarrassing another.
- ❖ Disregard in respecting those who have the responsibility to educate, parent, enforce fair and consistent policies, or provide and promote a safe and healthy learning environment.

#### *We value* **RESPONSIBILITY**

**Every person takes responsibility for self and others by making choices that are honest, fair, safe, and appropriate at all times.**

##### **We don't tolerate...**

- ❖ Inappropriate misuse of communication technology and social media inside and outside of the summer program.
- ❖ Disregard of program expectations, rules, policies, or procedures.
- ❖ Making excuses at the expense of taking personal responsibility.
- ❖ Unwillingness to accept consequences for inappropriate behavior or poor choices.

#### *We value* **COOPERATION**

**Every person displays appropriate attitudes and behaviors that allow healthy and productive relationships to develop.**

##### **We don't tolerate...**

- ❖ Displaying or embracing attitudes, actions, or values that are contrary to our school and summertime mission.
- ❖ Putting down, making fun of or intentionally excluding another person.
- ❖ Stealing or taking something that belongs to another without that person's permission.
- ❖ Possession, distribution or use of weapons, illegal substances, or inappropriate material.

*We value* **SELF-CONTROL**

**Every person demonstrates self-management and personal discipline that is age and learner appropriate for participating in a Christian community.**

**We don't tolerate...**

- ❖ Inappropriate or unwarranted physical contact with another.
- ❖ Lying, cheating, or plagiarizing.
- ❖ Disregard of school and summer policies as outlined in the school handbook and explained on the first day of each program.
- ❖ Making inappropriate choices because of poor peer influence.

**Honesty is the Best Policy**

In our effort to develop “character through faith”, all community members are encouraged to be truthful in all situations. When a community member is accountable for his/her choices, the outcome of the disciplinary action will result from that person's willingness to be truthful and accept personal responsibility.

**Revised March 2022**