

**Summit School**

**Summer Camp**

**Family Handbook**

**Summer 2022**

# Dear Families,

We are thrilled to be able to open our Summit Summer Program with the utmost care and consideration for the children, families, staff and general community’s health and safety. We are providing you with key information below about updated policies and procedures so that you can be fully aware of our plans this summer and in order to make the summer a joyful, safe and healthy one.

The policies in this handbook are designed to provide with all of the extra fun, festivities and engagement that we love to offer at Camp Summit. In order to keep our programs of a high quality, we will continue to follow the latest CDC recommended guidelines for health and safety.

Please feel free to reach out for any clarifications or questions—we can’t wait to spend the summer with your children!

Warmly,

David Moreno

Summer Camp Coordinator

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What to Expect this summer

* *All procedures are based on the latest guidance, recommendations and policies from the AZDHS and CDC.*

Arizona Department of Health Services, the American Academy of Pediatrics and the CDC have provided guidance which we will incorporate on campus in an effort to limit exposure to COVID‐19.

## Class sizes, spacing and staffing:

* + Class sizes will be limited to 16 children for preschool students and 20 for students entering K-8 camp.

**Lunch Procedures:**

* Students in K-8 will eat lunch in the Multipurpose Room. The tables will be spaced throughout the room to allow for proper physical distancing between students. Seating will be arranged according to CDC guidelines, with students spaced apart and facing the same direction. Students will wash their hands in the classroom prior to lunch. For students transitioning directly from recess to lunch, they will be given an alcohol-based wipe to clean their hands upon entering the MPR. All students must bring their lunch to school in a labeled container at the start of the day. In the event that your child forgets a lunch, parents may drop off lunch for that day at the front desk. We ask that this not be a regular practice.

## Mask policy:

## (Subject to change based on COVID numbers)

* + Masks are required for all adults and children (excluding preschool) on campus while indoors.
  + Masks are optional for preschool students. We will do our best to help those who wear them to keep it on. Please provide the mask for your child as well as a back-up mask to keep in their backpack.
  + Face coverings should be 2-ply masks that cover the mouth and nose, and fits snugly. Any images or messages on masks must be school-appropriate. Masks with exhalation valves, neck gaiters, bandanas, or face shields are not approved, per the CDC and not approved for use at Summit.
  + Preschool campers will not nap with masks.

**HYGEINE POLICY**

Our hand washing policies follow the strict guidelines and rules proposed by the CDC, AZDHS and NAEYC. We will continue to follow those guidelines with increased frequency of washing. We will pay special attention to situations and times that may need even more frequent handwashing.

## Hand Hygiene:

## Our hand washing policies follow guidelines set by the CDC, AZDHS, and NAEYC. All staff and students will practice healthy hand hygiene. Staff will implement practices for mandatory hand washing multiple times each day.

## Summit requires that all students wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol, at the following times: upon arrival at camp, before and after eating, after being outside for physical activity, after coughing, sneezing, or blowing their nose.

## There are 63 sinks on campus, a ratio of 1 sink for every 5 children that are usable by campers and hand sanitizer in classrooms.

## All cleaning and sanitizing supplies will meet CDC standards. In addition, an electrostatic sprayer will be used on all high-touch surfaces for added disinfection.

## Surfaces:

* + Summit is following CDC guidelines for all cleaning protocols. Enhanced cleaning practices include cleaning within classrooms, as well as common spaces and high touch areas during the school day, and sanitizing the entire campus each night.
  + Each classroom will be equipped with cleaning and disinfecting supplies.
  + Cleaning materials are kept secure and out of reach of children.

**DROP‐OFF/PICK‐UP PROCEDURES**

**General Guidelines:**

* + Parents/Guardians are responsible for transporting their children to and from camp.
  + Parents/Guardians and visitors must park in designated lined parking spaces only.
  + Never park in such a way to hinder the flow of traffic or jeopardize the safety of children.
  + Parking is not allowed along the red curbs. Do not park in the designated spaces purchased by parents/guardians at the annual Summit School Auction.
  + State law prohibits neglect and endangerment of children. Never leave children unattended in a vehicle at any time, and always use car seats and seat belts.
  + Students cannot be dropped off in the parking lots.
  + Pedestrians are not permitted to cut through the carline.
  + Please do not try to meet with staff while they are supervising carline.
  + There is no use of wireless phones (or other digital devices) while in the carline.
  + At the end of the camp day, please do not arrive earlier than 15 minutes before your camper’s dismissal time as this blocks our fire lane and inhibits emergency vehicles from entering our facility.
  + Summit School is not responsible for damage to vehicles or theft. Please secure all valuables and use caution while moving through the parking lot and carline areas.
  + Key fobs will allow access to campus on scheduled camp days at the following times/locations:
    - Front Office Doors during office hours (7:45 AM – 3:45 PM)
    - Front Blue Gate during afternoon pick up (3:10 PM – 6:00 PM).

**Preschool:**

* Parents/Guardians must park in a designated parking space or along the street curb and walk their child to the preschool classroom to sign them in and out.
* Drop Off – All Parents/Guardians will walk their preschool student through the Main Office or Front Blue Gate and go around the back of the Administration building to the new Preschool Lobby, which is located through the double glass doors.
* Parents will then sign in their child in the classroom and exit through the Main Office.
* Pick Up – All Parents/Guardians will enter through the Main Office or Front Blue Gate and go around to the Preschool entrance to sign out their student and then exit through the Main Office or Front Blue Gate.

**Kindergarten – Eighth Grade:**

* The main driveway at the front of the school is a drop off and pick up location for Kindergarten through eighth grade only.
* Drop Off - In the morning, please use the drive-through loop where a staff member will greet your child, or park and walk your child to camp.
* Pick Up - In the afternoon, kindergarten through eighth grade students are dismissed from the MPR.
* Students who are picked up by private vehicles are dismissed from the north side double doors. Students who are picked up by parents on-foot should enter campus through the front gate and proceed to the south side door of the MPR.

**WHAT TO BRING:**

We will be limiting what children can bring from home.

### Pizza lunch on Wednesdays will be provided and snacks will be distributed twice a day. Please send a snack with your child if you feel that they might be particular about snack foods served as well as a lunch.

* + Students need to bring a labeled reusable water bottle/thermos to school every day. Communal drinking fountains will be closed and students will be asked to bring water bottles from home. There are 3 water bottle filling stations that students can use to refill their water bottles and thermoses.
  + Lunch containers and water bottles need to be taken home and washed daily.

**Preschool:**

* + Sheets for cots will be washed weekly at Summit, there is no need to provide this for your child.
  + Only a personal backpack for camp materials will be allowed until further notice. A nap time comfort item can be brought with the student’s sheet, but will only be available at nap time.

**STAFF:**

## (Subject to change based on COVID numbers)

* + All staff will wear a mask indoors and have the option to wear outdoors while they are working the summer camp.
  + No staff shall work at Summit if showing any symptoms of illness.

**HEALTH RISK ACKNOWLEDGEMENT WAIVER & RELEASE**

In registering my child for Summit School’s Camp Summit 2022, I agree to abide by all Summit School COVID policies and procedures that may be in place during the time that my child is attending Camp Summit 2022.

Further, I understand that the coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact.  By nature of entering, visiting or attending camp or an event at or sponsored by Summit School, I acknowledge the contagious nature of COVID-19 and voluntarily assume all risk for myself, my child registered for Camp Summit and other family members, who may be exposed to or infected by COVID-19 and that such exposure or infection may result in personal injury, illness, permanent disability, and death to myself and/or my child who is registered for Camp Summit or those with whom I come into close contact**.**

In addition, I give my permission for my child, registered herein to fully participate in Camp Summit and the Summit sponsored activities for which I am registering him/her. As the parent/legal guardian, I agree to release from liability and hold harmless Summit School and its teachers, officers, camp counselors, representatives and employees for any damages or injury arising out of my child’s participation in these school sponsored activities.  In the event of an emergency, I hereby grant authorization to Summit School and its teachers or other representatives, to employ any legally licensed physician or health care facility on behalf of me and to direct and/or order emergency medical treatment for the above-mentioned student.

**This document is located in the camp registration packet and must be signed there prior to summer camp beginning.**