

Country Day School of Arlington Montessori Summer Camp

Handbook 2008



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CDSA and Summer Programs

School Mission

The mission at CDSA is to educate the whole child; thus we endeavor to nurture every heart and challenge every mind through the experience of meaningful inquiry.

Summer Camp Philosophy

The CDSA Summer Camp is designed to provide children with an active and safe environment blending academics, arts, science and physical activities. Through thematic units and special programs, our goal is for campers to make friends, learn new things, and most importantly, have a great time.

Nondiscriminatory Policy

Country Day School of Arlington admits qualified students without regard to race, color, and national or ethnic origin.

Summer Camp Staff Biographies

Charlotte Ayers-Scott, Teacher

Charlotte is a Montessori certified instructor at CDSA working with the toddler students. She is in her sixth year at CDSA and has a daughter, Kyler, who is a Country Day student.

Tiffany Barlow, Teacher

Tiffany returns for her fourth year of camp; she has enjoyed it so much, she keeps coming back! She is a recent graduate of Stephen F. Austin University.

Sue Ebrahiem, Teacher

Sue is a Montessori certified teacher at CDSA and has more than 20 years of experience. She has been working with the program for seven years and loves working, teaching, and nurturing kids in a fun environment. Sue has two children, Lisa, who is entering the 11th grade, and Nathan, who is entering the 5th grade.

Evanne Gregory, Teacher

Evanne is a veteran Montessori teacher with 23 years of experience. Her favorite pastimes include hiking, camping, and taking in Mother Natures greatest gifts. She and her husband, George, have two children, Chris and Sara.

Joyce Hunt, Head of School

Joyce received her MS in Early Childhood Education from St. Stephen's Bible College and a BS in Elementary Education and Science from Andrew's University. She has 25 years of teaching experience and 9 years of administrative experience, 8 of which has been with CDSA. She has two adult children, Joi-Lin and Randall. She enjoys traveling, singing, and golf.

Alison Hunt, Business Manager

Alison graduated with a BS from Pepperdine University in Business Administration. She currently lives in Fort Worth with husband Randall and two Italian Greyhounds, Dirk and Rocco.

Rhonda James, Extended Day Staff

This will be Rhonda's second summer working Summer Camp. She has a Fine Art degree from Dillard University in New Orleans. She and her husband of 10 years have three children, Jonathan, Catherine and Anita.

Nuray Jordi, Teacher

Nuray has 16 years of teaching experience, 10 of which have been at CDSA. She is a certified Montessori teacher. She lives with her husband, Joe, and son, Jason. Her hobbies include photography, traveling, and swimming.

Kelli McCall, Summer Camp & Extended Day Staff

This will be Kelli's second summer working with summer camp, as well as her first summer as a college graduate. After earning her degree in English from UTA, she plans to continue in the teaching field with a certification to teach children in 4th, 5th, and 6th grade.

Sallie McCall, Asst. Head of School, Extended Day Director, Summer Camp Director

Sallie has 29 years of teaching and administrative experience. She graduated from Texas Wesleyan College with a BS in Child Psychology and Early Childhood Education. She enjoys spending time with her family, husband Mike, daughter Kelli, and son Mac.

Farhana Nusrat, Teacher

Farhana has been working at CDSA for six years. She is completing Montessori Certification with the South Western Montessori AMS program. She has three children, Rashmee, a graduate of SMU, Quazmee, entering college, and Tahsin, entering 6th grade. She has been married for 25 years.

Ricardo Padilla, Teacher

Ricardo received his Bachelor of Science degree from Phillips University in Enid, Oklahoma. In addition he received his AMS certification to guide children ages 3-6. He and his wife, April, are celebrating their 13th anniversary this summer and have two children Diego and Monet. When he is not with his family he is usually found on the softball field or recording songs for his upcoming folk album

Stephanie Pham, Teacher Assistant

This will be Stephanie's third summer working for Summer Camp. She is a graduate of Texas Christian University where she obtained a Bachelor of Education degree. She is a big fan of the Mavericks and enjoys watching the games with her husband, Simon, and two sons, Nicholas and Eric.

Angela Porter, Teacher

Angela returns for her 9th summer at CDSA. She is a certified Montessori instructor. After 15 years of working with children, she still enjoys continuing her interaction with them in the summer. She enjoys spending time with her husband John and two children, Natalya and Aaron. Her hobbies include reading, scrap booking, and walking her dachshund, Duke.

Ashley Warren, Teacher Assistant & Extended Day Staff

Ashley has been a member of the Extended Day staff at CDSA for three years and recently worked as an assistant in the Transitional classroom. She is currently a student at Tarrant County College.

Jasmine Tuya, Teacher Assistant & Extended Day Staff

This is Jasmine's first summer with us but she is not new to CDSA. Jasmine has been working with our extended day program for almost a year and recently graduated from South Grand Prairie High. She will be attending college at Mountain View where she is working toward a degree in fashion.

Shelia Otis, Kindermusik Teacher

Shelia will be a new addition to camp this year. She has been our music teacher this year and comes with 20 years of teaching experience. She enjoys working with children and in her spare time enjoys creating new curriculum, drawing, and mentoring young mothers with children who have special needs.



Country Day School of Arlington Montessori Administrative Staff

Head of School
Joyce Hunt

Assistant Head of School, Camp Director, Extended Day Director
Sallie McCall

Business Manager
Alison Hunt

Summer Camp 2008 Important Dates

Monday, June 9:	First Day of Camp
Friday, July 4:	Independence Day holiday – No extended care
Thursday, July 24th:	End of Camp celebration
Friday, August 1st:	Last Day of Camp

Absence Policy

If your child is sick or is going to be late, please call the camp office (817-275-0851 ext. 222) by 8:15 a.m. If absences are anticipated before they occur, please notify the summer camp director. Make-up days for days missed will not be permitted.

Accidents

In instances where children are hurt at camp, parents will be contacted as soon as possible by the school. An accident/incident report will be filled out by the attending teacher and given to the parents. If immediate medical attention is needed, students will be taken to Arlington Memorial Hospital or the designated hospital indicated on the Emergency Information Form.

Arrival and Dismissal

All campers are to arrive on campus no earlier than 8:00 a.m. If students arrive earlier than 8:00 a.m., their parents should accompany them to morning extended care on the preschool campus. **Under no circumstances are parents to allow campers to walk unescorted to their classrooms.** No food or drink may be brought into the classrooms at morning arrival.

For morning arrival parents must personally escort students to their classrooms. Parents can park in the parking lot on the east side of the pond and **use the bridge** to avoid pedestrian traffic in the circle. **Please do not use the Center Street entrance and parking lot.** The gate facing Center Street will be locked promptly at 8:00am each day.

In consideration of other parents and the safety of our students, **parking in the traffic circle is not allowed; it is a fire lane and tickets can be issued from the fire department.**

Students can be picked up from the circle after camp from 3:00 – 3:15 p.m.

In order to assure a safe and secure dismissal, the school requires driver's license identification numbers of the parents and/or any individuals permitted to pick up each child at the end of the day. Parents will give the school their child's regular pick-up routine at the beginning of camp. Please notify the school in writing if there will be a change in the regular pick-up routine for your child.

On rainy days, children will be waiting in their classrooms. Parents will need to park in one of the parking lots to come to their child's class for dismissal.

If you are late picking up your child, he/she will be sent to Extended Day, and the drop-in daily rate will be charged.

Behavior Expectation Policy

When a child is having a problem in the classroom we use redirection to guide the child to a new activity, conflict resolution techniques to solve the problem, and positive reinforcement to encourage the appropriate behavior. At times it may be necessary to remove the child to a quieter place in the room so he/she can calm down before joining the group again. In these circumstances the responsibility is placed back on the child to decide when they feel they are ready to rejoin the group. Children are encouraged to label their feelings and are helped to find appropriate ways to handle different situations.

Birthdays

Invitations to birthday parties off campus may be distributed in class only if all campers in the class are invited. If a birthday celebration is planned for camp, parents should make arrangements for their child's celebration directly with the teacher.

Extended Day

Morning Extended Day is available in the Preschool Library from 7:00 –8:00 a.m. Extended Day is offered from 3:15 - 6:00 p.m. You may enroll in Extended Day on a regular basis for a weekly fee or as a drop-in, as needed. Please see the included summer enrollment form and fee chart in the back of the handbook.

In order to ensure appropriate coverage, children **may not be dropped in without confirming a space** with the camp office in advance. You may reserve a space up to 3:00 p.m. the day that care is needed, as long as space is available. The safety of all our children relies on manageable ratios (as well as ratios that comply with State of Texas standards). **If your child is not picked up from camp on a timely basis and must be taken to Extended Day, the drop-in rate fee applies.**

Parents picking up their children after 6:00 p.m. will be charged \$1 for every minute after 6:00 p.m. *Two or more pick ups after 6:00pm in a one month period may result in a temporary suspension of Extended Day privileges.*

Snacks

Afternoon snacks are provided daily. Morning care students are allowed to bring breakfast when they arrive before 7:45 a.m.

Discipline

The camp discipline system applies in Extended Day. Extended Day privileges may be revoked for repeated violations of camp rules.

Emergency

The Extended Day Staff can be reached by cell phone (817/253-9994) after the main switchboard is closed.

Financial Policy

Camp tuition is due on Mondays. Campers who have not paid their tuition by noon on Tuesday will not be allowed to attend camp until their tuition has been paid. Please give your payment to

the camp director Sallie McCall, the business manager Alison Hunt, the Head of School Joyce Hunt, or leave the payment in the tuition box located in the office (building 6)

Hours – Office

Summer office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. If you need to reach a member of our staff after hours, you may call 817-253-9994, and a member of our extended day staff will assist you.

Hours – Camp

Full Day	8:00 a.m. – 3:00 p.m.
Half Day	8:00 a.m. – 11:30 a.m.

Illness

If a child reports he/she does not feel well and/or has a fever of 99.5 degrees or higher, the child will be removed from the classroom and the camp director will contact persons designated on the Emergency Contact Information Form to come pick the child up.

A child should not return to camp until he or she has been free from fever for **at least 24 hours without** the aid of a fever-reducing product.

A child should be kept at home if he/she shows any signs of illness (fever, sore throat, vomiting, green nasal discharge, etc.). If a student has an infectious illness, a note from the doctor stating the camper is free from contagion and ready for re-entry into camp is required.

Please refer to Medicine section for policies regarding medication.

Lice

In order to prevent infestation, campers who are found to have lice must remain home until they are nit-free. Campers who have previously been sent home will be checked for infestation upon arrival to camp. Parents of all campers in a classroom where lice have been detected will be notified immediately.

Lunch

The way you pack your camper's lunch can make a difference in how much is eaten and how much is thrown away. A very important thing to remember is to not pack more than your child will eat.

Important lunch/food tips:

- Please use cold packs/icepacks to keep lunches cool. We are very limited in refrigerated storage space for lunches.
- Help your child make healthy choices for breakfast, and make sure that breakfast is finished before entering the classroom.
- Please send your camper's lunch in easy-open containers.

Medical

All campers must have current medical information on file.

Medicine

In some instances a camper may need medication during the camp day.

- Prescription medication must be clearly labeled in its original container and accompanied by a statement signed and dated by the doctor explaining dosages.
- Over the counter medication may be dispensed with signed permission from the parent/guardian. Parents need to sign the medication book located in the camp office.
- All medication is administered by the camp director or assistant camp director.
- Children are not allowed to have possession of any prescription or non-prescription medication at camp.
- Telephone calls concerning any of these matters will not be considered sufficient.
- Any camper needing the use of an inhaler must provide a note from the doctor for the camp's records. The inhaler must be kept with all other medications to be administered. It will be made available as needed per the doctor's instructions.

Personal Items

Parents must label all clothing, backpacks, and lunch kits. Please remember that other campers may possess some of the same items. Please periodically check Lost and Found located in building 6.

Campers are not allowed to bring radios, cameras, or other electronic items such as CD players, Game Boys, iPods, MP3 players, or other expensive items onto the school campus. This includes cell phones and pagers. Toys are not allowed at school, except at a teacher's request. Campers are never allowed to bring toy weapons or replicas on campus.

Phone Calls/Messages

Phone calls for staff and campers will not be transferred during the camp day (8:00 a.m. to 3:00 p.m.) unless there is an emergency. Parents may leave a message with the front desk or summer camp office. Campers are not allowed to use the phone at camp unless a staff member has given them permission to do so.

Rainy Days

Campers are likely to get damp when traveling to lunch or other classes during rainy weather. Campers need to be prepared by having an umbrella, rain coat or extra clothing permanently *at camp*. (Preschool students are already required to have a change of clothes at school.) These items will be kept in the camper's cubby.

Snacks

In addition to providing a lunch daily, parents are asked to provide a *light* snack for consumption mid-morning. This snack is not intended to provide breakfast for your camper. This is simply a

“little something” to tide them over until lunch time. We suggest graham crackers, fruit, Goldfish or some other type of light snack.

Supplies

A supply list is provided for all campers at the end of this handbook.

Tardiness

Camp activities begin at 8:00 a.m. We will not postpone special events for campers who are late.

Website

CDSA’s website (www.cdsa.org) is designed to enhance communication within the camp community. Look to the “Parent Page” on the web site for *News To Use For Summer*, monthly calendars, special event information and more.