



**2026**

# **Create Academy**

## **Parent Handbook**



*Create Academy, teaching campers to use their own minds and hands to imagine, invent, dream and build.*

—Create Academy Mission Statement

## Table of Contents

|   |          |
|---|----------|
| <b>About PNA</b>  | <b>4</b> |
| Mission of PNA  | 4        |
| Mission of Create Academy                               | 4        |
| Philosophy  | 4        |
| Community Values  | 4        |
| Goals and Objectives                                    | 5        |
| Diversity Statement                                     | 5        |
| Nondiscrimination Policy                                | 5        |
| Contact Information                                     | 5        |
| Federal Tax I.D. Number                                 | 5        |
| Administrative Contacts                                 | 5        |
| Admissions Requirements                                 | 6        |
| Immunization Requirements                               | 6        |
| Number and Ages of Children Served/Plan for Supervision | 6        |
| Hiring Policies and Staff Screening                     | 6        |
| Parent Access and Visitation                            | 7        |
| Volunteering  | 7        |
| Fees and Payment  | 7        |
| Refunds   | 7        |
| Hours of Operation                                      | 7        |
| Program Hours   | 7        |
| Extended Day Program Hours                              | 8        |
| <b>Create Academy General Information</b>               | <b>9</b> |
| Summer Calendar   | 9        |
| The Camp Day  | 9        |
| Sample Daily Schedule                                   | 9        |
| Morning Meeting/Closing Circle                          | 9        |
| STEAM Camp Activities                                   | 9        |
| TECH Camp Activities                                    | 10       |
| Camp Boundaries   | 10       |
| Drop off  | 10       |
| Pick up   | 10       |
| Parking   | 11       |
| Entering the Building                                   | 11       |
| Sign-In/Sign-out  | 11       |
| Arrival and Departure                                   | 11       |
| Alternate Pick-up                                       | 11       |
| Transportation Arrangements                             | 12       |
| Provisions for Children with Special Needs              | 12       |

|  |           |
|--|-----------|
| Field Trips  | 12        |
| Lunch and Snacks   | 14        |
| Allergies  | 14        |
| Animals Including Fish, Insects, and Reptiles                | 14        |
| Outdoor Play Guidelines                                      | 14        |
| Dress Code   | 14        |
| Personal Belongings and Toys                                 | 15        |
| Photo, Video Parental Permission                             | 15        |
| Technology Policies  | 15        |
| Equipment  | 15        |
| <b>Behavior</b>  | <b>16</b> |
| Behavior Guidance Practices                                  | 16        |
| Bullying   | 17        |
| Fighting and Dangerous Behavior                              | 17        |
| Gambling   | 17        |
| Harassment   | 17        |
| Vandalism and Theft  | 18        |
| Weapons  | 18        |
| Drugs, Tobacco and Alcohol                                   | 18        |
| <b>Health and Wellness</b>                                   | <b>18</b> |
| Accident Forms   | 19        |
| Emergency Medical Treatment                                  | 19        |
| Medications  | 19        |
| Prescription Medications                                     | 20        |
| Over-the-Counter Medications                                 | 20        |
| Topical Products   | 20        |
| Health Policies and Exclusions from Care                     | 20        |
| Physicals and Immunization Records                           | 21        |
| Child Abuse Reporting Policy                                 | 21        |
| Confidentiality  | 22        |
| Counseling / Intervention                                    | 22        |
| Separated/Divorced Parents                                   | 22        |
| Emergency Preparedness                                       | 22        |
| General Sanitation and Safety                                | 22        |
| Liability Coverage   | 22        |
| Grievance Procedure  | 22        |
| Notice of Changes  | 22        |
| Appendix A: Food Chart                                       | 23        |
| Appendix B: Prescription Medication Parent Authorization     | 24        |
| Appendix C: Over-the-Counter Medication Parent Authorization | 26        |

# About PNA

## Mission of PNA

We educate students to be exceptional learners and independent thinkers of vision, courage, and integrity.

## Mission of Create Academy

Create Academy, teaching campers to use their own minds and hands to imagine, invent, dream and build.

## Philosophy

We expect students to be active participants in their own education, communicate clearly and respectfully and continually challenge themselves. We balance a dynamic academic environment with developmentally appropriate activities and expectations. From Early Childhood through 8th Grade, students are taught to use good judgment, to treat others with compassion and to act with honor and integrity as they develop intellectually and personally. Students, teachers and parents at Pacific Northern Academy work in partnership to create a community of learners dedicated to education. Create Academy is open to all students and is an extension of the style of learning offered during the school year at Pacific Northern Academy.

Creativity, collaboration, critical thinking, communication and innovation encompasses all aspects of Create Academy, teaching campers the benefits of using their own minds, ideas and hands to create. Campers are free to imagine, invent, dream and build. Create Academy values iteration; campers design, test and start again with new ideas and inspiration. Create Academy's curriculum incorporates Project Based Learning, a dynamic teaching method in which campers gain knowledge and skills by working for an extended period of time to investigate and respond to an engaging and complex question, problem, or challenge.

Our summer program shares our school culture of inclusion, respect, kindness and responsibility. Each day we spend time developing interpersonal skills and building relationships between campers and teachers with daily morning meetings, guided discovery and collaborative problem solving and closing circles. The nurturing guidance and support of the Create Academy teachers fosters positive social development as children gain self-awareness. Through the social curriculum, The Responsive Classroom, children learn to express feelings, build friendships, and resolve conflicts. Independence is nurtured, as campers are encouraged to take care of their personal possessions and participate in classroom jobs.

## Community Values

As a community, Pacific Northern Academy (PNA) values honesty, tolerance, kindness, honor, civility, personal responsibility and self-control. While PNA will work to help all campers understand and practice these values, the school trusts that these and similar values are taught and reinforced at home.

## Goals and Objectives

The goal of Create Academy summer camps is to promote hands-on exploration and discovery in a safe, supported environment. Each week poses a challenging problem for students to solve or a question to investigate, all while learning new skills. Each weekly project will focus on student learning goals, and skills such as critical thinking and problem-solving, collaboration, and self-management. Students will engage in an extended process of asking questions, finding resources, and applying information, all at a developmentally appropriate level. The projects feature real-world context, tasks and tools, quality standards, and impact – or speak to students' personal concerns, interests, and issues in their lives. Throughout the week students will give, receive, and use the feedback to improve their process and product.

Each week students will:

- actively participate in morning meeting, group games, and closing circle daily
- build independence and take care of their personal possessions daily
- learn or develop a new skill
- use critical thinking and problem solving skills to tackle a challenge weekly
- collaborate in groups

## *Diversity, Equity and Inclusion Statement*

Pacific Northern Academy is committed to diversity in its culture and its program. An equitable, inclusive community is important to achieving the best environment for learning. PNA intentionally creates an environment of belonging for families, faculty and staff who bring a range of experience to the school. PNA recognizes, respects, and values differences in age, ethnicity, gender, learning style, physical ability, race, religion, sexual orientation, and socioeconomic class. Expecting and requiring respect for others is a key component of the PNA educational program. We seek to achieve and maintain a diverse student body, faculty, administration, and staff that reflect Alaska's community.

## *Nondiscrimination Policy*

Pacific Northern Academy policies do not allow discrimination on the basis of gender, race, color, religion, sexual orientation, disability, national or ethnic origin in the administration of its admissions, employment or academic policies, or any school- administered programs.

## Contact Information

### Physical/Mailing Address:

2511 Sentry Drive Suite 100, Anchorage, AK 99507

Phone: (907) 333-1080 Fax: (907) 333-1652

Email: [createacademy@pacificnorthern.org](mailto:createacademy@pacificnorthern.org)

Website: [www.pacificnorthern.org](http://www.pacificnorthern.org)

## Federal Tax I.D. Number

92-0145501

## Administrative Contacts

Anna Ramsey, Head of School– [aramsey@pacificnorthern.org](mailto:aramsey@pacificnorthern.org)

Elizabeth Ferry, Assistant Head of School, Communication Coordinator– [eferry@pacificnorthern.org](mailto:eferry@pacificnorthern.org)

Linda Shepherd, Admissions– [lshepherd@pacificnorthern.org](mailto:lshepherd@pacificnorthern.org)

Macey Walter, Enrichment and Camp Director– [mwalter@pacificnorthern.org](mailto:mwalter@pacificnorthern.org)

Erin Connolly, Registrar/Receptionist– [econnolly@pacificnorthern.org](mailto:econnolly@pacificnorthern.org)

Business Office– [business@pacificnorthern.org](mailto:business@pacificnorthern.org)

## Admissions Requirements

PNA's Create Academy is open to children who will be entering grades K through 8 grade. Students must be age five by September 1 and starting kindergarten in the coming school year.

### *Provisions for Children with Special Needs*

Pacific Northern Academy wants to provide the best services to all of the children we serve. The Head of School and Camp Director will meet with parents of children with special needs to discuss the child's needs and determine reasonable accommodations.

### *Immunization Requirements*

Upon enrollment in Create Academy, parents must sign a form attesting that their child is current on all vaccinations required to attend school. On the form, parents must list the date of the child's last tetanus shot. Parents whose children are exempt from receiving current vaccinations for medical or religious reasons must file a physician-approved medical exemption form or notarized religious exemption form with PNA in order for your child to attend camp or enrichment classes at PNA.

## Number and Ages of Children Served/Plan for Supervision

Create Academy maintains a staff to student ratio of 1:10 with a classroom maximum of 20 children per group. Trained classroom teachers may supervise a group with up to 20 campers without another staff member/group present. In cases of staff absence, a substitute will fill in. During Snack/Lunch/Recess a ratio of 1:20 will be maintained when other staff members and groups are present.

Staff should maintain a minimum ratio of 2:1 at all times, either with a minimum of two students and one staff member or two staff members and one student when in a classroom, bathroom or other more private area. Exceptions are made for staff in an open public space, for example, the front entrance area where staff members can be observed from other offices. A minimum of two staff must be present when in the play yard, field or on a field trip when the group size is greater than 10 students.

## Hiring Policies and Staff Screening

Each new staff member must submit an application, be interviewed by a Camp Administrator or Head of School, have a verifiable work history and at least two reference checks prior to being offered the position. Camp staff must be at least 18 years of age and eligible for hire through a background check by an approved provider or a fingerprinted background check with the State of Alaska Background Check Program. Occasionally, a limited number of camp staff, ages 16- 17 may be hired but will work under the direction of an adult staff member.

Returning staff must complete a criminal background check annually. Year round staff must complete a background check every five years. All staff will complete a voluntary disclosure statement and be checked by the National Sex Offender Public website annually.

## **Parent Access and Visitation**

Pacific Northern Academy maintains a closed building. All visitors and guests must be screened by front desk staff and may be asked to show ID.

## ***Volunteering***

All volunteers(either helping with something during the camp day or chaperoning on a field trip) are required to complete a background check through our camp program background check portal. Classroom volunteers do not count toward staff to student ratios and will work under the direction of program staff.

## ***Fees and Payment***

Once a parent enrolls their child(ren) in Create Academy, the parent is fully liable for payment of fees and full payment must be made two weeks before the start of each camp. PNA expects that all payments will be made in a timely manner and non-payment of charges shall be grounds for dismissal. A late payment charge of \$50.00 will be assessed for payments that are not received by one week before the start of a camp. For questions regarding your account, please contact 333-1080 or [createacademy@pacificnorthern.org](mailto:createacademy@pacificnorthern.org).

## ***Refunds***

The deadline to cancel is three weeks before the start of a camp in order to receive a full refund minus the \$60 annual registration fee. No refunds will be given within three weeks and you will be fully liable for payment of all fees. All other requests will be considered on a case-by-case basis. Campers may be transferred to a different week if there is space available at the discretion of camp administration. In the event that PNA must cancel a camp due to low enrollment, we will refund the full tuition paid for that week of camp. No refunds will be given due to camper absences including absences due to illness.

\*Parents must request a refund from Create Academy staff, the system does not automatically refund. Refunds will be given until the end of the camp season.

## ***Fees***

Like other camps in town, we have raised our pricing to meet operational costs and the ability to hire quality staff like trained classroom teachers. Our focus will always be on providing a safe and quality summer camp experience that your whole family will want to return to each year.

Create Academy Tuition: \$430/ week.

- Tuition Fee covers all care between 7:00 a.m. and 6:00 p.m.
- Additional fees for field trips or camp specific supplies apply to specific camps.

Registration Fee: \$60 per camper

Late Fee: \$20 (minimum charge) for late pickup after 6 p.m. plus an additional \$2/min after 6:10 p.m.

## Hours of Operation

### *Program Hours*

Drop-off: from 7:00 a.m.- 8:30 a.m.

Create Academy Program Hours: 8:30 a.m.- 3:30 p.m.

Pick-up: between 3:30 p.m.- 6:00 p.m.

### *Extended Day Program Hours*

The extended day is included in the camp fee.

AM Extended Day Program is available from 7:00-8:30 a.m.

PM Extended Day Program is available from 3:30-6:00 p.m.

# Create Academy General Information

## Summer Calendar

Create Academy offers eight, week-long camps from June 1- July 31, 2026. No camp the week of June 29- July 3.

## The Camp Day

Care is available between 7:00 a.m. and 6:00 p.m. Program activities will take place between 8:30 a.m. and 3:30 p.m. To make the most of the day, campers should arrive before 8:30 a.m. in order to participate in the morning meeting and be picked up after the closing circle at 3:30 p.m. Note: Daily schedule may change due to camper engagement, interest, special events, etc.

## Sample Daily Schedule

|           |   |
|-----------|---|
| 7:00-8:30 | Morning drop-off/Choice time/Games  |
| 8:30      | Morning Meeting   |
| 9:00      | Camp Activities   |
| 10:00     | Snack/Outdoor Recess  |
| 10:30     | Camp Activities   |
| 11:45     | Lunch/Outdoor Recess  |
| 12:45     | Camp Activities   |
| 3:15      | Closing Circle- Songs/Games   |
| 3:30      | Afternoon pickup  |
| 3:50      | Outdoor Recess/Snack  |
| 5:00      | Inside: Choice/Art projects/Games in Gym/Classroom                          |
| 6:00      | End of camp day- all campers must be picked up by 6 p.m. or late fees apply |

## *Morning Meeting/Closing Circle*

Our summer program shares our school culture of inclusion, respect, kindness and responsibility. Each day we spend time developing interpersonal skills and building relationships between campers and teachers with daily morning meetings and closing circles. During morning meetings and closing circles campers will participate in a greeting or goodbye, songs or games, and preview or wrap up the camp day. This is an important part of the responsive classroom curriculum we use at PNA.

## *STEAM Camp Activities*

Campers will rotate through several activities focusing on the weekly theme. They will spend time learning topic specific skills, open create time provides an opportunity for creative expression and to let their inner inventors shine. During daily outdoor education activities, on the PNA campus or on nearby trails, campers will play games, go on short nature hikes, team-building exercises and other outdoor skills in order to help facilitate group communication skills, individual confidence building and more. Visual or performing arts classes expose campers to the creative process. Through art campers develop and hone their ability to analyze, critique, grasp abstract

ideas and express themselves. Through performing arts campers gain self-confidence, creative integrity and develop public speaking and risk-taking skills.

## *TECH Camp Activities*

Create Academy offers technology programs. Tech classes are limited to 18 students and feature an in-depth study of the topic. They typically include outdoor ed or creative arts classes every other day to allow more time for their tech topic.

## *Camp Boundaries*

Campers will be informed of camp boundaries on the first day of camp or anytime groups explore a new area of campus. Create Academy camp programs may utilize all three floors of PNA as well as the play yard, parking lot and the adjacent field. Campers must remain in the designated area and only leave with permission of staff.

## *Drop off*

**Mondays Mornings: Park in designated area and bring your child to the front desk for check in**

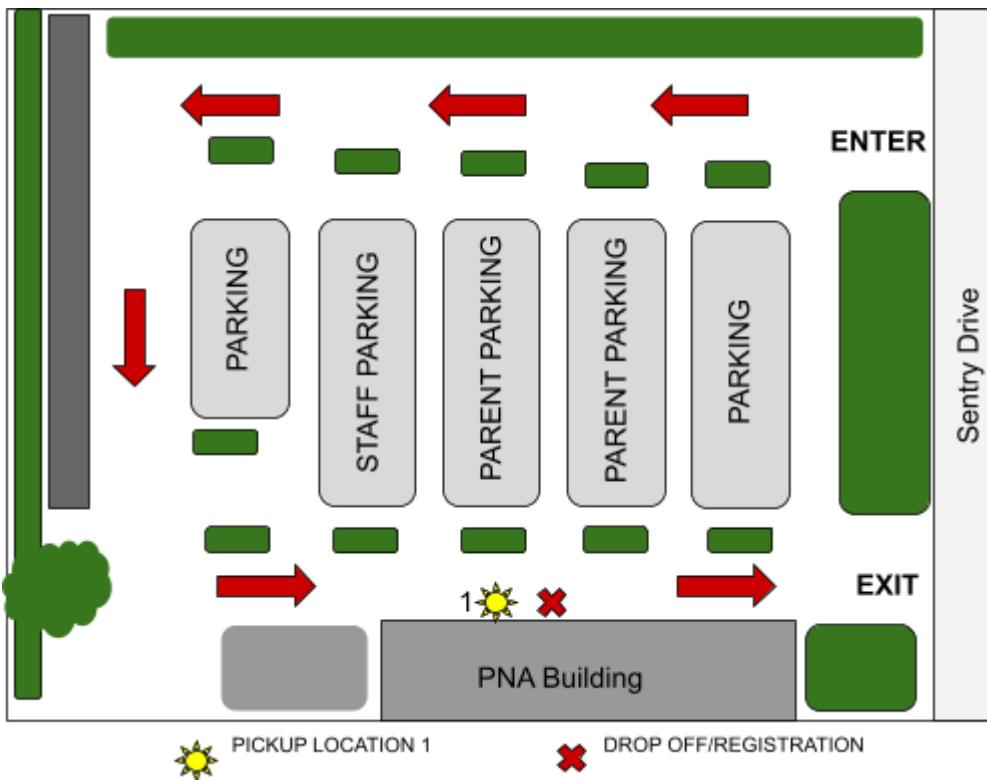
Tuesday- Friday: Drop off along curb or park and come in to the building

## *Pick up Monday- Friday*

**3:30-3:50 p.m. at PNA Front Desk** (Pick up Location 1) Everyday for pick up you will need to park and come into the front lobby to check out your child. From 3:30-3:50 you will check out your camper and then walk to their classroom to pick them up.

**3:50-6:00 p.m. at PNA Front Desk** If your camper is staying for extended care you will still need to first go to the front desk. Campers will either be in the gym at the time or on the playground. After signing them out the front desk will either direct you into the gym or radio staff on the playground to let them know you are coming to the entrance. Staff will not let a child be checked out from the playground unless they have heard from the front desk.

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## *Parking*

Please park in the lower parking lot off of Sentry Drive and obey all posted traffic signs when driving through PNA parking lots. Enter the Main Entrance to PNA using the right-most set of doors.

## *Entering the Building*

Enter the Main Entrance to PNA using the right-most set of doors. Parents must park their cars in a designated parking area (not along the front entrance) when entering the building. PNA is a secure building. PNA staffs the front desk from 7 am- 6 pm each day. In the event a staff member steps away from the front desk, call 333-1080 to be let into the building.

## *Sign-In/Sign-out*

### *Arrival and Departure*

Parents are to walk their children to check in at the front entrance station on the first morning of camp. Campers must be picked up by a parent or other authorized person in the designated area each day. Camp closes at 6:00 p.m. and all campers must be picked up by then or a late fee of \$20 will be charged to your account on file, after 6:10 p.m. an additional \$2 per minute fee will be added.

All campers are to be signed in and out by a parent/guardian or someone listed as an Alternative Pick-up. **Please make sure all alternate pick ups (including spouses) are entered into a family's account on the Parent Dashboard.** Any person picking up a child may be asked to show I.D. All visitors, parents/guardians, grandparents, volunteers, etc. must sign-in/sign-out when visiting the school during non-arrival and departure times. Campers will be signed in and out each day through the attendance portion of Ultracamp, our online registration software program.

On Mondays, in the event that a child does not arrive at camp, Create Academy will call or email the primary parent to verify the status of the absentee camper. From Tuesday through Thursday, in the event that a child does not arrive at camp, Create Academy will assume that the child is home safe with his or her family. Contact of the primary parent may happen at the camp's discretion. If your child will not be attending camp please contact the Front Desk at 333-1080 or email [createacademy@pacificnorthern.org](mailto:createacademy@pacificnorthern.org).

### ***Alternate Pick-up***

All information about camper logistics (late drop-off, early pickup, non-parent pickup, etc.) should be given to the Front Desk. No child will be released to any adult, other than those specified by parents on the Alternate Pick-up Form, without permission. Authorized alternate pick-up people may be asked to show I.D.

### ***Transportation Arrangements***

PNA does not provide transportation for the arrival and departure of campers each day. In a medical emergency, paramedics will transport children. Staff will not transport campers in their personal vehicles or in any nonpassenger vehicles.

### **Field Trips**

During the week, campers may walk to Ruth Arcand Park/Spring Hill playground located to the East of the PNA campus across Lake Otis. Students will walk along the sidewalk and cross Lake Otis Parkway using the pedestrian tunnel near Spring Hill Elementary. Permission was granted or not granted during the camp registration process. Care will be taken to assess the conditions (weather, animal, etc.) and campers will be instructed on animal safety, staying with the group and what to do if separated from the group (stay where they are) prior to entering the park. Staff is trained on first aid, CPR, bear and moose safety and will be carrying a first aid kit, bear spray and a cell phone as a precaution.

When using natural areas, students practice Leave No Trace principles to minimize environmental impact.

The Leave No Trace principles include the following:

- Plan ahead and prepare
- Travel on durable surfaces
- Dispose of waste properly
- Leave what you find
- Respect wildlife
- Be considerate of other visitors

Occasionally off-site field trips will be offered during select camps. To get to these destinations, campers may travel by foot, or be transported by private carrier (busing), People Mover bus, 15-passenger van, or passenger vehicle. If a camp includes a specific field trip, parents will be informed of the specific transportation method and asked for consent during the registration process. All vehicles will be loaded only within the passenger seating limits established by the vehicle manufacturer. Students will be required to wear seat belts at all times except in vehicles that do not provide them (i.e. public buses). Vehicle capacity will not exceed the number of available seat belts. Passengers in wheelchairs must be seat belted into wheelchairs that are in locked positions and secured to vehicles, when applicable or transferred to vehicle seats they should wear the provided seat belts.

All drivers will provide their driving records and insurance information to the school (or be a licensed commercial driver under the direction of a private carrier in accordance with federal law) and will be determined to be an

approved driver in accordance with PNA Policy. Any vehicles used will be required to be safe and in good repair. Under Alaska law, children under the age of 8 who weigh less than 65 pounds and/or are less than 4'9" in height must use a booster seat. Children age 8 and older that do not meet the size requirements may be secured with either a seat belt or a booster seat at parent's discretion. Pacific Northern Academy will transport students safely and in accordance with the law.

During field trips proper supervision and chaperoning will be provided by PNA. A list of all students attending each field trip will be kept with both the PNA Front Desk and the chaperones on the field trip. A minimum ratio of one staff per ten students will be maintained at all times. In the event of an unexpected delay in returning to PNA, parents will be notified by email and a sign posted at the front desk if the delay will affect pick up time.

Campers will be informed of and expected to abide by the Field Trip Safety Policies of Create Academy.

Campers must:

- Remain seated with their seatbelt fastened
- Be calm and keep conversation at a volume that does not distract the driver
- Keep hands, arms and all other objects inside the vehicle at all times
- Enter and exit the vehicle under the direction of the driver
- Use a booster seat if needed according to Alaska State Law or parent request

## Lunch and Snacks

Each day your child will need:

- Water bottle
- A healthy and nutritious lunch
- Morning and Afternoon snacks
- Extra snacks if needed for the early morning or late afternoon

Lunch and morning and afternoon snacks are to be provided by parents/guardians. Campers will NOT have access to a microwave or refrigerator. Campers will be advised to keep uneaten food and to save food containers, so that parents are able to see what was eaten during the day. Campers may not bring energy drinks or gum to school and should limit any candy.

## Allergies

**PNA is a peanut-free facility. Please make sure all snacks and lunches are peanut free.** Multiple students have severe peanut allergies so we appreciate your help in providing a safe facility for all of our students. If your child has serious allergies please contact the camp director to discuss your child's allergy action plan. Food Allergy information will be made aware to all parents in the case of severe allergies.

PNA is not a latex free environment however we try to minimize the use of latex by providing nitrile gloves and latex-free bandages. Latex balloons may be used during program activities. Please contact the camp director to discuss the severity of latex allergies.

## Animals Including Fish, Insects, and Reptiles

Classrooms at Create Academy do not contain living animals, however specific animals may visit if related to the weekly theme. Examples may include birds or mammals from Bird TLC or the Alaska Zoo, the K9 unit from APD or other service dogs.

## Outdoor Play Guidelines

Outdoor physical activity is an important part of the PNA experience. Campers have outdoor recess everyday except in cases of inclement weather such as excessively high winds, steady rain or smoke.

The kindergarten group has their own separate lunch/recess. They will still be with the larger camp group if they attend before or after care.

## Dress Code

All clothing should be appropriate to the camper's age, activities, and weather conditions. Please send appropriate outdoor clothing, including sturdy shoes or sandals with straps (no flip-flops), fleece jacket, rain jacket and rain boots as needed. Specific weeks may have additional clothing requirements. Create Academy campers should wear clothes that are appropriate for running and climbing and that are easily washable as they will most likely get messy as they explore and create! Clothing may not advertise, condone, depict, or promote the use of alcohol, tobacco, or drugs; also prohibited is clothing with vulgar or obscene language, or with images or writings that promote disruption of the educational setting. Shorts, skirts and dresses are to be no shorter than mid-thigh length. Strapless tops or dresses are not allowed. Baggy pants should not reveal undergarments.

## Personal Belongings and Toys

All personal belongings including backpacks, lunch boxes, outdoor gear, and extra clothing must be labeled with your child's name. Please leave toys at home. The program creates an environment, in which your child feels happy, interested, safe and fairly treated. Toys brought from home can often cause unnecessary arguments or disruptions. Please leave toys at home or remind your child that those toys brought to the classroom for "Show and Tell" or special projects will need to remain in his/her bag during the camp day and extended day program hours. Any personal property brought to camp beyond items on the packing list must have permission from the Camp Director.

## Photo, Video Parental Permission

By registering for Create Academy parents grant their permission to PNA and its affiliates to use Parents' and Students' first names and/or photographs in news releases, brochures, newsletters and other printed materials, audiovisual and web-based communications and other official PNA communications as developed and disseminated to communicate about camp programs and camper activities. Parents may opt-out of all or part of the Photo Release permission, by responding so in the required camp paperwork during registration.

## Technology Policies

Developmentally appropriate, educational videos and computer programs or games may be used to help supplement the curriculum. Only videos with a "G" rating will be allowed. Campers and parents will be asked to sign a Technology Agreement during the camp registration process or on the first day. Any camper that does not abide by the technology agreement will not be allowed to use the technology. In the event of a serious offense, such as cyber bullying, inappropriate web searches, or other behavior of a malicious nature, the camper may be removed from the camp and sent home. Campers are not allowed to utilize cell phones or other personal electronic devices at camp without Create Academy staff permission. If a camper is found utilizing a cell phone or personal electronic device without permission, it will be confiscated. Cell phones should be stored out of sight and on silent. Parents who wish to communicate with their child during the camp day are encouraged to call 907-333-1080.

## Equipment

All equipment used for arts, crafts, sports or specialized activities such as sewing machines, power tools, sports equipment are checked weekly by staff to ensure they are in good repair. Specialized activity equipment should be appropriate to the size and ability of the user and checked prior to use.

# Behavior

## *Behavior Guidance Practices*

To minimize disruptive behavior, staff will use the following disciplinary steps:

1. Prevention by clearly communicating guidelines and expectations
2. Redirection, positive reinforcement
3. Verbal warning; discuss rules and consequences for continued behavior
4. Quiet time; being separated from the group within the same room or activity area
5. Restriction from activity and/or to closer adult supervision
6. Referral to and conference with Camp Director
7. Camp Director phone call to parent/guardian and or possible removal from camp

Enforcement of behavior standards and expectations will be clear and consistent in application. Camp staff will document any disciplinary action taken and the Camp Director will be informed. PNA reserves the right to supersede the above disciplinary guidelines as deemed appropriate and necessary to ensure the safety and well-being of all campers and camp staff.

PNA values education of the whole child, and strives to make happy and healthy campers at camp and in life beyond the school walls. However, we understand there are times when behavior transgressions occur. PNA has a plan in place to deal with these behaviors in a clear, sensible, and equitable manner. PNA's first priority is to address each issue from a level of understanding and transparency, as no two incidents or students are alike. Our ultimate goal is to correct unacceptable behavior and keep all campers working toward the ultimate goal of academic and personal excellence.

Campers should:

- Appreciate and respect each other's differences;
- Conduct themselves with integrity, being truthful in all matters;
- Respect the physical and emotional safety of all members of our community;
- Show good sportsmanship, both as participants in games and as spectators;
- Respect personal possessions, buildings and grounds;
- Speak their minds in an appropriate and civil manner;
- Be mindful that each individual bears responsibility for the community;
- Accept responsibility for one's words and actions.

## *Responsive Classroom*

Camp staff will be trained on Responsive Classroom, a student-centered, social and emotional learning approach to teaching and discipline, that consists of research and evidence-based practices designed to create safe, joyful, and engaging classrooms and school communities for both students and teachers. Staff are trained in the following:

- Guiding principles
- Weekly practices/Daily activities
- Morning meetings and closing circles

- Energizers
- Calm corner/break space
- Logical consequences
- Teacher Language

## *Suspension or Expulsion from Camp*

The following behaviors are unacceptable and may result in disciplinary action, including suspension or expulsion:

- Physical attack on another student, whether provoked or unprovoked
- Disrespectful behavior toward a staff member
- The use of threatening or abusive language or physical aggression directed towards any member of the camp community
- Conduct which creates a substantial and unjustifiable risk of serious damage to the property of the school, to the student or to another person
- Conduct that substantially impairs the discipline and order of the school environment
- Leaving the building or other supervised area without permission
- Violation of the camp's computer use policy

Should your child be removed from a camp, a parent or authorized person is required to pick the child up in a timely manner.

## *Bullying*

Bullying will not be tolerated at Create Academy. Bullying occurs when a student is a target of negative actions usually in the form of intentional, repeated hurtful acts, words or other behaviors such as:

- Intimidation, such as name-calling or threatening
- Social alienation, such as shunning or spreading rumors
- Physical aggression, such as spitting, pushing, or hitting

It is important to not misuse the term bullying for every problem behavior. Normal conflict and teasing are not bullying and it is important to understand the difference.

According to the National Education Association, there are three basic ways to know the difference. The student doing the bullying:

- Picks on their target day after day (repetition).
- Wins because their target is smaller, younger or less socially able to cope (power imbalance).
- Enjoys seeing their target afraid and upset (intent to harm).

Any camper who believes that he/she has been the victim of bullying shall report the incident(s) to the Head of School, Camp Director, or camp teacher. Any camper found to have been engaged in bullying will be subject to appropriate disciplinary actions, which may include suspension or expulsion.

## *Fighting and Dangerous Behavior*

Fighting and dangerous behaviors are prohibited. No "practicing" karate, judo or wrestling, either individually, or with others, is allowed, except under the direction of a trained staff member as part of outdoor education classes.

## *Gambling*

Placing bets, or games involving the exchange of money or personal possessions, are not allowed on campus or at camp sponsored events or activities.

## *Harassment*

Campers or parents will not harass others for any reason. Harassment may include, but is not limited to derogatory comments, slurs, jokes, innuendos, cartoons, unwelcome physical contact, pranks, retaliation, and threatening or hateful speech, whether conveyed verbally, in writing, or electronically. These behaviors are prohibited and may result in suspension or expulsion.

Sexual harassment is illegal and will not be tolerated. It is a violation of school policy for any PNA community member to sexually harass a camper or employee through conduct or communication of a sexual nature. PNA will act in a confidential manner to investigate all complaints of sexual harassment and will discipline any camper or employee determined to have violated this policy. The complete Board Policy on Sexual Harassment can be reviewed through the school office.

## *Vandalism and Theft*

Theft of, or vandalism to personal or school property will not be tolerated and may be grounds for suspension or expulsion.

## *Weapons*

Possession of firearms, knives, or any other potentially harmful weapon on school grounds is prohibited and may lead to exclusion from camp. PNA reserves the right to search all student belongings at any time. Prohibited items may be confiscated and may or may not be returned to the parents at the end of the day.

## *Drugs, Tobacco and Alcohol*

To protect and promote the health of children and adults, PNA is a drug, and tobacco free campus. Smoking, vaping or e-cigarettes are not allowed on campus as required by AMC 16.55.440. No camper or adult is allowed to smoke or use tobacco or marijuana products on the PNA campus, in vehicles parked on the campus or used for camp purposes, or at camp sponsored events or activities off campus. Campers and staff may not possess, distribute, sell, use or be "under the influence" of illegal drugs, tobacco or alcohol at camp or at camp sponsored activities. PNA reserves the right to search all student belongings at any time. Prohibited items may be confiscated and may or may not be returned to the parents at the end of the day. Illegal drugs will be turned in to the proper authorities.

# Health and Wellness

## Accident Forms

Pacific Northern Academy takes every effort to ensure the safety of every child. Unfortunately, accidents do occur. In the event an accident occurs, staff members will complete an Accident Form for injuries that occur, and the child's parent will be contacted if the injury is serious or may require monitoring outside of camp hours. The injured child's parent will be provided with a copy of the completed Accident Form.

In the case of a behavior incident, reports will also be written. Parents will be notified of the incident by the Director or Assistant Director and will be given a copy and asked to sign the report.

## Emergency Medical Treatment

The permission for "Emergency Medical Treatment" section of each camper's Emergency Medical Form allows PNA to obtain emergency help for a camper severely injured or suddenly taken ill. This form must be filled out and on file in the office. Diligent effort will be made to speak with a parent or guardian before treatment is sought.

During the camp day, campers with minor injuries (e.g. scraped knee, bloody nose, sore throat, toothache) will be treated per Create Academy's Health Care policies and procedures and any relevant information listed on the Camper Health History Form. If an injury is one the Front Desk determines may need further monitoring after the camp day ends, or you have requested to be contacted, we will notify you by text, phone or email.

## Medications

Parents must complete online forms for all prescription medications, over-the-counter medications, and topical products that are to be administered at PNA. Forms can be filled out online or a paper version will be available at the front desk. See Appendices B. through D.

### *Prescription Medications*

Campers who have asthma or severe allergies **MUST** have an Asthma Action Plan or an Allergy Action Plan on file. These plans must be updated annually. **EpiPens and inhalers must contain the prescription label or the original box with the label attached and must not be expired.**

If it is necessary that your child use any medications during camp hours please follow these guidelines:

- Prescription medication must be in its original container with a prescription label attached containing the child's name and dosage amount.
- Prescription medication will only be dispensed according to dosage on the label.
- A signed authorization form must be on file in order for PNA staff to administer prescription medications.
- For daily prescription medication, please provide enough medication to last the entire camp week.
- All EpiPens must have a prescription label with the child's name or be in the original box. An allergy action plan must be on file.
- Medications must be left in the office and administered by the child's camp instructor or office personnel.

- Campers are only allowed to store medications (EpiPen, inhaler, etc.) on their person if they have a signed doctor's note.

## *Over-the-Counter Medications*

Over-the-Counter Medications Authorization Form must be on file and a parent must sign for authorization daily. OTC medications may only be administered for four (4) consecutive days without a written physician's order. This includes all vitamins and minerals, cough syrup, cough drops, Benadryl, etc.

## *Topical Products*

Topical products include creams, lotions, lip balm, sunscreen or insect repellent. In order for PNA staff to dispense a topical product, a Topical Products Authorization Form must be completed containing exact product information. Should PNA provide any topical products, parents will be provided with an authorization form referencing specific products provided to your child.

PNA provides (products may change due to availability):

- Sunscreen- Mineral 50 SPF
- Bug spray- OFF! FamilyCare
- Lotion- Cetaphil Moisturizing Lotion
- Lip Balm- Vaseline Intensive Care
- First Aid Ointment- Neosporin
- Itch Relief- Calamine Lotion, Hydrocortisone

## **Health Policies and Exclusions from Care**

For the health and welfare of all campers if your child experiences these symptoms overnight or in the morning before camp, please keep your child home and contact your doctor as necessary. Unless your child is well enough to participate in all camp activities including gym time and recess, your child should be kept at home. A camper will only be allowed to stay in during recess with a doctor's note. If your child becomes ill during camp, you will be notified and asked to pick your child up.

**We ask parents to keep their child home for 24 hours when the child shows one or more of the following symptoms:**

- Oral or axillary temperature over 101.3
- Any vomiting or diarrhea
- Excessive nasal discharge
- Persistent cough or sore throat that interferes with full participation in school activities, including going outdoors
- Difficult or rapid breathing
- Pink or red eyes with discharge
- Yellow skin or eyes
- Skin related problems such as infected sores
- Skin rashes (unless a doctor's note is provided)
- Lice
- Severe itching of body or scalp
- Swollen or stiff joints
- Enlarged lymph nodes
- Blood or pus from ear, skin, urine or stool
- Pain or discomfort particularly in joints, ears, or abdomen
- Loss of appetite characterized by refusing solids

- Symptoms that indicate any of the following: Chicken Pox, Impetigo, Lice, Scabies, Strep Throat
- Reportable communicable diseases: Bacterial Meningitis, Diphtheria, Giardiasis, Mumps, German Measles (Rubella), Hepatitis A, Pertussis (Whooping Cough), Shigellosis, Haemophilus Influenzae, Salmonellosis, Tuberculosis, Measles, Meningococcal Infection

## Physicals and Immunization Records

Each student enrolled in PNA summer camp is required to have a health history that includes the date of his/her last tetanus shot, maintained in his/her file. A physical exam is not required.

Alaska State law requires all campers to meet the minimum immunization requirements in order to attend camp. During the registration process, parents must attest that their child is current on all immunizations as required by the state of Alaska or provide a notarized Medical or Religious Exemption form.

For children who have a Religious Exemption, a notarized copy of the Exemption must be submitted to the Front Office; Religious Exemptions are valid for one year, and must be renewed annually. Medical Exemptions must be submitted to the Front Office as well, however these do not expire. The Front Office will have copies of all State regulations regarding immunizations and exemptions, as well as copies of the exemption forms available for parents.

## Child Abuse Reporting Policy

Pacific Northern Academy staff members are required by Alaska State Statutes to report any suspected child abuse or neglect regardless of where it may have occurred. If a staff member suspects that abuse or neglect has occurred to a child admitted to or visiting PNA, a report will be made to the Office of Children's Services at 269-4000.

## *Confidentiality*

All faculty and staff at Pacific Northern Academy shall maintain confidentiality of information about a child and a child's family. Faculty, staff, and student records are appropriately filed and stored. Only approved agencies, such as the American Camp Association and the Northwest Association of Independent Schools, may have limited access during accreditation visits.

## *Separated/Divorced Parents*

In the case of divorce or separation, PNA will communicate with both sets of parents. The school will not deny information to any parent without a court order.

## Emergency Preparedness

PNA carries out a variety of emergency drills throughout the summer, including but not limited to earthquake, fire, lockdown, etc. While these may be unannounced, the school always strives to carry out these drills without frightening the younger students.

## *General Sanitation and Safety*

The facility meets or exceeds the sanitation and safety codes of the Municipality of Anchorage.

## **Liability Coverage**

Pacific Northern Academy maintains comprehensive general liability insurance as recommended by American Camp Association accreditation standards.

## **Grievance Procedure**

If for any reason you are unhappy with the services your child receives at Pacific Northern Academy, we encourage you to first speak with the camp instructors, staff, and Camp Director.

## **Notice of Changes**

This Create Academy Parent Handbook is reviewed and updated each year. Any changes midyear will be announced by email.



## Appendix B: Prescription Medication Parent Authorization

I authorize Pacific Northern Academy to administer the following prescription medication to:

Child's Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

| Name of medication as listed on label | Dosage (must match label's dosage) | Time medication is to be given | Start date | Stop date |
|---------------------------------------|------------------------------------|--------------------------------|------------|-----------|
|                                       |                                    |                                |            |           |

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

### Documentation of Administration of Medication

| Date | Time | Dosage | Initials of person administering medication | Comments: |
|------|------|--------|---|-----------|
|      |      |        |   |           |
|      |      |        |   |           |
|      |      |        |   |           |
|      |      |        |   |           |
|      |      |        |   |           |
|      |      |        |   |           |
|      |      |        |   |           |

Packaged in original container

yes     no

Clear dosage instructions

yes     no

Expiration date checked

yes     no

Child's name clearly listed on medication

yes     no

Permission matches label directions

yes     no

Pharmacy label attached

yes     no

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

## Documentation of Administration of Medication

Page 2

**AMC 16.55.370- includes vitamin and mineral supplements,  
Teething gel and tablets, fever reducers,  
Pain relievers and naturopathic remedies**

## Appendix C: Over-the-Counter Medication Parent Authorization

*This form is required in order to administer over-the-counter medications to students.*

I authorize **Pacific Northern Academy** to administer the following over-the-counter medication to:

Child's Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

| Name of medication as listed on label | Dosage (must match label's dosage) | Time medication is to be given | Start date<br>day 1*<br>date/initia<br>l | Day 2*<br>date/initia<br>l | Day 3*<br>date/initia<br>l | Day 4*<br>date/initia<br>l |
|---------------------------------------|------------------------------------|--------------------------------|--|----------------------------|----------------------------|----------------------------|
|                                       |                                    |                                |  |                            |                            |                            |

State the reason this medication is needed while the child is at camp:

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Over-the-counter medication shall be:

- Given only in accordance with manufacturer's label**
- In original container with manufacturer's label
- Clearly labeled with child's name
- Given no more than 4 consecutive days without a physician's written order**
- Returned to parent at end of treatment, at the expiration date or when the child is disenrolled, whichever comes first

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DOCUMENTATION OF ADMINISTRATION OF MEDICATION

| Date | Time | Dosage | Initials of person administering medication | Comments: |
|------|------|--------|---|-----------|
|      |      |        |   |           |
|      |      |        |   |           |
|      |      |        |   |           |
|      |      |        |   |           |

Packaged in original container

yes     no

Child's name clearly listed on medication

yes     no

Clear dosage instructions

yes     no

Permission matches label directions

yes     no

Expiration date checked

yes     no

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

