

# Parent Handbook



# Seven Hills Summer Program

## Parent Handbook

### Summer 2025

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# Summer Program Facts

Directors of the Summer Program:

Jill Romerill, Director  
[jill.romerill@7hills.org](mailto:jill.romerill@7hills.org)

Christina O'Donnell, Assistant Director  
[Christina.odonnell@7hills.org](mailto:Christina.odonnell@7hills.org)

Summer Program Address:

The Seven Hills School  
Summer Camp Office  
5400 Red Bank Road  
Cincinnati, OH 45227

Website:

[www.7hills.org/summer](http://www.7hills.org/summer)

Phone:

513.728.2380

Program Availability Dates:

Monday, June 9-Friday, Aug. 1, 2025

Morning Session:

9 a.m.–12 p.m.

Lunch:

Lunch is provided for those who register in advance, \$30/wk.

Afternoon Session

12:30-3:30 p.m.

Extended Hours:

7:30-9 a.m.

Early Care

3:30-4:45 p.m.

After Care

4:45-6 p.m.

Extended Care

***(Must sign up in advance, by the week only)***

## When to Notify Us

- Your child will be absent
- Your child is ill
- Your child has been exposed to any communicable illness (i.e. chicken pox, conjunctivitis, lice, etc)
- Your child will be out for a period of time
- You will be picking up late
- A different person is picking up your child (this must be in writing)
- Any changes to your application information (i.e. address, telephone, payment method)
- You have any questions or problems concerning your child or the program
- Any situation that may affect your child's behavior
- Any change in pre-registration status

## Registration Policy

Applications are accepted on a first-come, first-serve basis until program capacities are reached. Upon reaching capacity, a waitlist will be established. Applications are available through an online registration option. A non-refundable, non-transferable program deposit is required with each application to officially register. **There will be no program changes permitted once a program begins.** There is a one-time \$50 application fee per summer for non-Seven Hills families. Please remember every child must have the required forms on file prior to participating in any activity.

## Payment Policy

Program payment options include paying by check (made payable to The Seven Hills School) or credit card. All account balances are due in full by May 1, 2025... Registrations will not be held for past due accounts. All online credit card payments are processed through UltraCamp, LLC. Please contact the summer office for other payment options.

Multiple-week discounts apply to individual registrations of four or more weeks. No refund or reduction in fees is possible for a child who arrives late, leaves early, or attends only part of a session. Full refunds will be issued for any program canceled due to insufficient enrollment.

## Notice of Withdrawal

All program changes and cancellations must be complete by June 1. No refunds will be given after this date. Please notify us if your child can no longer attend a program.

## Arrival and Departure Procedures

### ***ECC: Honeybees and Stingerbees***

**Location:** Nellie Leaman Taft ECC building, through the playground entrance.

**Arrival: 7:30 a.m. Early Care, 8:45 a.m. standard drop off**

1. Drop off begins at 8:45 a.m. unless you are enrolled in early care. Early care drop off begins at 7:30 a.m.
2. Parents will enter the playground through the gate and will be directed by a Seven Hills staff member to drop off their child at the outside entrance of their designated classroom for the week.
3. If it rains, the procedure will remain the same as above.
4. Children will wash their hands as they enter their classroom.

**Dismissal: 12 p.m., 3:30 p.m., and 6 p.m.**

**Location:** Nellie Leaman Taft ECC building, through the playground entrance.

1. Parents will come to the gate and tell a staff member who they are here to pick up.
2. Parents will not need to sign out a child, Seven Hills staff will do so for them.
3. If raining, children will remain in their classrooms until picked up by a parent or guardian.
4. For aftercare pick up, please use the back playground door. This door will be unlocked with our secured doorbell answering system.

### ***Create Your Summer, Hive Flyers, and Middle and Upper***

**Location:** Front of the Lotspeich building in the main parking lot area,

- Middle and Upper will be dropped in front of Upper School
- Hive Flyers *will* be dropped off near the Extended Day Entrance

**Arrival: 7:30 a.m. Early Care, 8:45 a.m. standard drop off, 12:30 p.m. afternoon drop off**

1. Drop off begins at 8:45 a.m. Early care drop off begins at 7:30 a.m.
2. Children will be walked to the main entrance and greeted by a staff member.
3. If it rains, the procedure remains the same as above.
  - a. If severe weather occurs, children will be dropped off at the cafeteria.
4. They will then be escorted to where their program will take place.
5. Upon arrival within their group, children will wash their hands.

**12:30 p.m. arrival:** In front of the Lotspeich Building between 12:20 p.m. and 12:30 p.m. Any child arriving after the normal start time should check in at the Summer Program office, in the Lotspeich Building, before joining their group.

**Dismissal- 12 p.m., 3:30 p.m., and 6:00 p.m.**

1. Parents will come to the front of Lotspeich and tell a staff member who they are here to pick up. Parents will not need to sign out a child, Seven Hills staff will do so for them.
2. Children will be waiting outside in their designated groups.
3. Children will walk to their parents after they are signed out by a staff member.
4. If raining, children will have a designated spot in the hallway where they will wait for pick up.
5. We would greatly appreciate a phone call to the camp office, 513.728.2380, if your child will be absent or if their standard arrival or dismissal time changes.
6. For aftercare pick up, please use the front door entrance of Lotpspeich. This door will be unlocked with our secured doorbell answering system.

Please remember, a written authorization must be provided to the Summer Program office in advance for a child to be released to anyone other than those listed on the release form. We will check IDs.

## Lunch

Lunch is provided for those who register in advance. The menu is available online and may be purchased for \$30 per week. Children may also pack lunch. We have no refrigeration available, so please pack a cold pack.

Honeybees and Stingerbees will have morning snacks.

Hive Flyers will have a fruit break between morning programs. A snack may also be brought from home.

## Dress

Children need to wear appropriate summer clothing and gym shoes. (Please no sandals or flip flops.) On sunny, hot days your child may need a hat depending on whether their activity is inside or outdoors. Any Honeybee, Stingerbee, or Hive Flyer who is enrolled in the afternoon session should bring a swimsuit, sunscreen, and a towel clearly labeled with their name.

All Honeybees, Stingerbees, and Hive Flyers should bring an extra change of clothes, which can be brought on a daily basis or may be left in their cubby.

## Swimming

Some programs offer swimming as part of the schedule or a field trip option. Water-oriented days will be communicated to parents prior to the trip. It is important to advise the Summer Program directors if your child is a non-swimmer or has a fear of water. A swim form for Stingerbees and Hive Flyers was required through the registration process.

Stingerbees swim on Wednesdays at Losantiville Country Club.  
Hive Flyers swim on Tuesdays and Thursdays at Losantiville Country Club.

Children are transported by The Seven Hills School bus. The swimming area at the Losantiville Country Club is shallow water only, where most children can touch the bottom of the pool. Floaties and/or swimmies are allowed at the pool.

**Children must provide their own sunscreen.** Our counselors are required to swim with all campers. We also have on-deck counselors for extra supervision, as well as the Losantiville lifeguards.

Afternoon Honeybees will play in wading pools, water tables, and sprinklers.

## Photographs

When Terms of Enrollment are signed online, permission to photograph your child is included. **Notify us in writing if your child should not be photographed.**

## What To Bring

1. Lunch
2. Sunscreen — labeled with first and last name
3. Water bottle
4. Swimsuit, Towels, Flip flops/Water shoes **(for Honeybee, Stingerbee, Hive Flyers participants ONLY)**
5. Extra clothes **(Honeybees and Stingerbees)**

**Please do not bring personal items such as electronic games, iPads, collectible cards, stuffed animals, etc. Cell phones may not be used during activity sessions.**

## Lost & Found

We cannot be responsible for items brought to the program by your child. However, if your child is missing an item, please contact the Summer Program office, and we will do our best to help you locate the lost item. Labeling items is extremely helpful, and we do not recommend bringing anything of value.

## Transportation

Children participating in programs requiring transportation will travel either by school vans or by bus. For everyone's safety, children must follow all rules and directions given by the driver. General van rules include:

- Remain seated at all times with seatbelt secured
- Do not talk to the driver
- Hands, arms, and head must be kept inside of windows
- Always cross in front of the van when getting off.
- No objects should be thrown within or out of the van
- Children are expected to be calm, considerate, and polite to others

Depending on age, children may travel off-site via either The Seven Hills School bus or school van:

- Children ages 7 and 8 may ride in the school vans. Those who weigh more than 40 pounds and are shorter than 4 feet 9 inches must be secured with a booster seat.
- Parents should provide a booster seat for their child if they are in the Create Your Summer group and are traveling off-site for field trips.

## Wellness Policy

In order to ensure a healthy environment for our children, we need your cooperation in adhering to a strict wellness policy. Below are guidelines for you to follow when your child is ill. If your child shows any of the following signs of illness, they must be kept at home:

- Fever – a child with a fever may not participate and needs to be fever-free for 24 hours before returning.
- Nasal Congestion – Thick yellow/green discharge that interferes with breathing
- Cough – Persistent, “croupy” or “barking”
- Irritability
- Listless (no energy)
- Vomiting and/or diarrhea
- Skin rashes or lesions
- Sore throat or earache
- Lice

Should you be called during the day because your child has become ill, arrangements should be made for your child to be picked up as soon as possible. If we can not contact the primary parent, we will call the emergency contacts listed on the camp application.

## Emergency Medical Information

The Emergency Medical Form must be completed and on file for any child to participate in a summer program. Medical history was completed via Ultracamp when you registered your child online for the Summer Program. This form provides Seven Hills with emergency contact information in the event of an injury or illness. Any routine medications must be noted on the consent to administer medication at school form. All medications, along with written authorization and instructions, must be kept in the nurse’s office. In the event of an emergency, the form will accompany the child to the hospital for treatment. Please be sure to provide all requested information and the required signature. **Detailed information will be requested for all medications, special needs and conditions, as well as allergies. The summer office will send a medical plan of action if needed.**

If your child has severe allergies, the summer nurse and Summer Program directors will work with you to make sure your child is set up for success during the summer. All counselors, program leaders, and staff are trained on emergency procedures for allergies. **Children with food allergies must provide their own lunch and may bring their own snacks. If you choose for your child to have camp snacks, you will need to check snack labels to give approval. Allergies must be discussed with the Summer Program Team.**

**For reference, the school allergy policy is provided:** *If your child has food sensitivities, you’re careful about everything they eat and cautious about facilities where your children dine. We understand how important this is, and we do everything in our power to meet your child’s unique food sensitivity needs.*

## Discipline Policy

The Summer Program rules are designed to ensure the safety and happiness of all the children. These rules are developmentally appropriate for each age group. They are explained and modeled by the counselors and staff. Appropriate behavior and interactions are reinforced through positive feedback. When the use of words is not enough, children are redirected to other activities. At times, a child may need to be given an opportunity to play away from other children. When they are ready, they will be asked to rejoin the group.

If a conflict or problem arises, children will be encouraged to think of alternate solutions and consequences. The directors may contact parents to help gain insight into a child's behavior.

When conflict arises, the following steps will be taken:

- Staff and children will work on resolving the problem.
- Conflict continues – Children will be asked to take some time away or be redirected.
- Conflict continues – Parents will be involved, and children may be asked to spend a day away.
- After the child returns, if conflict continues, notice will be given to parents that a child's participation will be discontinued. Such a decision is based on the best interest of the child, other participants, and the overall operation of The Summer Program.

Termination of enrollment may be the result of the following:

- Child is violent, or abusive to other children, staff, or property
- Child displays disruptive or dangerous behaviors
- Violation of Summer Program Policies
- Inability to meet the child's needs

## The Seven Hills School Values

We take pride in the fact that the same values that we emphasize during the school year are fostered in The Seven Hills Summer Program. The values we strive to instill include:

- Striving for excellence
- Respect for others and appreciation of diversity
- Kindness, caring, and compassion
- Honesty and integrity
- Fairness and justice
- Personal responsibility and accountability
- Commitment to community

## Fast Facts

### Registration

To register for Summer Program classes, visit [7hills.org/Summer](http://7hills.org/Summer). During registration, complete the following forms in Ultracamp, our online registration system:

- Emergency Medical Form
- Immunization Form (Honeybees program only)
- Authorized Pick Up Form
- Swimming Authorization Form (Stingerbees program only)
- Emergency Action Plan (if applicable)



All online forms must be submitted prior to the program start date.

### **Payment**

A \$50 per program deposit is due at the time of registration. All deposits are non-refundable. All fees are due in full by May 1, 2025. You may pay via credit card or check. If your registration is not paid in full by May 1, your registration is canceled, and your deposit is forfeited.

If registering after May 1, 2025, the program fee is due in full upon registration.

If payment is not received by the above dates, your child may lose their spot.

### **Cancellation Policy**

All program changes and cancellations must be completed by June 1, 2025. Families who cancel their Summer Program enrollment by this date will receive a full refund minus the \$50 deposit per program. No refunds will be given after June 1, 2025.

### **Discounts**

A 5% discount applies if your child is registered for four or more weeks per summer.

### **Location and Field Trips**

Most programs are held on The Seven Hills School's Hillsdale Campus at 5400 Red Bank Road. For programming that takes place off-site, permission slips are required. Certified van and bus drivers transport children for all off-site programs. Our transportation policy is included in the family handbook, including rules on van and bus safety. ***Drop off and pick up for field trip days will be at the Hillsdale Campus.***

### **Placement Requests**

We are unable to accept requests for placement in a particular Honeybees, Stingerbees, Hive Flyers, Create Your Summer, or Middle and Upper Experience group.

### **Waitlist**

Many popular programs have waitlists. If a space becomes available, you will be notified via email. You will have 48 hours to respond before the space is offered to another family.

### **Allergies**

**Children with food allergies must provide their own lunch and may bring their own snacks.** If you choose for your child to have camp snacks, you will need to check snack labels to give approval. Allergies must be discussed with the Summer Program Team.

**If allergies are listed on the required medical form, we require an Emergency Action Plan on file and an epinephrine auto-injector, if needed.**

## Questions?

We're here to help.

Jill Romerill  
Summer Program Director  
[Jill.Romerill@7hills.org](mailto:Jill.Romerill@7hills.org)

Christina O'Donnell  
Summer Program Assistant Director  
[Christina.Odonnell@7hills.org](mailto:Christina.Odonnell@7hills.org)

Summer Office: 513.728.2380  
Email: [Summer@7hills.org](mailto:Summer@7hills.org)

**Learn more and register at [7hills.org/summer!](https://7hills.org/summer!)**