



Summers-Knoll Extending Learning & Camps

FAMILY HANDBOOK

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Part 1: Conversations with your child before camp begins

Welcome to Summers-Knoll camps. We're thrilled to have you and are looking forward to creating wonderful experiences with and for children.

Please send your camper with the following items each day:

- a reusable water bottle
- a peanut and tree nut-free lunch (and snacks, if you choose to do so)*
- sunscreen
- an extra set of clothes
- weather-appropriate outdoor gear (such as a rain coat, rain boots, winter coat, winter boots, snow pants, hat, gloves, etc., depending on the time of year)

*We will provide morning and afternoon snacks each day. We will also provide children in After Care with a daily snack. You are welcome to send in snacks for your child to eat instead of (or in addition to) the snacks provided. Before each camp begins, we will send home a snack schedule. If you would like to see labels for any of the packaged food items listed on the snack schedule, please do not hesitate to ask.

Before the first day of camp, please talk through the camp day with your child, including times and procedures for drop off, pick up, lunch, and Morning or After Care. This will help campers to feel more comfortable even if they are new to Summers-Knoll.

Explain that your camper's group will have a Lead Teacher and will have different Assistants who come in to help throughout the day. Campers should know that all teachers and Jessica (Camp Director) are their go-to people and that these adults are always happy to answer campers' questions.

At SK camps, we spend a lot of time outside (on field trips, on the SK playgrounds, and at County Farm Park). Campers will have plenty of opportunities to explore outside. Please make sure campers understand the importance of following adults' instructions about where to play and remaining in view of an adult at all times.

Each morning, all campers will be given wristbands that say "Summers-Knoll School 734-971-7991." Campers are expected to wear these wristbands for the entire camp day.

Our programs are open to children from all schools. This means that there are always new faces during each camp session. Please make sure your child knows that he/she will have the chance to make many new friends at Summers-Knoll and that campers are coming from schools all over the area. Our teachers and staff members look forward to welcoming everyone to Summers-Knoll.

Part 2: Admission, registration, and payment policies

Admission and Registration

Registration for Extended Learning programs is available online, via UltraCamp. Admission into programs is on a first-come, first-serve basis. Unless noted in UltraCamp, programs are open to students at Summers-Knoll School and to students at other schools. If you are unable to access the online registration site, please contact Jessica Dossou-Yovo at (734)971-7991 Ext 156 or email skcamps@summers-knoll.org. Online registration deadlines are below. Once programs are full, parents may sign up for the waitlist for a particular session. Parents will be notified if a spot is open.

Registration Deadlines

Adventure Days: three days before the Adventure Day

Clubs: three days before the club begins

Break camps: 4pm on Thursday before the break camp begins

Summer camps: 4pm on Thursday before the program begins

Payment

Payments for Midwinter Break Camp, Spring Break Camp, and Adventure Days require a 50% non-refundable deposit. Full payment for break camps and Adventure Days is due three days before the program begins. If you choose to cancel your child's reservation for break camps more than 24 hours before the program begins, you will be issued a 50% refund. Cancellations made within 24 hours of the start of the program will not be refunded.

For summer camps, a 20% non-refundable deposit and an annual registration fee of \$15 per child is due at the time of registration. Final payments for summer camps must be made by June 1st. Payments may also be made in full at the time of registration. If you choose to cancel 31 days or more prior to your child's summer camp session, your payment will be refunded except for the 20% non-refundable deposit and the registration fee. Cancellations within 30 days of your child's start date will not be refunded. You may modify your reservation based on availability of space in a camp and only within the 2015 camp season. Modifications for camps must happen by midnight on the Monday before the camp begins. (in other words, six days before the camp begins) No refunds will be issued on camp reservations modified within the 30 day window.

Payment Methods

The UltraCamp system accepts debit cards, Visa, MasterCard, and Discover. All payments must be made online. To discuss any other payment needs, please contact Kim Downing at 734.971.7991 or email kdowning@summers-knoll.org. A fee of \$25 will be charged for returned checks. We do not offer financial aid for camps.

Early Registration Discounts

Summer camp registrations by February 1st will receive a 5% discount off of the regular rate. Camp registrations made by May 1st will receive a 1.5% discount. After May 1st, all registrations will pay the full rate. The rates shown on the registration site will reflect the discounts. This discount does not apply to Morning Care or After Care.

Late Fees

If an account balance is past due, we may assess late fees.

Part 2: Schedule of Operations

Adventure Days

On days when Summers-Knoll does not have regularly scheduled classes, we will have Adventure Day programs available to Summers-Knoll students and students from other schools. These programs run from 8:45am until 3:30pm. Morning Care is available on Adventure Days but After Care is not available on these days.

Break Camps

During Midwinter Break in February and Spring Break in April, Summers-Knoll will be open for break camps. These camps are available to students from all schools on a first-come, first-serve basis.

Summer Camps

The summer camp season runs from mid-June through the end of August. Summer camp runs from 9:00am until 3:30pm each day. Morning drop off for camp begins at 8:45am. Afternoon pick up runs until 3:45pm. Morning Care is available from 7:30am until the camp day begins. After Care is available from 3:45pm until 6:00pm each night.

Morning Care and After Care

During the school year, during break camps, and during the summer, Morning Care is available from 7:30am until the beginning of the school or day. After Care is available from 3:45pm until 6:00pm. New in 2016: If you choose to purchase camp Morning Care or After Care in advance and do not use this care during the week, your purchase will not be refunded. Instead, it can be credited to your UltraCamp account.

Part 3: Food policy

Summers-Knoll **does not allow any nuts on campus or on field trips**. Please do not send your child with any peanuts or tree nuts. During Adventure Days, and during all camps (break camps and summer camps), we will provide morning and afternoon snacks each day. We will also provide children in After Care with a daily snack. We will

post a snack calendar for the week and send the calendar home before each new camp session begins. Parents are welcome to send in snacks for your child to eat instead of the snacks provided. If you would like to see labels for any of the packaged food items on the snack schedule, please do not hesitate to ask. Please note that we will carefully review all campers' allergy precautions before camp begins and will make sure to provide safe alternate snacks if a child is allergic to any of the ingredients in the posted food plan.

Part 5: Program Philosophy

SK Extended Learning Guiding Principles

Our Extended Learning programs are designed to open children's minds, pique their curiosity, and engage their intrinsic desire to learn by doing in the spirit of discovery. We learn through hands-on explorations of art, science, and the outdoors in a safe space that nurtures each individual child's emotional, social, and intellectual development.

Adventure Days

These one-day programs are designed to provide children with hands-on, experiential learning opportunities either at Summers-Knoll or at local destinations throughout the community. These programs occur on days when Summers-Knoll students do not have regularly scheduled school (such as, but not limited to, conference days, records days, and professional development days for teachers).

Break camps (Midwinter Break and Spring Break)

Our Mid-winter Break and Spring Break camps provide children with opportunities to explore, investigate, and create in a safe and dynamic space. These camps center around a general theme and are open to all children in grades K-8. Past themes have included winter fun, global cultures, and spring celebrations. Campers are divided into age-level groups for five days of arts, sciences, and outdoor activities.

Summer Camps

Action Camps: The mission of our Action Camps is to provide children with the chance to engage their brains and their bodies in hands-on, exploratory learning activities that open young minds through projects, games, and challenges. Action Camps all take place on the Summers-Knoll campus.

Theme Camps: The mission of our Theme Camps is to provide children with immersive dramatic experiences that allow them to become characters in their favorite stories as they collaborate in a magical experience that is both theatrical and thought provoking. Theme Camps all take place on the Summers-Knoll campus with excursions into neighboring County Farm Park.

Escape Camps: The mission of our Escape Camps is to provide children with the opportunity to travel to local parks, museums, water parks, lakes, preserves, and other exciting local attractions in order to facilitate experiential learning, harnessing the wealth of opportunity this region has to offer. Escape Camps will travel, by bus, to a different destination each day.

Part 6: Typical Daily Routine

Adventure Days

Our Adventure Day programs (during the school year) follow the school day start time of 8:45am. These programs usually involve field trips so the daily schedule is dependent upon the field trip destination. Adventure Days end at 3:30pm. Parents must pick up their children by 3:45pm on Adventure Days because we do not offer After Care on these days.

Camps

Our camp programs (Mid-winter Break, Spring Break, and all summer camps) begin at 9am. Drop off is from 8:45am-9am. Please note that this schedule is only a sample and times may vary by day, by age group, or by camp. However, each camp day will include all of the following elements at approximately these times:

9:00am-10:00am	Group Activities
10:00am-10:10am	Morning Snack
10:10am-10:30am	Morning Recess
10:30am-11:30am	Group Activities
11:30am-12:00pm	Lunch
12:00-12:30pm	Recess
12:30pm-1:30	Group Activities
1:30pm-1:40pm	Afternoon Snack
1:40pm-2:00pm	Afternoon Recess
2:00pm-3:20pm	Group Activities
3:20pm-3:30pm	Clean Up and Go Home

The exception to this camp schedule is our summer Escape camp program. Campers in Escape camps travel by bus, each day, to different local attractions throughout the region. As such, their daily schedule will vary depending on the activity and the destination for the day. Each day will include a morning and afternoon snack, lunch time, recess, and group activities. Parents of Escape campers will be informed of the week's destinations and plans before the first day of the camp.

Pick Up from Camps and Adventure Days

Only those adults who are authorized to pick up children from Extended Learning programs (as listed on the child's Authorized Pick Up list, which parents/guardians complete during program registration) are allowed to pick up children from camps and Adventure Days. Upon entering the building at the end of the day, adults will be asked for the name(s) of the child(ren) they are picking up and for their own name.

If a student is to be picked up from After Care, Adventure Days, or camps by a taxi driver, then the Head of School and Director of Extended Learning must have a note, in writing (or via email) from the child's parent. The driver of the taxi must be instructed, by the parent, to get out of the car to come inside the school to pick up the child. We will not allow the child to walk out the car unattended. If necessary, a member of our Extended Learning or camp staff will accompany the child to the car.

Part 7: Notification Plan for Accidents, Illnesses, Injuries, and Incidents

First Aid Procedures

All Summers-Knoll summer camp teachers are First Aid certified and CPR certified. During Adventure Days and break camps, at least one teacher per group is First Aid and CPR certified.

Collisions and falls are common occurrences in the lives of children. These occur at school as well as home. They result in bruises, scratches, cuts and tears. Most injuries are of a minor nature and will be treated with soap, water, ice, Band-Aids and tender, understanding care.

Some injuries are more serious. Where appropriate, staff will administer First Aid and call parents to determine the best course of action. Emergency personnel or EMT will be called when indicated. An incident report will be written up by school personnel for injuries of a serious nature.

Parents will be called automatically when there is a blow to the head. Parents may be called concerning other injuries dependent on symptoms and child feedback. If a

parent is called because an injury or illness is deemed serious enough that SK staff does not feel comfortable making a decision as to the course of action, it is expected that the parent will come to school to pick up their child and take the appropriate steps necessary for care of their child.

Fire Emergency Procedure

In case of a fire in the building, students will leave the building by the nearest exit. Designated staff will search the building to make sure all students are safely out and accounted for. Fire drills will be practiced throughout the year.

Tornado Warnings

Tornado drills are practiced in the fall and spring. They are also reviewed with summer camp staff and conducted during the camp season. An emergency weather related plan is in place and will be practiced at said drills. If a tornado warning happens during pick up time, students will not be allowed to leave the building until the warning has been lifted.

Emergency Lock Down

If staff at SK is alerted to a dangerous situation, we will put into place the appropriate level of action which can range from evacuation to lockdown. All teachers have been trained in the A.L.I.C.E. protocol, which empowers them to make decisions using all available information. Such procedures are in place to respond to various levels of security situations. All emergency protocols can be found inside the red emergency binders located in each classroom and in the Administrative Office.

Emergency and Snow Closing Procedure

We reserve the right to close the program when it is determined that conditions are hazardous to students transport or safety. Generally, Summers-Knoll School closes if the Ann Arbor Public Schools close. Closings will be announced over several radio and TV stations. If conditions become hazardous during the school day, parents will be called and notified to pick up their child at school. If the parent cannot be reached we will call the emergency contacts listed on the Child Information Record. Please note that we are not trying to inconvenience you by asking you to pick up your child early from school. Our students' safety is our first concern. All of our students are transported by car and when the roads conditions deteriorate during the school day, we want to get our students and staff home quickly and safely.

If the school needs to be closed for an emergency situation, parents will be called as quickly as possible and notified to pick up their child at school. If the parent cannot be contacted we will call the persons listed as their emergency contacts. School administration will take direction from emergency personnel and notify parents as the situation warrants.

Staff will remain with the children at the school until every child has been picked up.

Part 8: Behavior expectations and discipline

Discipline Policy

Summers-Knoll's discipline policy is based on the mission and the underlying philosophy of the school and the camp. Positive reinforcement, modeling, communication, encouragement, problem solving and mediation are the mainstays of handling issues during the day. While we strive to realize the potential of each child, there are times when a child's actions might hamper this in themselves or in others. At these times the adults in the child's life (teachers, staff, and parents) will work together to develop a plan of action that addresses the situation or behavior. Ideally, this will involve decisions and changes both at home and at Summers-Knoll. However, there may be times when school/camp and home may be at odds; in this case, the school/camp's decisions regarding expectations and behavior at school will take priority.

Children behaving in a way that causes problems for themselves or others will be asked initially to reflect on their behaviors and take responsibility for them. They may be asked to think about different ways in which they could respond to the situation. A child may be asked to listen to other's perceptions and feelings about the event and then to create a plan to change their behavior. Once a child has accepted responsibility for a negative action, and wishes to make amends, he or she may be asked to take on a community service project of their choice (examples might be sweeping, gardening, lunch clean-up) in order to reestablish a sense of positive engagement with the community. Teachers and staff members will ensure that parents are informed of any unusual difficulties their children may have had, and any incident that may need more care and attention in the home environment. This is the usual picture for situations that require disciplinary attention.

In rare circumstances, the above pattern may not be sufficient. Above all, the continued safety of the children is one of our top concerns. Willfully violent, aggressive, or antisocial behavior will result in the parents being called and the child being sent home, until such time as he or she can take responsibility for the negative action and demonstrates a desire to make amends. In rare cases, the camp staff may decide that the camp is not the right place for the child. In this case, camp payments will not be refunded.

Consequences and conversations between students, families and school are confidential and will not be shared with other families. They will be shared within the staff to ensure a consistency of response on the part of the staff. .

If theft or destruction of property has occurred, the child and his or her family will be required to make restitution.

The following are kinds of actions the school may take in different situations, if or when our usual approach is inadequate to the situation:

- conference
- contract with student and parents
- reparation of damages
- special projects
- time outs
- exclusion from certain activities
- financial settlement (in case of damage, destruction or loss of property)
- referral to counseling (in case of alcohol/drug possession)
- police referral (in case of illegal acts)
- immediate removal from school/camp
- probation (this may include a behavior contract)
- dismissal from school/camp

Notes on Bullying

Bullying involves the repeated intimidation of others by the real or threatened infliction of physical, verbal, written or emotional abuse, or attacks on the property of others. It may include, but not be limited to actions such as verbal taunts, name-calling, put-downs or exclusion. Bullying is disruptive to the education process and is not consistent with the SK commitment to community. Individual cases of bullying will be handled immediately by the Director of Extended Learning.

Tobacco and Alcohol Policy

Smoking or tobacco use is prohibited on all Summers-Knoll School property. Consumption of alcohol is prohibited on all Summers-Knoll School property and grounds during hours when the school or school programs are in session. The use of alcohol by individuals under the age of 21 is illegal. A child found in possession of or under the influence of alcohol at school, camp, or at any school functions will face serious disciplinary consequences.

Weapons Policy

Controlled weapons are not permitted on Summers-Knoll property at any time, unless carried by a law-enforcement officer on duty. Persons with concealed-carry permits may not exercise that privilege on Summers-Knoll property nor when participating in any Summers-Knoll function or activities. Any student found to have a controlled weapon in their possession will be expelled immediately.

Illegal Drugs and Materials Policy

Summers-Knoll is a drug-free zone. The use of illicit drugs and the use of prescription drugs by anyone other than the person for whom they were prescribed is illegal. Any student found in possession of illegal drugs, materials, or substances on SK grounds, at SK events, or on SK outings will not be allowed back to camp.

Part 9: Staffing

Our programs are staffed by trained child care providers. Our staff members are CPR and First Aid certified. In addition to required training, our teachers and assistants participate in regular staff development in order to provide children with safe and positive experiences at Summers-Knoll camps.

If parents choose to hire Summers-Knoll employees as caregivers outside of Summers-Knoll, Summers-Knoll is not responsible for employees' work outside of the school/camp day.

Part 10: Photography and Social Media

Part of our camp registration form asks parents to give permission for us to use their child's photo on our website, blogs, and promotional materials. Some parents choose to give permission and other parents do not. Our staff members have lists of children whose parents have not given them permission to be photographed so that we may take photos of only those children whose parents have given permission.

As such, parents may not take or post photographs of children, other than their own, at Summers-Knoll or Summers-Knoll programs. We do this to ensure the safety and well-being of all children.

Part 11: Licensing notebook

All state-licensed child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from at least the past two years are available at michigan.gov/michildcare.