



Immaculate Heart of Mary Catholic School Summer Program

Thank you for enrolling your child(ren) in Immaculate Heart of Mary's Summer program! Mr. Schnell, our Middle School and K-1 Science teacher, and Ms. Kelley Woock will be our camp directors again this summer. They are very excited to spend the summer praying and playing with your children! Please return the signed page at the end of the handbook to the Summer Camp teachers before your child's first day of Camp.

God Bless,
Mrs. Meiller

SUMMER CAMP INFORMATION

LOCATION: IHM Campus

TIMES: 7:30-5:30

DROP OFF/PICK UP

Camp drop off time is from 7:30-8:15. Please walk your camper to the Northern Door (Door #13) of IHM School (far door at the Middle School end) and ring the doorbell. Please do not enter the building.

Pick up is between 3:00-5:30. Your child will be in the Social Studies room or by the playground for pick up. You must sign your children in and out every day that they are at camp. If a parent will not be picking up you need to let the camp director know who will be picking up your child(ren).

To communicate with the Summer Camp teachers, please call the Summer Camp phone:

Summer Camp Phone 608-369-0976

ACTIVITIES The camp staff will plan a variety of activities consisting of arts & crafts, creative drama, cooperative games, sports, swimming, adoration, mass, science experiments, checking out from the IHM Library, and more. The staff will learn what the campers like to do and try to offer some of their favorite activities. It is our goal to have a safe, fun, and festive day camp program that your camper looks forward to coming to each day. **IF POSSIBLE WITH COVID RESTRICTIONS:** All campers will walk to the Monona Public Pool every Monday and Friday. They will also walk to the Monona Public Library on Wednesdays to participate in the summer program there.

ATTENDANCE If your camper will arrive late to camp, leave early or anything different from the normal schedule, please email the camp director or send a note with your camper. You will need to make sure to sign your child in or out on these occasions.

LUNCH/SNACKS We ask that each camper bring their **completely disposable** lunch, and have a **water bottle to leave at camp**. Water bottles will be cleaned daily. Please make sure their lunch bags and water bottles are labeled. Snacks will be provided, once in the morning and once in the afternoon. All campers will be given their own box of crackers or snacks, that only they will handle. You are welcome to send in snacks for your camper, as well.

WHAT TO BRING TO CAMP Your child should bring a backpack to camp each day with the following items; complete disposable lunch, snacks, spray sunscreen, and if necessary, on Monday & Friday, swim-wear and towel. Campers should bring a labeled water bottle to leave at camp. We highly encourage campers to wear tennis shoes/sneakers. We also ask all camper to bring a complete change of clothes in a labeled bag to be left at school.

IF POSSIBLE WITH COVID RESTRICTIONS: OPEN SWIM Campers will swim on **Monday and Friday**. Bring swimwear and a towel on these days. We WILL NOT provide extra towels and/or suits for campers. The cost of pool attendance is included with the cost of camp.

***Please let us know if your family has a family pass to the Monona Pool. That way we can save the money that we would pay for your child to use the pool.

LOST AND FOUND Please put your child's name on *everything* that they bring to camp. A lost and found box will be kept in Marian Hall. Items not claimed by the end of summer will be donated. Please do not wear or bring anything to camp that is valuable (including jewelry, cell phones or other technology, etc...) IHM Church and School are not responsible for lost, stolen, or damaged items.

SUNSCREEN Camp staff is not allowed to apply sunscreen onto campers. We suggest that parents apply sunscreen to your children before camp or teach your camper to apply sunscreen.

CELL PHONES Campers are not allowed to bring a cell phone to camp. If a camper is found using their phone we will hold it and return it to a parent at the end of the day. If your camper needs to contact you, they may ask the camp director. If you need to contact your camper, please leave a message on the **Summer Camp Phone 608-369-0976**

PAYMENTS Summer Camp is \$48 per day, field trips cost extra based on the cost of the bus and the event/attraction visited. If you are an IHM family with a FACTs account, you will be charged for the days you use in one month on the 25th of the next month (for example, all days used in June will be charged to your FACTs account on July 25th). If you are not an IHM family, you must make arrangements for payment ahead of the days you use with Mrs. Meiller.

LATE PICK UP If you pick up after 5:30, you will be charged \$5 for every 10-minute increment you are late. For example, if you pick up at 5:45, you will be charged an extra \$10, \$5 for 5:30-5:40 and \$5 for 5:40-5:45.

DROP-INS There are no drop-ins allowed this summer.

IHM COVID PRECAUTIONS

IHM will take the following precautions, along with standard precautions of teaching and modeling not touching faces, sneezing into tissues or elbows, staying home if ill, providing hand sanitizer, etc.:

- Monitor temperature and health of teachers and students as they enter the program
- Provide isolated space for students that become sick while in the program, encourage parents to pick up within an hour
- Limit the number of people in the classroom
- Keep groups separate (ECE separate from Camp, no drop-ins)
- Be outside as much as possible
- Keep windows of classrooms open as much as possible, fans in the classrooms
- Keep students and teachers 6-feet apart, as much as possible
- Teach and reinforce frequent hand washing/hand sanitizing
- Daily cleaning/sanitizing of toys and classroom items, and playground as soon as it is allowed to be used.
- 72-hour rotation of toys/items that cannot be sanitized
- Daily bathroom cleaning
- Students will have their own art supplies – no sharing
- Students will bring totally disposable lunches – no sharing
- No toys/items from home brought into the school room
- Students will have their own snack box that only they handle
- Students will eat snack and lunch distanced from each other
- Students belongings will be kept separated
- If used, the lunch room will be sanitized after use
- Water bottles will be kept at school and washed daily
- Drinking fountains will not be used – except for bottle-filling function

BEHAVIORAL STANDARDS CONTRACT

The following standards have been adopted by Immaculate Heart of Mary Catholic School Summer Camp as a guideline for disciplining any child enrolled in our Summer Camp Program.

GENERAL INAPPROPRIATE/UNACCEPTABLE BEHAVIORS:

1. Abusive language
2. Disrespectful behavior towards staff and/or fellow participants.
3. Continuous disruptive behavior
4. Any aggressive behavior

FIRST WARNING:

The first time any inappropriate behavior occurs, the parent will be notified by phone (or email or letter if parent is not reachable). If that behavior occurs again within the same day, the parents will be called to come and remove the child from the program for the remainder of the day.

SECOND WARNING:

If a child continues to display inappropriate/unacceptable behavior after a first warning has been given, the child will receive a written letter of second warning. This letter will state the child's inappropriate/unacceptable behavior and notify the parent(s) that one more incident of such behavior

could lead to the child's last warning and possible removal from the program. This letter must be signed by a parent and returned. One copy will remain at IHM and one copy will be given to the parent(s).

REMOVAL FROM THE PROGRAM:

After the first and second warnings have been issued and an inappropriate behavior is displayed, a parent will be contacted by phone and a written notice that the child will be removed from the program for a certain period of time or permanently. (depending on the severity of the behavior)**

**In an extreme case of unacceptable behavior that is threatening to other participants or staff, the first two warnings can be omitted and the child will be removed from the program immediately with the final warning.

COVID-19 PARENT AGREEMENT

During this difficult and stressful time, we at Immaculate Heart of Mary School want you to know that we value the safety and wellbeing of you and your child(ren). For this reason, we ask that you take time to read through the following statements that we have put into place to keep everyone healthy and safe: If you meet any of the following criteria, please do not visit or pick-up/drop-off a child at our program:

- Older than 60 years old,
- Pregnant,
- Have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma,
- Have symptoms of COVID-19 (fever, cough, shortness of breath),
- Have been in contact with someone with COVID-19 in the last 14 days, or
- Have returned from travel to areas with community spread of COVID-19 as defined by the CDC in the last 14 days

When picking up or dropping off a child(ren), please wait outside and a teacher/staff person will assist you. We ask that you remain outside the building, and practice "social distancing" (6 feet) at all times.

- If you do need to enter the program for any reason, we ask that you wash or sanitize your hands immediately upon entry.
- If your child becomes ill while in our program, you will be asked to pick-up your child within one hour of the program contacting you. Please have plans in place to ensure you or a designated person is available if this should occur.
- Please review your enrollment information to ensure we have your current contact information as well as emergency contact information.
- If you believe you or or child has been exposed to COVID-19, inform Mrs. Meiller immediately.

We thank you for helping us keep you and your child(ren) safe during this time. If you have any questions, please contact the IHM School Office at 608-222-8831, or email Mrs. Winter at secretary@ihm-school.org or Mrs. Meiller at cmeiller@ihm-school.org.

Please sign and return this page to the Summer program teachers before the first day your child attends:

Child's Last Name: _____ First Name: _____

I have read, understand, and accept the above policies, Behavioral Standards Contract and Parent Agreement, and have gone over them with my child attending the IHM Summer Programs. I also agree to my child participating in walking field trips within the neighborhood of IHM School.

Parent/Guardian Signature

Date

Name & Phone Emergency Contact #1

Name & Phone Emergency Contact #2

Please return to the IHM Summer program the first day your child attends.