



## MSNV'S SUMMERTIME PROGRAM 2008

MSNV's staff is looking forward to welcoming your children to our summer program and providing them with a wonderful experience. Many fun-filled hours await your children, days filled with games, cooking, crafts, dance, and lots of outdoor time.

We have prepared the following information to help answer most of the questions you may have about our summer program. Please take a few moments to familiarize yourself with this information before the program begins. If you have any questions, feel free to contact us using the information listed below.

The Montessori School of Northern Virginia, Inc.  
6820 Pacific Lane, Annandale, Virginia 22003  
(703) 256-9577 [www.msnv.org](http://www.msnv.org)  
[info@msnv.org](mailto:info@msnv.org)

## GENERAL INFORMATION

Week	Dates	Teacher – Primary	Teacher - Elementary
Week 1	June 16- June 20	Ingrid Fol/ Claudia Sandoval	Sonia Castano/ Beca Sandoval
Week 2	June 23 – June 27	Laura Portch / Rachel Romano	Sonia Castano / Claudia Sandoval
Week 3	June 30 – July 3	Tracy Rigo / Claudia Sandoval	Rachel Romano / Beca Sandoval
Week 4	July 7 - July 11	Rachel Romano / Laura Portch	Jean Carr / Tracy Rigo
Week 5	July 14 - July 18	Rachel Romano / Claudia Sandoval	Jean Carr / Tracy Rigo
Week 6	July 21 - July 25	Tracy Rigo / Laura Portch	Rachel Romano / Beca Sandoval
Week 7	July 28 – Aug 1	Laura Portch / Claudia Sandoval	Janine Labak / Beca Sandoval
Week 8	Aug 4 - Aug 8	Ingrid Fol / Lily Mancipe	Cammy Russell / Jackie Savage

We are fortunate in having Ms. Lily and Ms. Jenny return to lead the extended day portion of the Summertime program during the whole summer.

MSNV reserves the right to make changes or alterations to the staff and program, as necessary.

### Hours and Fees (refer to registration form)

<u>Primary Half Day</u> camp program for 3-5 year olds	9:00 a.m. - 12:00 noon
<u>Primary Full Day</u> camp program for entering K	9:00 a.m. - 3:00 p.m.
<u>Juniors</u> camp program for 6-9 year olds	9:00 a.m. - 3:00 p.m.

Extended Day: 7:30 a.m.– 8:45 a.m.; 12:00 noon (or 3:00 p.m. for K / Juniors) – 5:45 p.m.

Full early morning and afternoon Extended Day	\$225
Drop-in Rate for hours used less than 24 hrs/week	\$9.00

LATE PICK UP CHARGE after 6:00 p.m. \$15.00/per quarter hour

### IMPORTANT REGISTRATION INFORMATION

**DEPOSIT:** A \$50.00 deposit is required for each weekly session your child is enrolled. This deposit will be applied to the total amount due, the balance of which is due Friday, May 23. Please make your checks payable to MSNV. **Your deposit may not be applied to a different week; however, it is refundable minus \$25 per week up to two weeks prior to the first day of the session for which your child was registered.** A class may be canceled if enrollment is insufficient. No refunds will be made for absences. MSNV reserves the right to discontinue enrollment due to adverse behavior or lack of appropriate participation by any child. Partial week enrollment is not available.

## **REQUIRED FORMS**

Prior to the first day of your child's summertime attendance, each child new to MSNV must provide MSNV with the following important forms:

**Emergency Form**, containing parents' telephone numbers (home and office), two other emergency contacts, health insurance information, and emergency treatment authorization.

**Green Virginia Health Form**, which must be completed and signed by child's physician; page one is completed and signed by child's parent. (copy of form from current school is acceptable)

**Permission and Acknowledgement Form**

**Daily Medication Form**, for insect repellent/sunscreen

**Standards of Driving Conduct Form**

**Permission to Use Wading Pool Form** (extended day only)

**Student Questionnaire**

**Verification of Attendance & Identity Form**, to be brought to the school office not later than your child's first day of camp along with your child's birth certificate or passport to confirm your child's identity, as required by the Commonwealth of Virginia. Originals or copies are acceptable and returned to you after verification.

Students returning to MSNV for the summer must sign and return the summer permission and acknowledgement form and medical form for bug repellent (sunscreen will only be used on children staying in extended day on water day).

These forms will be emailed or mailed to you upon receipt of your Summertime Program Registration form.

## **ALLERGIES**

Allergies and intolerance to food, medication, or any other substance, and actions to be taken in an emergency situation are required to be documented by the child's physician. Records will be kept in the school's office. Please discuss your child's allergies with the teacher, and, if your child participates in Extended Day, the Extended Day staff.

## **SNACKS/LUNCHES**

Children participating in the early morning Extended Day program who arrive by 8:00 a.m. are offered a simple breakfast-type snack. This is not intended to substitute for your child's daily breakfast at home. MSNV will provide the children with nutritious snacks during the morning program and afternoon Extended Day. Please send a labeled water bottle (unfilled is OK) with your child every day (or one they can keep at MSNV during the week).

Half day campers do not stay for lunch. Children enrolled in Primary Full Day, Juniors, or afternoon Extended Day should bring an adequate and nutritious lunch. We encourage parents to use freezer packs, as MSNV cannot provide refrigeration for children's lunches. **NO NUT PRODUCTS**, such as peanut butter, crackers with peanut butter, or peanut snacks are permitted. We have several children enrolled in our program this summer with severe peanut and tree nut allergies. We want to ensure that all of the children have a safe and happy environment in which to spend the summer.

## **CLOTHING**

Please dress your child in comfortable, simple clothes and sneakers each day. (Sandals can be a safety hazard.) On your child's first day of camp, bring a change of clothes in a labeled bag to keep at MSNV in case it is needed. Be sure your child's clothes and lunch containers are labeled, as well. Please send all supplies necessary for children who are not toilet trained.

## **DROP OFFS / PICK UPS**

On the morning of your child's first day at MSNV, please walk him/her into the school between 8:45 and 9:00. Morning Extended Day children are to be escorted inside between 7:30 and 8:45, and signed into the morning extended day program daily by their parent or guardian.

Dismissal takes place between 11:50 and 12:00 for children enrolled in the morning session only. Please plan to pick up your child by using our "carpool line". To do this, drive your car up to the drop off area outside the front door and allow one of our staff members to assist your child into the car. On your child's first day, the teacher will give you a sign with your child's name on it. Please keep this sign on your car's visor for easy identification. Children whose parents have not arrived for pick up by 12:10 will be placed in the Extended Day program. If you know you will be late, please call the school to let us know so that we can reassure your child and sign him/her into the Extended Day program. The drop-in charge of \$9.00 per hour is applied in ½ hour increments.

Afternoon dismissal begins at 2:50. The procedure is the same as noon dismissal. Parents with children staying beyond 3:00 noon in the Extended Day program should not park at the front door when picking up their children. Please park in a parking space and come into the school. Please use the extended day classroom door on the left of the building if the children are inside. Parents must sign their child out of Extended Day each afternoon. The sign out sheet on a clipboard is located near the Extended Day entrance.

If a child has plans to go home with someone other than his parents, parents must let both the office and the teacher know in writing.

## **REST TIME**

Children younger than five who stay beyond 12 noon in afternoon Extended Day are required by Fairfax County to have a one-hour rest or nap period after lunch. MSNV will provide sheets, pillows, and cots for those children. If your child needs to sleep with a security item such as a small stuffed animal or blanket, please label and send it in with your child. Please let the Extended Day staff know if this special item must go home with your child each afternoon.

## **EXTENDED DAY SIGN OUT**

The afternoon program closes at 5:45. Parents must pick up their children from afternoon Extended Day no later than 6:00 p.m., and must sign their children out each day using the sign-out sheet on the clipboard in the Extended Day room. Important: There will be a \$15.00 late fee charged per quarter hour after 6:00 p.m.

## **SPEED LIMIT & PARKING**

Please proceed through the neighborhood at the posted 25 M.P.H. speed limit, obey all stop signs, and always drive very slowly in the parking lot. Do not park on the neighborhood streets.

## **ILLNESSES**

Maintaining a healthy environment at camp is a high priority and requires everyone's cooperation. We urge you to assist us in preventing the spread of illness among the students and staff. If you notice a change in your child's behavior, such as feeling tired or out-of-sorts, consider this a sign of the onset of illness, which is the most contagious time. Keep your child home for some extra rest if he or she is overly tired or irritable.

Children with communicable diseases (including serious colds, sore throats, persistent cough, rash, conjunctivitis and the like) or who have vomited or had diarrhea or had a fever over 100 degrees in the 24 hours preceding the camp day *must be kept at home*. If your child has had a throat culture, keep him or her at home until the results have been reported to you--even if your doctor says that it is all right to send the child

to camp. A child who is prescribed an antibiotic must be on the medication for 24 hours before returning to camp. The best way we can minimize the spread of illness among the students and staff is to keep those who are ill at home until they are well. Inform the office of any illness or contagious diseases immediately.

In the event your child becomes ill during camp hours, you will be notified. Parents must arrange for their child to be picked up as quickly as possible. Teachers will determine if a child is too sick to stay at camp and should be picked up.

In all cases of absence or tardiness, parents are asked to call MSNV to notify the child's teacher.

## **MEDICATIONS**

We discourage the administration of medication during Summertime hours. Whenever possible, parents should schedule medication doses for times your child will be at home. We realize this may not always be possible or practical. We also recommend that you provide some type of insect repellent for your child. Please complete a medical form so that the repellent may be applied at MSNV. If you would like your child to wear sunscreen, please apply it before coming to school in the morning. For children staying the afternoon, sunscreen may be sent in to apply in the afternoon if the daily medication record form is filled out, signed, and returned, and the sunscreen is clearly labeled with the child's name. Our playground is fully shaded by mature trees.

If your child must have any medication administered at school, please follow these guidelines: Provide written authorization on the daily medication form available in the office or on-line at [www.msnv.org](http://www.msnv.org), signed by a parent, showing:

- name of the drug
- dosage to be given
- the proper device for administering the medication.
- time of administration
- proper storage, i.e., refrigeration
- any special instructions or concerns

Any changes require a written note. The child must have had the first dose at home. If the medicine is a prescription medication, a second form, Authorization for Medication must also be turned in and the doctor prescribing the medicine must sign the Authorization for Medication form.

Medication must be in the original container from the pharmacy with label affixed and containing the child's name, name of medication, dosage amount, and time to be administered. Over-the-counter medication must be in the original container labeled by the parent to include the same information as the above. Teachers must be informed in writing of the child's need for medication. Children may not self administer any medications, including over-the-counter items such as inhalers, cough drops, aspirin, insect repellent, sunscreen and lip balm. All medications are kept under lock and key (except insect repellent and sunscreen) and will be administered by the office at the appropriate time.

Medications must be delivered directly to the office (preferably) or child's teacher by the parent. Children may not carry medications to and from school. It is beneficial to speak to your child's camp teacher about medications your child will be required to take. For short-term medications, such as a 10-day antibiotic, it is helpful if the pharmacist gives you a second, labeled container so that the doses of the medication needed during school hours can be kept at school instead of going back and forth every day.

If any of the above requirements are not complete or written directions are unclear concerning the administration of the medication, the staff will not administer the medicine. We will attempt to contact you in this event.

## **INJURIES**

If any injury occurs during school, the teacher will send home a written note to inform you. A serious accident will, of course, be reported to you immediately.

MSNV has adopted the following procedures in caring for your child when he/she becomes injured at school. In case of emergency and need of medical or hospital care:

The school will call the home. If there is no answer,

The school will call the father or mother's place of employment. If there is no answer,

The school will call the individuals listed as emergency contacts by the child's parents, and the child's physician.

If emergency contacts do not answer, based on the medical judgment of the attending physician, a determination will be made as to whether the child should be transported to either the physician's office or a local medical facility, accompanied by a staff member.

If the physician cannot be contacted, the school will call an ambulance to transport the child to a local medical facility.

The school will continue to call the parents or physician until one is reached.

Parents may list additional instructions or changes to the above procedure on the child's individual emergency information record.

Parents are responsible for having on file at the school, and keeping up-to-date, a list of their daytime phone numbers and phone numbers and addresses of at least two other designated people to call in an emergency if the parents cannot be reached. Include this information on your emergency form.

## **EMAIL COMMUNICATION**

MSNV uses email to communicate non-emergency information. Be sure to designate your primary email address and check it regularly. You may send your email to us at [otran@msnv.org](mailto:otran@msnv.org)

## **CHECKLIST FOR FIRST DAY**

- All forms including medical forms plus medication
- Insect repellent (and sunscreen for ex-day kids), along with appropriate medical forms
- Change of clothes in backpack
- Diapers and wipes if needed
- Water bottle
- Security item for napping, if needed
- Lunch if staying beyond noon
- Payments that are due

**For children not enrolled in MSNV during the prior school year:**

## **CHECKLIST FOR SUMMER PROGRAM:**

The following forms are required before your child's first day of summer camp.

1. Emergency Form
2. Completed and signed Virginia Health Form (green)
3. Permission & Acknowledgment Form
4. Daily Medication Form for insect repellent / sunscreen
5. Standards of Driver Conduct Form
6. Permission to Use Wading Pool Form (extended day, only)
7. Student Questionnaire Form

The top half of the following form is to be completed, and brought to the school office no later than your child's first day of camp **along with your child's birth certificate or passport** to confirm your child's identity, as required by the Commonwealth of Virginia. Originals or copies are acceptable, and are returned to you after verification.

8. Verification of Attendance and Identity Form