



Camps nurturing curiosity, confidence, and a love of learning

This is an addendum to the Pinecrest School Community Handbook 2016-17 which can be found at www.pinecrestschool.org/downloads/CommunityHandbook.pdf?v=16. The policies contained in that handbook apply to camp as well as school. What follows here is specific information to Pinecrest Pavilion and duplicated critical information.

General Information

Session Dates 2017

Week 1 – June 26-30

Week 2 – July 3-7 (No camp or care Tuesday, July 4)

Week 3 – July 10-14

Week 4 – July 17-21

Week 5 – July 24-28

Week 6 – July 31-August 4

Week 7 – August 7-11

Week 8 – August 14-18

All weeks of camp will be held at Pinecrest School, 7209 Quiet Cove, Annandale, VA 22003.

Hours of Operation/Daily Routine

7:30 – 8:45 a.m.

8:45 – 9:00 a.m.

9:00 a.m. – 12:00 p.m.

12:00 p.m.

12:00 – 12:45 p.m.

12:40 – 12:45 p.m.

12:45 – 3:45 p.m.

3:45 p.m.

6:00 p.m.

Before-care

Student arrival

Morning camp classes

Morning campers dismissed; preschool after-care begins

Full-day campers have supervised lunch and outdoor play

Afternoon campers arrive

Afternoon camp classes

Afternoon campers dismissed; K-6 after-care begins

After-care ends

Camp Director and Staff

The Camp Director (Ms. Cindy Mitlo) is responsible for all camp programming, logistics and staffing. The Camp Director reports to the Head of School (Ms. Nicole McDermott).

All camp staff members are screened through a process of interviews, reference verifications, and background checks. Camp classes are taught by teachers while young adults in high school and college work as assistants and staff after-care and before-care.

In addition to Ms. Mitlo, camp operations are supported by Mrs. Serena Perricone (Assistant Camp Director), Ms. Susan Sullivan (Administrative Assistant) and Ms. McDermott.

Communication

You may communicate with the Camp Director at any time. Specific information related to the class(es) your child is taking will be communicated by the teachers in welcome letters sent home with your child on the first day of class.

In addition, Pinecrest uses an email Google Groups list-serv to communicate with its camp constituency. E-mail addresses of camp community members are subscribed to this email list. Then, when a message is sent to the list, it reaches everyone. This list is used to communicate news/notes, updates, reminders and other valuable information. Additionally, the list will be used in any emergency situation when parents need to be reached quickly. The only people with access to the list are those who are subscribed to the list; therefore, it is a safe channel of communication with no spam or reply-alls.

Parents may also subscribe (highly encouraged) to the Pinecrest Pavilion text alert system to receive important emergency or time-sensitive information in the form of a text message on their mobile phones. The text alert system will only be used in cases of emergency or when it is time-sensitive (such as moments before dismissal is to begin) or when email is not available. Please subscribe to the camp text alert system by texting " @pinecrest7 " to 81010; you may then receive a response back asking you to reply with S, P, or T to indicate if you are a Student, Parent, or Teacher. Once you respond to this question, you should receive a response confirming that you have joined

the Pinecrest Camp Parents Remind text alert group. You are then subscribed and there is no further action needed to receive text messages. When text messages come to you from this service, they will not come from any staff member's phone number and parents cannot reply to the number. This is a safe channel of communication with no spam or reply-all messages.

Pinecrest School has a comprehensive Emergency Preparedness plan, including how to communicate with parents as well as evacuation and shelter-in-place procedures. A copy of this plan is available upon request and in the school handbook.

General Policies and Procedures

Registration

Registration remains open throughout the summer for classes that are not full. You are welcome to add a class at any time. After May 12, 2017, newly-enrolled campers must submit all forms and make full payment within one week of registering.

Lunch/Snack

All food should be brought to camp in a lunchbox or bag clearly labeled with your child's name and the date. (This is a Social Services requirement.)

Pinecrest is not a nut-free environment. Nuts and nut products are not served by Pinecrest, and children do not share food during lunch or snacks. Please contact the Camp Director with questions about accommodations for children with allergies or to address any concerns about this or any other allergy.

Your child may bring a snack from home to eat if s/he would like. Teachers will provide campers with time to eat a mid-morning and a mid-afternoon snack. Snacks are not provided during camp hours, including preschool, but are provided to campers staying for after-care.

Pinecrest does not provide lunch, and refrigeration and microwaves are not available at camp. Campers attending both morning and afternoon sessions should pack a bag lunch and a drink. All full-day campers will participate in a supervised lunch/play period and will then be taken to their afternoon sessions. Afternoon-only campers should eat lunch before arriving. Parents who need morning-only campers to stay through lunch can do so at the rate of \$10/day and pick-up at 12:40 p.m. Please contact the Camp Director to arrange this.

Backpacks/Bags

It is very helpful if your child comes to camp with a bag or backpack that s/he can use to transport his/her snack/lunch as well as any camp items that need to come home.

Personal Property

Please label all items your child brings to camp including backpacks and water bottles. **All children should bring a water bottle labeled with your child's name to camp each day. Children can refill as needed from the school water fountains.**

Children should not bring collectibles, portable gaming systems, iPods and/or other listening devices, mobile phones, iPads, et cetera to camp. Teachers of some classes may give special permission for children to bring in items that pertain to that specific class. Any items brought in at teachers' request should be labeled with your child's name.

T-shirts

Each camper will receive one Pinecrest Pavilion t-shirt as a part of his/her registration. Shirts are distributed on the first day of the session your child attends. The t-shirt is not a camp uniform.

Spirit Fridays

All campers and staff are asked to wear a Pinecrest Pavilion or Pinecrest Summer Pavilion t-shirt every Friday. This can be this year's camp t-shirt or one from a previous summer.

Photos and Media Release

Photos are taken regularly at Pinecrest. Parents' completion and submission of their child's registration form to Pinecrest School constituted their approval for their child's photo to be shared with the camp community and for any such photos to possibly be used in school or camp brochures, advertisements, media coverage, the school website, et cetera. Names or other identifying information is never used with student photos. Concerns about this should be addressed directly with the Head of School. A few camp photographs may be shared with parents as appropriate.

Pinecrest Pizza Fridays (PPFs)

Pinecrest offers the option of purchasing a pizza lunch every Friday of camp. This is open to all full-day campers, to preschool campers in after-care on Fridays and to all staff. You can sign up for one, some or all PPFs at <https://fs9.formsite.com/pinecrest/PPF/index.html> and put a smile on your child(ren)'s face(s) and one less item on your Friday morning to-do list! Orders must be placed by 2pm the Thursday prior to each PPF. The link will close at that time and then will reopen on Friday after lunch for the remaining Fridays. Proceeds from this fundraiser support Pinecrest School. Thank you to the families who are generously sponsoring each PPF; this kind support allows Pinecrest to maximize profit from this fundraiser.

Health and Safety Policies

Absences

If your child will be absent due to illness, vacation or any other reason, please notify Pinecrest by calling the school at 703.354.3446 or by emailing both office@pinecrestschool.org and camp@pinecrestschool.org.

Medications

No prescription or over-the-counter medications may be brought to school and/or administered to a child until a parent completes a Medication Authorization Form. Medication may be administered only if written permission has been given by a parent. Written authorization is good for only ten days for non-prescription medication. Medications to be given over a longer period of time must also have a Medication Authorization Form signed by a doctor stating the dosage, exact time the medication must be given, and possible side effects. A Medication Authorization Form is good for 12 months if the duration written on the form by the doctor is a 12-month period. After this time, if the prescription is still needed, the parent must submit a new completed form, complete with the doctor's signature and instructions for dosage, exact time medication must be given, and possible side effects. There is no limit to how many times a Medication Authorization Form can be renewed per child or per medication. Prescription medication must be in a properly labeled pharmacy container. Over-the-counter medicines must be in their original containers. Students may not self-administer any medication, including cough drops or syrup, nasal spray, aspirin, insect repellent, sunscreen, or lip balm. Staff does not apply sunscreen or insect repellent; if this is needed, please apply at home.

Medication must be brought to school by a parent. Under no circumstances may it be transported to or from school by a student. It may not be left in the classroom, on or in the teacher's desk, or in the student's desk, cubby, backpack, lunch box, or pocket.

Illness

Parents must keep their children home from camp when they are ill. A child is considered ill when s/he has a temperature of 100 degrees or higher, has recurrent diarrhea or vomiting, or has contracted one of the diseases on the Communicable Disease Reference Chart for School Personnel in the appendix of the community handbook on the school website. When a child becomes ill at Pinecrest, a parent or emergency contact person will be called to pick up the student as soon as possible. Children should remain home until all signs of the illness are gone. If the child has been sick during the night, please keep him home the next day even if he seems well by morning. Children should be fever-free or vomit-free for at least 24 hours before they return to school. Students with strep throat must be on antibiotic or other doctor-prescribed treatment for 24 hours before returning to school. If your child becomes ill with a contagious disease (e.g., chicken pox, strep throat) or contracts head lice, please notify the school immediately. A member of the administrative team will alert the other parents so they may take the appropriate action. Children with lice cannot return to school until their hair is nit-free.

Reportable Communicable Diseases

Parents/guardians must inform Pinecrest School within 24 hours or the next business day after his/her child or any member of his/her immediate household has developed any reportable communicable disease, as defined

by the State Board of Health, except for life threatening diseases, which must be reported immediately. A chart of the communicable diseases appears in the back of the community handbook on the school website.

Emergency Closing/Delayed Openings

Camp closings, delayed openings and any information that needs to be shared in the case of a crisis/emergency will be announced to the camp community through our Google Groups email list-serv or the opt-in text alert system. Instructions for registering for this text alert system are above in the Communication section.

Pinecrest School has a comprehensive Emergency Preparedness plan, including how to communicate with parents as well as evacuation and shelter-in-place procedures. A copy of this plan is available upon request and in the community handbook on the school website.

If Pinecrest needs to be evacuated in an emergency situation, campers will walk with staff to AMF Annandale Lanes, located 0.37 miles from the school. AMF Annandale Lanes is located at 4245 Markham Street in Annandale, Virginia. Should this occur, this information would be communicated to parents via the opt-in text alert system as well as by email if email is available. Secondary evacuations sites include Westminster School at 3819 Gallows Road or Annandale High School at 4700 Medford Drive, also both in Annandale.

Arrival and Departure Information

Pinecrest is a small school with limited parking. As much as possible, a kiss-and-ride approach for both drop-off and pick-up is used. At drop-off, this means that adults and children should remain in cars in the carpool line until a staff member greets cars and assists children out of cars. At pick-up, please wait in the carpool line until staff members put children into parents' or their designees' cars.

Parents/guardians needing to park during pick-up or drop-off should not cut other cars waiting in the line to do so. Please wait until you can safely pull in or out of a parking space at this hectic time.

Drop-off is between 8:45-9:00 a.m. for morning campers and between 12:40-12:45 p.m. for afternoon-only campers. Pick-up is at 12:00 p.m. for morning-only campers and 3:45 p.m. for afternoon or full-day campers.

Your patience is appreciated as our staff does its best to safely bring children in and return them to parents/guardians.

Drop-off Procedures

Arrival (8:45 a.m. or 12:40 p.m.)

- Cars line up on the right side of the driveway. The first car should pull up and wait by the number 1. Children and adults should remain in vehicles.
- At 8:45 a.m. or 12:40 p.m., staff members will come out to the driveway.
- Cars can swing around the circle, stopping at a staff member who will help children out of the car. Please ensure that children have their belongings and are ready to get right out. This process should be quick and take about 30 seconds.
- Children walk up the path to be checked in.
- After a child's presence is recorded, s/he will walk to the building where another staff member will be stationed at the door and will guide him/her to his/her class.

Late Arrival

All children who are late to camp must be brought to the office by a parent/guardian to sign in at the front desk before proceeding to class. Please call 703.354.3446 to be let into the building when you arrive as the door is locked.

Pick-up Procedures

Pick-up Placards

Families have received two pick-up placards with the mailing of this document. Pick-up placards are used to ensure we match children to the people who are supposed to pick them up and to help the pick-up line to run more efficiently. Please keep the placard in your car and be ready to show it to camp staff at pick up time. The placard has the child(ren)'s last name(s). If you do not have your placard and a staff member does not know you, you will be asked to show identification at pick-up time. If additional placards are needed, let the Camp Director know. Please keep the pick-up placard in the driver's side window during pick-up.

Pick-up Authorization

Unless otherwise notified, Pinecrest assumes that each camper will be picked up by a parent or designee who will be displaying that child's pick-up placard. If a child is to ride home with anyone other than a parent or designated driver listed on the child's medical/emergency form, Pinecrest requires notification in writing. You may bring in one note with the plan for the week or do it on a day-by-day basis. You may also email the Camp Director with pick-up authorization. Please share the name and relation of the person picking up your child; it is also helpful to know what kind of car (make/model) they are driving. Staff may ask for identification of the person picking the child up to be sure it matches the name given by the parent.

Carpooling

For families carpooling with other campers, please let the Camp Director know. It is helpful to know who will be picking up when. You may bring in one note with the plan for the week or do it on a day-by-day basis. The driver of the vehicle should display his/her own pick-up placard only and does not need to have a placard for the other riders. At dismissal, all children will find the people they are riding with and they will stand together. When one name of the group is called, they all will come forward. Please help your children to understand that they need to know the name of the person with whom they are going and that that's the name they should listen for at dismissal.

Dismissal (12:00 p.m. and 3:45 p.m.)

- Carpool drivers pull up along the right side of the driveway. (Please keep your pick-up placard handy in the driver's side window.) The first car should pull up and wait by the number 1.
- A staff member will ask the first car in line to swing around the circle at the top of the drive and pull all the way around, stopping at the cone indicating the first staff member position.
- Other cars should follow the line and park/stop directly behind the person in front of them with as little space as possible between to allow more cars room to be on the driveway. It is very important to pull up directly behind the person in front of you as every bit of space makes a difference to not backing up onto the main road.
- Children will come outside and wait.
- Children will be called down to cars and will be helped into their parent's or designated driver's car by a staff member. We will load as many cars as possible at one time – usually 4 at noon and 5-6 at the end of the day.
- Parents picking up preschoolers at 12 noon should follow this same procedure.

Carpool Line Guidelines and Reminders

Please help us keep your child and others safe during both drop-off and pick-up by keeping in mind the following guidelines:

- Please obey the posted speed limit (10 mph) when coming up and down the lane, and please stop at the stop sign as you exit the lane onto the public part of Quiet Cove. We want to be safe and also respectful to the neighbors who live at the end of our drive.
- Please pull up directly behind the car in front of you leaving as little space as possible. This allows room on the driveway for more cars. As the car in front of you moves, please move up as well. When a staff member motions you forward, pull all the way up until they tell you to stop.
- **No parking or waiting is allowed in the Quiet Cove community of brick homes at the bottom of the Pinecrest School driveway or in the Glen Hollow condominium community. If you do this, you are at risk of receiving a ticket by the police department.**
- **If you are turning onto Quiet Cove and the carpool line is all the way to the street and not moving, please drive past and come back in a few minutes when the line may have moved. Sitting on Annandale Road waiting to turn can be a hazard. Pinecrest can hold your child as long as need be and would much rather that than have you and the neighborhood in an unsafe position. Once dismissal begins, carpool usually progresses quickly and is completed within 10-15 minutes. Please do not back up into or block the Glen Hollow condo complex or the Quiet Cove neighborhood.**
- Please watch the staff members who may be giving signals to pull up further, stop, wait, etc. Please follow any directions that are given promptly.
- Do not go around the car in front of you unless specifically asked to by a staff member.
- Please make sure to have your pickup-up placard with your name on it with you. Additional placards are available as needed. If you are bringing home children that are not your own you do not need their sign; simply inform staff in advance who you are taking and they will come to the car with your child(ren).
- As you come up the driveway, please put your pickup-up placard in your driver's side window.
- Please stay in your car. Our staff will help your camper(s) in and out of the car.
- We are glad to help with seatbelts and buckles that do not take long. Let us know if your child requires

assistance. If your child has a safety seat that takes a while to buckle and/or requires you to get out of the car, or if you are transporting multiple children who will require assistance, please use the parking lot to finish securing seatbelts after the children are in the car. We try to avoid situations that cause a back-up in the line and delay arrival or departures.

- Please be careful and patient when using the parking lot. Drop-off and dismissal are very hectic times of day at Pinecrest so please use extra caution when pulling in/out of parking spaces.
- Please exhibit patience and caution at all times in the drop-off/pick-up line. We will always be doing our best to be efficient and most of all safe.
- Drivers should not be on mobile phones during pick-up and drop-off.

Early Departure

Children should bring the Camp Director a signed note from their parents/guardians on the days they need to leave early. To pick up a child early, sign the child out at the front desk in the office of the old building. A staff member will go to the classroom and bring your child to you.

Late Pick-up

Children must be picked up from camp at the designated time. If an unavoidable delay occurs and parents are late, children are escorted to the office (for morning campers) or after-care (for afternoon campers or preschool campers). A charge of \$10 will be assessed for late pick-up.

Before-care and After-care

Before-care

Before-care runs from 7:30-8:45 a.m. for all days that camp is in session and is available to all preschool and K-6 campers. It is available on a drop-in/as-needed basis or on a scheduled basis. Either way, you are not expected to sign up, prepay for or pay on the day of use. You will be billed after use for before-care.

The before-care fee is \$10 per day regardless of arrival time. Payment is due by Friday of the billing week with a credit card or a check. A \$50 late fee will be assessed for any before-care fees not paid by Friday of the billing week and this may cause the child's dismissal from the program. An additional \$50 fee will be assessed every 30 days.

After-care

After-care is available for all preschool and full-day or afternoon K-6 campers on all days that camp is in session and runs from 12 noon until 6:00 p.m. for preschool campers and 3:45 p.m. until 6:00 p.m. for K-6 campers. Campers may only attend after-care on days they are attending camp.

After-care is billed at a rate of \$10.00 per child per hour for actual time spent in after-care. Charges are calculated in half-hour increments and billed on Monday of the week following use. Payment is due by Friday of the billing week with a credit card or a check. A \$50 late fee will be assessed for any after-care fees not paid by Friday of the billing week and this may cause the child's dismissal from the program. An additional \$50 fee will be assessed every 30 days.

Invoices and Billing

Invoices for after-care/before-care use will be sent from *Pinecrest School* <quickbooks-email@intuit.com>. Please add this address in your email contacts list so you will not have issues with spam. Once you receive the invoice, you will have the option to pay online with a credit card (with the processing fee added on) or to pay by check that you would mail to Pinecrest School, 7209 Quiet Cove, Annandale, VA 22003 or drop off to Pinecrest School (without the processing fee added on). Questions about billing should be sent to business@pinecrestschool.org; the staff member using this email works on a part-time basis so your patience is appreciated.

Families with multiple children in after-care at the same time (i.e., both in K-6 after-care or both in preschool after-care) will pay full fees for the first child and will enjoy a 50% discount on each additional child's fees.

A \$10.00 late pick-up fee is charged if a child is picked up between 6:00-6:10 p.m. An additional \$1.00 per minute fee is charged after 6:10 p.m. This late fee is per child. Advance notice of late arrival by the parent does not nullify the late fee. Frequent late pick-ups may cause the child's dismissal from the program.