



CAMP
CURIOSITY
CAMP | SCHOOL | FARM

Parent Handbook

**Early Childhood Education
Private Academic School,
Summer Camp and Farm**

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www.campcuriosity.com

An Equal Opportunity Education & Employment Provider

Mission Statement

At Camp Curiosity, Curiosity Shoppe, and Toddler Center, our school mission is to provide high-quality educational opportunities to children while fostering each child's intellectual, social, physical, and moral development in an academic-rich environment. Our summer camp mission is to provide unique, enriching options for children to develop physical, social, and creative skills in a multifaceted, outdoor environment.

Our Philosophy

Our philosophy offers a Christian approach to early childhood education. Our school is designed to offer more than child care supervision, but enhancing, enriching, educational opportunities for children, parents, and families. Our school programs provide children with academic and developmental goals to build a strong, successful educational foundation. Learning, communication, emotional, and interpersonal skills are supported during the formative years from age one to six. In a safe, caring environment Camp Curiosity nurtures each child into reaching his or her full creative, intellectual, social, and independent self.

Camp Curiosity has developed an age-based curriculum and learning goals to stimulate our school programs. Children are exposed to a wide variety of experiences to expand creative thinking, and make each day exciting. Our curriculum utilizes the Pennsylvania Learning Standards for Early Childhood combined with additional curricula and practices to produce a custom learning experience. Summer programs offered by Camp Curiosity provide goals for our campers to discover new areas of learning and build on age-appropriate skills.

Camp Curiosity educators and administrators are experienced and trained to educate with kindness and love in a safe and nurturing fashion. Each child's individual needs and personalities are respected and enhanced. Our unique 50 acre farm campus allows our team of educators to instruct and encourage discovery, exploration, inventiveness, and creativity. Areas of our campus including woods, fields, courts, orchard, and shades are utilized to provide our children with the ability to learn in and from their outdoor surroundings. Through interaction with our farm animals, garden, and natural surroundings, children can achieve hands-on learning experience and discovery.

Camp Curiosity's three foundational principles for our students, parents, families, and staff aim to establish:

Respect for our peers, our teachers, our learning tools, our standards, and our environment.

Responsibility for ourselves, our belongings, and our choices.

Safety in our actions.

Our Facility and Educators

Licensed by the PA Department of Education and
Certified by the State Board of Private Academic Schools

PA Certified Teachers working with all Licensed Private Academic School Programs

Licensed by the PA Department of Human Services

Staff Trained & Certified in Pediatric First Aid & CPR, Fire Safety, and Water Safety

Child Abuse History, Criminal & Federal Background Clearances for All Staff

A Keystone Stars Facility

Educational School Programs

Young Toddlers | Age 18 months by September 1st – Steady Walker, Self-Fed, Afternoon Nap Only

Our Young Toddler group of steady walkers is learning to grow in the comfort of their environment as they explore the world around them at a faster pace! We will start to focus on structure, sharing, and manners. It is our utmost goal to communicate with parents on a regular basis, so we provide a daily report of your child's day including meals, diapering, sleep, and activities. Our experienced educators plan activities to stimulate creativity and to integrate developmental skills and concepts appropriate for this age. One-year-olds spend their days in exploration and investigation. They approach things that attract them and explore through their senses of touch, taste, and smell. The entire 50 acre farm is available to our new walkers and a strong appreciation for nature is developed during fun, educational walks around campus, and visits with our farm animals. Weekly specials in the Young Toddler program include Music and Movement, Art, Science, Farm Education, and Physical Education. Children must be self-feeder, steady walkers. We do not provide bottles. We do not introduce training in this program. Pacifiers, stuffed animals, and blankets will be provided during nap time.

Developmental Goals

Language—Using words to express needs, uses naming words for familiar people and objects, recites familiar songs, interested in pictures and text, listening to stories, responding to simple questions, often begins to have favorite words by age two, illustrates as age-appropriate.

Mathematics—Counting in play, reciting numbers 1-10, matching objects, learning about different shapes.

Physical—Walking steadily, working on balance, develops control of wrists and fingers, becomes more independent as skills develop.

Mental—Thinks aloud through talking to self and names things, learns by experimental learning and trial and error, understanding cause and effect, finding alternate solutions, develops short term memory, attention span is lengthening.

Social—Independent play is common at this age, begin playing with peers, sharing, participation in activities, understands simple directions, making transitions.

Emotional—Becoming curious and enjoys attention, clings to familiar adults, may show anxiety around strangers, may react to stress with emotional outbursts, developing self-control.

Self-Reliance—Washing hands, dressing, self-feeding with fingers and utensils, using open cup, cleaning up, sitting at table/chair.

Toddlers | Age 2 years by September 1st – Training Can Be Introduced, Afternoon Nap

As they expend their seemingly boundless energy, toddlers love to jump, roll, dance, and explore the world around them through movement, and they will be encouraged to do so in this program. In the Toddler program, we will start to focus on structure, sharing, and manners. We know that while working with growing toddlers, this can be fun and also frustrating as young children often go through milestones that involve unwanted behaviors such as being physical with friends, biting, and tantrums. It is our goal to work with you every step of the way as your toddler grows and develops. It is our utmost goal to communicate with parents on a regular basis, so we provide a daily report of your child's day including meals, diapering, sleep, and activities. Our experienced educators plan activities to stimulate creativity, to foster a positive self-image, to integrate developmental skills and concepts appropriate for this age. By exposing them to the new ideas, toddlers can explore and investigate, begin to share their own interests, and develop their growing ability to express desires and request information. They will develop strength in their muscles and large motor skills in a safe and supervised setting, small motor skills through manipulative play, and lengthen their ability to focus on tasks through practice. Socialization skills are worked on daily as your child learns to share with other children, to be gentle, and to listen to others. Daily group Circle Time provides the opportunity for toddlers to share any exciting news they wish to convey to the class and begin to work together as a group as well as introducing the calendar, weather, colors, shapes, stories, nursery rhymes, and finger plays. A strong appreciation for nature is developed during fun, educational walks around campus, and visits with our farm animals. Weekly specials in the Toddler program include Music and Movement, Art, Science, Farm Education, and Physical Education.

Developmental Goals

Language—Uses words to express needs, recites familiar words and songs, uses naming words for familiar people and objects, recognizing basic colors, learning animal names and sounds, illustrates as age-appropriate, expanding vocabulary.

Mathematics—Counting, reciting numbers 1-10, identifying shapes, sorting objects.

Physical—Learning how to run, jump, gallop, skip, and climbing, working on balance, developing control of fingers and wrists.

Mental—Thinks aloud through talking to self and names things, learns by experimental learning and trial and error, understanding cause and effect, finding alternate solutions, develops short term memory, attention span is lengthening, role playing and pretend play, recalls name / age.

Social—Begins playing with others, sharing, works independently, participation in activities, shows individuality, understands simple commands and directions, making transitions, understanding community roles.

Emotional—Becoming curious and enjoys attention, may cling to familiar adults and show anxiety with strangers, may reacts to stress with emotional outbursts, developing self-control.

Self-Reliance—Washing hands, dressing, self-feeding, using open cup independently, cleaning up, sitting at table/chair.

Young Nursery | Age 3 years by September 1st – Not Trained, Afternoon Nap

The Young Nursery program is designed for children who are not yet bathroom trained. The focus of the Young Nursery program is to begin exposing children to academic learning, providing support of developing emotional and social skills, practicing independence, lengthening focus and attention span, and improving verbal skills. It is our utmost goal to communicate with parents on a regular basis, so we provide a daily report of your child's day including meals, diapering, sleep, and activities. Our experienced educators strive to help each child develop into a confident, well-rounded individual able to successfully interact with his/her peers. Whether learning through art and music or practicing letters and numbers, we encourage the children to use creative and imaginative thought. A strong appreciation for nature is developed during fun, educational walks around campus, and visits with our farm animals. Weekly specials in the Young Nursery program include Music and Movement, Art, Science, Farm Education, and Physical Education.

Bathroom Training Policy: Parents and teachers work together to establish a consistent bathroom training procedure between home and school, once the readiness of the child has been observed. Our definition of trained includes child's comfort using the bathroom independently and communicating needs with his/her teacher, ability to take care of responsibilities, including undressing/dressing & washing hands, and wearing underwear accident free for 2 weeks at home and school. **Children who turn four years of age and have not satisfied our bathroom training policy will not be permitted to re-enroll in the Young Nursery program at the start of the succeeding summer or school session following their fourth birthday. Children who are four years of age and have not met our training requirements will not be permitted to enroll in any summer or school session programs until all potty-training policy requirements have been met. Children must be Fully Trained to enroll in our Nursery program and older.**

Developmental Goals

Language—Uses words to express needs, recites familiar words and songs, uses naming words for familiar people and objects, recites alphabet, recognizing basic colors, illustrates as age-appropriate, rhyming, opposites, and position-oriented words, asking questions for information, expanding vocabulary.

Mathematics—Recognizing numbers 1-10, reciting numbers 1-20, identifying and composing shapes, sorting, extending patterns, making estimations.

Physical—Developing gross motor skills through running, jumping, skipping, galloping, hopping, and climbing, alternating feet on stairs, working on balance, developing control of fingers and wrists, pincer grip.

Mental—Thinks aloud through talking to self, others, and naming things, learns by experimental learning and trial and error, understanding cause and effect, finding alternate solutions, sequencing, predicting, develops short and long term memory, attention span is lengthening, role playing and pretend play, recalls first and last name and age.

Social—Uses words to express needs, playing with peers, sharing, works independently, participation in activities, shows individuality, understands simple commands, follows multi-step directions, transitions well from one activity to another, manners, understanding community roles.

Emotional—Comfortable with familiar adults, accepting guidance, seeking help, working on resolving conflict, developing self-control.

Self-Reliance—Using the bathroom, washing hands, dressing/undressing, cleaning up.

Nursery | Age 3 years by September 1st – Trained with Full Independence, Afternoon Nap

Private Academic School Program Licensed by the PA Department of Education

The Nursery program is designed for children who are fully bathroom trained. The focus of the Nursery program is to provide academic learning, provide support of developing emotional and social skills, practice independence, lengthen focus and attention span, and improve communication and verbal skills. Three year olds have a delightful way of expressing "I can do it!" In our Nursery program, we combine experimentation and exploration to build higher level thinking, language, math, social, and physical motor skills with fun and challenging activities. This program strives to provide a creative learning environment for children to develop skills at their own pace and enhance their own personality. Our highly qualified, certified, and experienced teachers prepare and implement an academic-rich program that utilizes hands-on approaches and educational tools that foster positive learning and growth. There is a strong emphasis on accomplishments including cutting with scissors, using glue bottles and sticks, writing first names, coloring in the lines, and learning letters & numbers. Awareness is placed on children's literature as well as nursery rhymes and poetry. Verbal communication is encouraged through sharing, storytelling, and sign language. It is our utmost goal to communicate with parents on a regular basis, so we provide a daily email to parents including meals and activities. A strong appreciation for nature is developed during fun, educational walks around campus, and visits with our farm animals. Weekly specials in the Nursery program include Music and Movement, Art, Science, Farm Education, and Physical Education.

Developmental Goals

Language—Recites and recognizes alphabet, produces letter sounds, prints first name, uses sentences, recognizing basic colors, illustrates and explains, rhyming, opposites, and position-oriented words, asking questions for information, expanding vocabulary.

Mathematics—Recognizing numbers 1-10, reciting numbers 1-20, identifying and composing shapes, sorting, extending patterns, making estimates.

Physical—Developing gross motor skills through running, jumping, skipping, galloping, hopping, and climbing, alternating feet on stairs, working on balance, developing control of fingers and wrists, pincer grip.

Mental—Thinks aloud through talking to self, others, and naming things, learns by experimental learning and trial and error, understanding cause and effect, finding alternate solutions, sequencing, predicting, develops short and long term memory, attention span is lengthening, role playing and pretend play, recalls story details, recalls full name and age.

Social—Uses words to express needs, playing with peers, sharing, works independently and with others, participation in activities, shows individuality, understands simple commands, follows multiple-step direction, follows rules and routines, transitions well from one activity to another, completely work in a timely manner, manners, understanding community roles, character development.

Emotional—Comfortable with familiar adults, accepting guidance, seeking help, working on resolving conflict, developing self-control.

Self-Reliance—Using the bathroom, washing hands, dressing/undressing, cleaning up.

Pre-Kindergarten: Kindergarten Prep Program | Age 4 years by September 1st **Private Academic School Program Licensed by the PA Department of Education**

Our Pre-Kindergarten program has been designed to help prepare children who are one year away from entering Kindergarten. The main focus of the Pre-Kindergarten program is to provide a positive, academic learning environment that promotes experimentation and exploration to build higher level thinking, language, math, social, and physical motor skills with fun and challenging activities. Our highly qualified, certified, and experienced teachers integrate learning into the classroom in language arts, early math, phonics and writing, social sciences, and focus in preparation for Kindergarten. Team and individualized techniques are used to cultivate a genuine appreciation and excitement about learning. Outdoor play is part of the daily routine to provide children the opportunity to expend some of their energies while developing muscular strength, coordination, and motor skills. It is our utmost goal to communicate with parents on a regular basis, so we provide a daily email to parents including meals and activities. A strong appreciation for nature is developed during fun, educational walks around campus, and visits with our farm animals. Weekly specials in the Pre-K program include Music and Movement, World Languages, Art, Science, Farm Education, and Physical Education.

Developmental Goals

Language—Recognition of letters A-Z in upper and lower case, matching and orally producing letters and sounds, rhyming, opposite, and position-oriented words, responds to discussions, asking questions for information, recognizes colors, prints first and last names, illustrates and explains, personal kid-writing topics, recognizing sight words, expanding vocabulary.

Mathematics—Counting and writing numbers 1-30, reading two-digit numbers, understanding number line, reads tally marks, identifying and composing 2D/3D shapes, identifies symmetrical shapes, sorting, matching objects and numbers, classifying, understanding types of measurement, addition and subtraction, extending and comparing patterns, making estimations, recognizing and interpreting graphs, telling time to hour, using money and their values, understanding temperature, problem solving.

Physical—Developing coordination and gross motor skills through running, jumping, skipping, galloping, hopping, and climbing, balance, alternating feet on stairs, building endurance, developing hand-eye coordination, understanding proper use of our bodies, control of fingers and wrists, pincer grip.

Mental—Learns by experimental learning and trial and error, understanding cause and effect, finding alternate solutions, sequencing, predicting, develops short and long term memory, attention span is lengthening, role playing and pretend play, recalls story details, recalls full name, age, phone number, and address.

Social—Works well independently and with others, participation in activities, understands simple commands, follows multiple-step directions, follows rules and routine, transitions well from one activity to another, completing tasks in a timely manner, manners, understanding community roles, character development.

Emotional—Accepting guidance, seeking help, resolving conflict, developing self-control, managing personal stress appropriately.

Self-Reliance—Maintaining personal belongings, washing hands, dressing/undressing, cleaning up.

Full Day Kindergarten: First Grade Prep Program | Age 5 years by September 1st **Private Academic School Program Licensed by the PA Department of Education**

Students enrolling in the full day Kindergarten program must be evaluated for readiness by our Kindergarten teacher between March-May of the previous year. Academic evaluation requirements that must be met include recognition of and ability to compose all upper and lower case alphabet, knowledge of phonics of most letters, recognition of and ability to compose numbers 0-10.

Our full day Kindergarten has been designed to help prepare children who are one year away from entering First Grade or planning to repeat Kindergarten the following year. Our highly qualified, certified, and experienced Kindergarten teacher implements a wonderful scholastic program that balances unique activities with a wealth of hands-on learning opportunities and experiences. Our curriculum is designed to educate and prepare your child in various academic disciplines including reading, writing, phonics, language arts, mathematics, social sciences, and social development. A variety of teaching methods and strategies are used for instruction, including Saxon Math and Houghton Mifflin. Outdoor play is part of the daily routine to provide young students the opportunity to expend some of their energies while developing muscular strength, coordination, and motor skills. Language readiness is addressed with our reading and writing units including phonics, sight words, creative writing, research projects, and library time. Beginning math concepts and skills are developed using shapes, patterns, sorting, fractions, measurement, and addition & subtraction. Curiosity and positive self-image are stimulated and nurtured with learning centers, group instruction, one-on-one teacher time, and peer work. It is our utmost goal to communicate with parents on a regular basis, so we provide a daily email to parents including meals and activities. A strong

appreciation for nature is developed during fun, educational walks around campus, and visits with our farm animals. Weekly specials in the Kindergarten program include Music and Movement, World Languages, Art, Science, Farm Education, and Physical Education.

Developmental Goals

Language—Recognition and reproduction of letters A-Z in upper and lower case, matching and orally producing letters and sounds, identify and produce rhyming, opposite, and position-oriented words, reading and writing high frequency words, responds to discussions, asking questions for information, presents information in group, prints first and last names, illustrates and explains, personal kid-writing topics, writing sentences, using correct grammar, using expanding vocabulary.

Mathematics—Counting by 1s forward and backward, counting forward by 2s, 5s, 10s, writing numbers sequentially, reading two-digit numbers, understanding number line, reads and writes tally marks, identifying and composing 2D/3D shapes, identifies symmetrical shapes, sorting, matching objects and numbers, classifying, understanding types of measurement, understanding and using addition and subtraction, solving word problems, extending and comparing patterns, making estimations, recognizing and interpreting graphs, telling time to hour, using money and their values, understanding temperature.

Physical—Developing coordination and gross motor skills through running, jumping, skipping, galloping, hopping, and climbing, balance, alternating feet on stairs, building endurance, developing hand-eye coordination, understanding proper use of our bodies, control of fingers and wrists, pincer grip.

Mental—Learns by experimental learning and trial and error, understanding cause and effect, making reasonable estimations, finding alternate solutions, sequencing, predicting, develops short and long term memory, attention span is lengthening, role playing and pretend play, interpreting maps, recalls story details, recalls full name, age, phone number, and address.

Social—Works well independently and with others, participation in activities, understands simple commands, follows multiple-step directions, follows rules and routine, transitions well from one activity to another, completing tasks in a timely manner, manners, understanding community roles.

Emotional—Accepting guidance, seeking help, resolving conflict, developing self-control, managing personal stress appropriately.

Self-Reliance—Maintaining personal belongings, washing hands, dressing/undressing, cleaning up.

School Year Specials

Physical Education

Children in classes from Young Toddlers to Kindergarten will participate weekly in physical education classes. Activities that focus on the development of gross motor skills, exercise, fitness, calisthenics, strength training, yoga, stretching, team and group work, athletics, games, and large scale building are led by our physical education instructor.

Music Education

Our Music program is offered on a weekly basis. The program provides opportunities for children to experience the musical arts through playing instruments and creating instruments from every day things, rhythms, dancing, sing along songs, nursery rhymes, styles of music, creative movement, and performing/theater arts. Children in the Nursery, Pre-K, and Kindergarten classes will also learn about various World Languages including Spanish, German, Hebrew, Korean, and Latin. Our 4-6 year olds will have one day a week of Technology class as well that provides our students the opportunity to try various types of technology, such as iPads and lap top computers, smart screens, word processing, power point, etc.

Science Education

Children in Young Toddlers to Kindergarten will participate in Nature and Sciences class each week. Our science instructor brings the world around us into the classroom in her lessons all about nature, insects, mammals, reptiles, amphibians, fish, birds, dinosaur dig, plants and seeds, classifying organisms, observing habitats, recycling and composting, weather and clouds, and tapping trees for maple syrup. Classes will also explore and observe the physical sciences, how things move, magnetism, weight, plate tectonics, geography, the human body, bones and x-rays, testing theories, and chemical experiments. Science class uses hands many different on activities to help children understand the world around them and how it works.

Art Education

Children in Young Toddlers to Kindergarten will have a special art program bi-weekly where they can create and express themselves using a variety of media. Famous and historical artists like Monet, Picasso, van Gogh, and Michelangelo are also studied. Various styles of art are practiced as children design and create their own works of art!

Library

Library time allows students to visit on school library to learn about its various roles in our lives and education. Students in our older classes will learn how to use a library, how it is organized into fiction and non-fiction, how to locate a book, various author studies, and responsibility for our books. Students will spend time reading in the library during independent reading, teacher read stories, puppet shows, listening center, iPad applications, and checking out books to take home. This great space at our school offers elements

Farm Education

Each class will participate in our Farm Education program where students will learn hands-on and up-close about the farm right here at school! Lessons are planned for each group to learn about our farm animal care, raising baby animals, gardening and harvesting produce, apple picking, farm cooking, birds and feeders, butterfly gardening, and more! *Signed permission required to participate.

Summer Camp Programs

Young Toddlers through Kindergarten | Age 18 months to 5 years

Camp Curiosity provides a full year programs for children ages 18 months year of age to Kindergarten. During summer camp sessions, activities are planned and geared to each age group to provide opportunities for each child to experience a variety of learning areas, including water activities and swimming, sports, games, arts, music, and science. All 50 acres are utilized to provide our well-round, all-encompassing summer camp experience. Young Toddler to Young Nursery programs will touch upon many of the developmental skills listed in the school program descriptions above.

Swimming is an essential element of our summer camp program. Children who are not potty-trained use our water playground where activities are presented to encourage comfort with water. Our 1-1½ foot deep low water pool offers children in the Nursery, Pre-K, and Kindergarten programs the opportunity to development beginning swimming skills without the fear of water depth and reliance on floatation devices. We do not use any type of water floatation device.

Entering Grades 1-9

Our schedule of team programs for grade levels 1-9 offers a variety of learning experiences for our campers in a variety of merit areas. Campers are placed into our summer camp teams based on the grade level they are entering in the fall. During summer camp sessions, activities are planned and geared to each team including swimming and water activities, boating, kayaking/canoeing, fishing, sports and games, the arts, music, science, STEAM, nature, ropes course, and teamwork challenges. Special events are scheduled throughout the summer as additional fun for our campers and families. All 50 acres are utilized to provide our well-round, all-encompassing summer camp experience.

Grade 7-9 campers will be in our CIT (Counselor in Training) Leadership program offers opportunities for our oldest campers to build leadership skills, practice teamwork and challenges as a team, assisting instruction and working with our younger campers, and using areas of our campus designed for older children.

Swimming is an essential element of our camp program. Campers in grades 1-9 use the full size 5 lane pool with a 3 foot shallow end and 6 foot deep end. Opportunities to develop on personal swimming skills as well as safety skills are provided as age appropriate for each group. We do not swim test our campers. Personal instructional opportunities are available through private swimming lessons.

Special Programs are offered for campers in grades 1-9 to focus on specific areas of instruction over 5-day camps. Please see our application for special camp options and availability. Campers will focus on this area over the weeks that these camps are offered to introduce new skills and refine learned skills. Special camp groups will participate in free swim only, not swimming skills.

Grade Level Merit Program is part of the grade 1-9 programs and special camps for campers to achieve in areas all around campus as well as personal skills. We use all areas of our campus to provide learning opportunities for campers to explore, achieve, and grow. Campers can work toward obtaining beginning, intermediate, and advanced levels of merit in water activities, sports, STEAM, animal science, farm education and wilderness areas during their summer. Friday's Merit Ceremony at lunch will celebrate campers who complete a merit category by awarding merit beads as well as character awards voted by peers. It is our goal to promote positive opportunities for campers to take pride in their accomplishments, respect and support each other, and develop on character skills that build a successful camp community. Please Note: Merits are not advertised and are scheduled as we are available to offer them. We do our best to instruct all merits over the entire summer, but we may not be able to instruct all. Horsemanship will not include horseback riding, only horse education.

Junior Internship Program | Entering Grades 10-12 in the Fall, Interview Required

Our Junior Internship program allows young adults who are entering grades 10-12 in the fall to work with the senior counselors of our summer camp programs to gain experience working with children, to learn and demonstrate leadership skills, and even gain volunteer hours for service projects, honor society, church missions, etc. Junior Interns must be interviewed and approved for the program by the Director in advance. The Junior Internship program is a **voluntary position** working under the guidance of our staff. Applicants interested in the Junior Internship program must apply on our website at www.campcuriosity.com/work. The application will be closed on March 31st and all applicants will be contacted to schedule an interview during the month of **April**. All interviews must be scheduled in April and no late applications will be accepted. Applicants will be contacted in **May** with confirmation of selection for the program. Only **5 applicants** are selected for the program. Junior Interns are NOT guaranteed future employment following program completion. All paid employees must be 18 years or older.

Facility and Program Policies

Hours of Operation

The hours our facility is open are from **7:00 AM – 6:00 PM, Monday-Friday**. Our office hours are 8:00 AM – 4:00 PM, Monday-Friday.

Sessions

Our School Session begins the Tuesday after Labor Day to the second Friday in June. Our Summer Session runs for 10 weeks beginning on the Monday after Father's Day in June. Session commencement and completion dates may vary by year in mid-June. Our campus calendar will be updated and posted to our Parent Center page annually.

Arrival and Departure

Full Day activities commence at **9:00 AM** and conclude at **4:00 PM**. Extended drop-off begins from 7:00 – 9:00 AM and extended pick-up begins from 4:00 – 6:00 PM. Extended hours from 7-9AM and 4-6PM does not include formal curriculum and instruction and is only offered for parent convenience. **Each child must be signed in and out each day by a person designated to bring and pick up that child.** Parents have the opportunity to designate persons authorized to pick-up in each child's registration. **Any person listed as a legal parent/guardian will have permission to pick-up his/her child from the facility unless stated otherwise in a Court Order agreement that must be on file in our office prior to enrollment. Any person picking up a child must be authorized to do so by parent/guardian permission and must be 18 years or older. Children must be escorted to and from their designated drop-off and pick-up area and may not be on campus alone. Parents are not permitted to enter areas as designated by facility.** Personal identification will be requested to insure each child's safety. Programs will use the following locations for 7-9AM arrival and 4-6PM departure (**Indoor Location/Outdoor Location**). *Locations/times may vary.*

Program	7-8AM	8-9AM	1PM	4-5PM	5-6PM
Young Toddlers	Room 201/Playground	Room 201/Playground	Room 201	Room 201/Playground	Room 302/Playground
Toddlers	Room 302/Playground	Room 302/Playground	Room 302	Room 302/Playground	Room 302/Playground
Young Nursery	Room 302/Playground	Room 303/Playground	Room 303	Room 303/Playground	Room 302/Playground
Nursery	Room 205/Playground	Room 304/Playground	Room 304	Room 304/Playground	Room 205/Playground
Pre-K	Room 205/Playground	Room 205/Playground	Room 205	Room 205/Playground	Room 205/Playground
Kindergarten	Room 205/Playground	Room 205/Playground	Room 106	Room 205/Playground	Room 205/Playground
Grade 1-9	Pavilion (Gym for Severe Weather/Rain)	Pavilion (Gym for Severe Weather/Rain)	N/A	Pavilion (Gym for Severe Weather/Rain)	Pavilion (Gym for Severe Weather/Rain)

Late Drop-Off and Early Pick-Up

School Session

Daily activities commence at **9:00 AM**. Extended drop-off is offered upon request from 7:00 – 9:00 AM. If you should arrive later than your child's hours of attendance, please contact the office with notification of your arrival time so that we can inform our staff.

Daily activities conclude at **4:00 PM**. Extended pick-up is offered upon request from 4:00 – 6:00 PM. If you should need to pick-up after your child's hours of attendance, please contact the office with notification of your arrival time so that we can inform our staff.

Summer Session

Daily activities will commence at **9:00 AM** and conclude at **4:00 PM**. If you should need to drop-off after 9:00 AM, please bring your child to the office for late sign-in. If you should need to pick-up before 4:00 PM, please come to the office for pick up. For 1PM half day pick up, parents and authorized pick up persons can go directly to the classroom. Please contact the office with questions.

Parking Lot & Vehicle Safety Rules

- **The speed limit is 5 miles per hour!** Thank you for obeying the speed limit for safety of all facility pedestrians.
- All vehicles must be **TURNED OFF** when parked unattended. Please **DO NOT** leave your car idling.
- Please refrain from talking on your cell phone while parked or driving through the property.
- **Dogs & pets are NOT permitted on our grounds.** Please keep them home or in your vehicle.
- For your child's safety, please escort him/her to and from their classroom. **DO NOT let them walk or run alone.**
- **Please do not leave your child unattended in your vehicle!**

Volunteers & Visitors

All visitors pre-approved and authorized to be on our campus, or they will be asked to leave the property immediately. We want Camp Curiosity to remain safe for all our children and staff. We need your cooperation to make this happen.

All visitors, including parents and family members of our enrolled students, must have the following documentation on file in our office before any volunteer opportunities will be granted, including but not limited to mystery reader, campus event support, demonstrations, and classroom visiting.

1) PA Child Abuse History Clearance for volunteers through COMPASS at <https://www.compass.state.pa.us/cwis/public/home>

2) PA Criminal History Record Check for volunteers through ePatch at <https://epatch.state.pa.us/Home.jsp>

3) If a volunteer has been a Pennsylvania resident fewer than 10 consecutive years, he/she must complete the fingerprinting process through Identogo at <https://uenroll.identogo.com/>. If a person has been a Pennsylvania resident over 10 consecutive years, he/she may submit a signed a **Disclosure Statement** in place of fingerprinting.

Playground Safety Rules

- Swings:** Children must sit on bottom holding tightly with both hands No pushing someone on a swing from the front
Do not walk in front of a swing while it is moving Do not use the swings if you cannot get on by yourself
No kneeling, stomach, standing, leaning back, jumping off, climbing supports, holding on lap, double swinging
- Slides:** When using slides, climb one step at a time, keeping a safe distance from the other child in front of you
Only one person should slide down at a time Slide sitting up with your feet in front, not backwards
Do not try to crawl or run up the slide Do not use the slide if you cannot climb the ladder by yourself.
- Playground:** Do not take food into the Playground No throwing sand No jumping off **any** equipment
Keep gate to playground closed Small Playground toys are not permitted on any equipment
- Playground is supervised by staff for your child's safety. Parents & siblings are not permitted to enter the playground areas.**

Personal Items – To Bring

Washable clothing and rubber-soled shoes (preferably sneakers) are most suitable for active play; flip flops, sandals, and opened-toe shoes are not permitted. Clothing appropriate for outside use is expected daily as groups do go outside weather permitting. Jackets, gloves, scarves, hats, boots, etc., are especially important during the cold weather. During the summer the children will need a one-piece bathing suit and towel. Please be sure to label all clothing and belongings.

We recommend sending an extra change of clothing with your child daily including shirt, pants, underwear, socks, and sweatshirt or jacket (depending on the season) marked with your child's name. Your child should carry a back pack or bag to hold their belongings for the day, any home messages, and "creativities."

All school year classrooms are provided all school supplies – children do not need to bring their own.

What NOT To Bring: Children should **not** bring toys, games, **cell phones**, cameras, electronic devices, or valuables. Any devices being used by children after one warning will be kept in the office until the end of the day when parents can pick it up.

Lost & Found

During the school year, any missing items will be placed in a designated location in each classroom. During the summer, missing items will be placed at the Snack Bar and Pavilion. We do our best to prevent the disappearance of items, however, we cannot be held responsible for missing personal belongings that are brought to our facility.

Lunch

School Session

Children bring their own lunches. We do not prepare meals at our facility. We only allow children to eat during allotted meal times. All perishable lunch items must be placed in the classroom refrigerator until provided. Staff can warm lunch items in the microwave, but it's should be previously cooked, cut, and prepared exactly as child will eat them, including cutting, prior to warming. For your child's ease during lunch time, please pack items that he/she eats successfully. Please do not send candy, chewing gum, or soft drinks as a snack or in your child's lunch.

During school, before beginning each meal, teachers will commence a prayer with the children. Children may respectfully decline reciting the prayer, but will be asked to sit quietly before eating. The following is the prayer recited: "Roll them, roll them, give a little clap. Roll them, roll them, fold them in your lap. Thank you Lord as we pray, for the food we have today. Help us do the things we should, and to others be kind and good. Amen."

Summer Session

Children may bring their own lunch. The Lunch Ordering Program is available for an additional fee per meal from local vendors for **Toddlers through Grade 9. No orders will be accepted after 10:00am.** Parents must open an account online prior to any purchases.

Snacks & Snack Bar

School Session

During the school year, snacks are provided in the morning and afternoon through our "snack captain" program. A morning and afternoon snack and drink is brought by the child assigned as the "Snack Captain" for the day. The number of children you are providing a snack and drink for varies, please check with your child's teacher. Please do not send candy, chewing gum, or soda for snack. **We do NOT permit homemade birthday treats for distribution** for the safety of all children with food allergies. However parents may bring a store-bought treat for their child's birthday snack captain day or a non-edible birthday gift for every child in the class. We always offer to parents of children with food allergies to pack all personal meal items including all snack, lunch, and drink items for their child on a daily basis to prevent an allergy concerns with our Snack Captain program.

Healthy Snack Choices for your child's Snack Captain Days: sliced fruits, veggies and dip, crackers, goldfish, pretzels, yogurt, cheese, granola bars, veggie straws, applesauce, milk, and natural fruit juices.

Summer Session

During the summer, snacks will be provided for Pre-Kindergarten and older. Young Toddlers, Toddlers, Young Nursery, and Nursery will have a "Snack Captain" schedule distributed by the group instructor to parents at the beginning of the month for July and August. Our Snack Bar is available during the summer for campers Pre-Kindergarten and older. Snacks for purchase include chips, pretzels, crackers, fruit snacks, ice creams, and various beverages (no soda, no candy, no gum). Parents must open a snack account online prior to purchasing snacks. **We do not permit birthday treats during summer camp sessions.**

Parent Communication

School Session Only

- **MAILBOXES** are available for each student as a two-way communication method between home and school (not summer camp). Daily notes home, incident and symptom reports, flyers. Each classroom will have a designated mailbox area. Parents may also leave notes in their child's mailbox or folder for teacher. **PLEASE REMEMBER TO CHECK YOUR CHILD'S MAILBOX EACH DAY!**
- **CHILD SERVICE REPORTS** are completed and provided to parents in November and May for all students during school sessions. - **PROGRESS REPORTS** are completed and provided to parents for Pre-Kindergarten at the end of the first and third trimester and Kindergarten at the end of each trimester during school sessions.
- **CONFERENCES** are always available upon request. Pre-K and Kindergarten teachers will offer time for conferences at the end of each trimester. If you wish to discuss your child's progress, please make an appointment directly with your child's teacher.

School and Summer Sessions

- **DAILY COMMUNICATION: "WHAT I DID TODAY"** are notes are sent home daily for children in Young Toddlers, Toddlers, and Young Nursery. Our Nursery, Pre-K, and Kindergarten programs will **EMAIL** the day's activities to parents during school sessions only and during summer camp a **WHITEBOARD** is updated daily for parents/pick up persons to review at end of day departure.
- **INCIDENT REPORT** will be documented and go home with your child if he/she has had an injury or issue during our care. Reports will include description of incident, care provided, and signature of the First Aid Provider and Director/Assistant Director.
- **SYMPTOM REPORT** will be given to parents if a child is experiencing symptoms of illness and must be picked up. Record will include documented care, health policies, and signature of care provider and Director/Assistant Director.
- **NEWSLETTER** is an online area where we include activities and events we did in our programs. Parents can sign up on our online Parent Center to receive emails that will be sent in the evenings.
- **CALENDAR** is online in our Parent Center for parents to view all events happening on our campus.
- **EMERGENCY NOTIFICATIONS** are available for parents to register for online for school and summer sessions to receive any urgent notices including emergencies, inclement weather, closings, power outages, snow days, early dismissal.
SUMMER SESSIONS: <https://www.remind.com/join/cssummer> **SCHOOL SESSIONS:** <https://www.remind.com/join/csschool>

Regular communication with your child's teacher(s) is greatly encouraged. If you should need to contact your child's teacher by phone during the day, you may call our office at 215-348-8841. School teacher emails will be provided to parents and our office email is office@campcuriosity.com. **Parents and teachers should NOT be calling or texting using personal cell phones.**

Cell Phones & Electronic Devices

Children are **not** permitted to bring personal cell phones, cameras, or any other electronic devices to camp. Children who are seen calling, texting, or using cell phones during their attendance will be warned once by our Director about our policy and the child's parent will be contacted. If a child continues to use his/her cell phone after this warning, our Director will contact the child's parents and he/she will require to keep their cell phone in the office until 4:00pm. While at Camp Curiosity, Curiosity Shoppe and Toddler Center, we are an "un-plugged" campus. We want our children to be actively engaged in the programs that we offer instead of being on a device.

Photography & Video

Children are **not** permitted to bring personal cell phones, cameras, or any other electronic devices that can take photos and/or video. Children and parents are not permitted to take photos and/or videos of other children on our facility and/or store, share, or upload photos and/or videos on personal devices and/or social networking media. Parents **MUST** provide permission for their child to be photographed/videoed by Camp Curiosity.

Substance & Weapon Policy

Our facility is a drug-free, alcohol-free, and weapon-free zone. We do **not** permit smoking, alcohol, illegal drugs, or weapons of any kind on our grounds.

Parent and Staff Additional Care Agreement

Camp Curiosity, Curiosity Shoppe, & Toddler Center Inc. engage educators and staff to provide services at the facility during the school/camp day. These entities do not recommend, sponsor, encourage, or condone any arrangements whereby staff provide additional services to children/parent(s) enrolled in our programs or coworkers and children of coworkers. All parents/guardians, family members of a child, and employees hereby release and hold harmless Camp Curiosity, Curiosity Shoppe, and Toddler Center Inc. and its officers, directors, owners, employees, advisors, agents, instructors, volunteers, child care workers, campers, and all other persons of entities acting for them, from any and all claims, demands, suits, costs, and charges including but not limited to bodily harm,

personal injury, injury, property damage, or property theft, should any and all additional services be agreed upon between a parent/guardian, family member of a child, and/or employee of a Camp Curiosity, Curiosity Shoppe, and Toddler Center Inc. outside of said employee's work hours and/or responsibilities with Camp Curiosity, Curiosity Shoppe, and Toddler Center Inc. I acknowledge that Camp Curiosity, Curiosity Shoppe, and Toddler Center Inc. is not responsible of any out-of-school/camp relationships that exist or develop in the future, and any involved employee is not acting within the framework or scope of his/her employment with the facility or programs at Camp Curiosity, Curiosity Shoppe, and Toddler Center Inc. It is the responsibility of the parent and employee to notify the office of Camp Curiosity, Curiosity Shoppe, and Toddler Center Inc. of any such agreement prior to its commencement.

Emergency Action Plans

Safety and security is the highest priority at Camp Curiosity. Our buildings will be locked starting in the 2018 school session for parents and visitors wishing to enter the facility. Parents will receive more information prior to that transition. Personal identification verification of authorized representatives is utilized to confirm those authorized to pick the children up from school/camp. Each parent or representative is required to manually sign the child(ren) in and out. Administrators physically visit each room daily to visually and verbally monitor the safety of all children in each classroom.

In the case of an emergency, our facility has set in place the following procedures: Child Injury or Emergency, Fire Emergency, Electrical Storm, Immediate Shelter in Place, Immediate Evacuation, and Evacuation to Relocation Facility.

Our facility staff and children practice these procedures during the year through drills to instill preparedness in an emergency situation. Any parents who have any questions regarding our policies and procedures for these emergencies should please contact our Director for additional information.

Expectation for Parents

In the case of emergency, parents will be notified by the office of the situation as soon as safely possible. In the event of a fire emergency, need for immediate shelter, building evacuation, or relocation from the facility, office personnel will keep parents informed as to when child pick-up becomes available. For the safety of all our staff and children, during an emergency situation we ask that parents follow information and instructions given by our office.

Urgent Notifications to Parents

If you would like to receive our **URGENT NOTIFICATIONS** including emergency notices, inclement weather plans, and campus closings by **TEXT MESSAGE** or **EMAIL**, please follow the directions below to sign up online: (Parents need to register annually)

SUMMER CAMP SESSIONS	Go to https://www.remind.com/join/cssummer	Enter phone or email .
SCHOOL YEAR SESSIONS	Go to https://www.remind.com/join/csschool	Enter phone or email .

Health & Medical Policies

In the interest of your child's health, as well as the other children and staff at Camp Curiosity, Curiosity Shoppe and Toddler Center, the following guidelines have been adopted. According to the PA Department of Human Services regulations, all children must be immunized following the American Academy of Pediatrics or provide a Statement of Exemption.

Health Policy

We cannot care for the children who are ill and we ask that parent make other arrangements for your child if he/she becomes ill. Any child that is not well enough to participate in daily indoor/outdoor activities will not be permitted to remain at the center. If your child becomes ill or severely injured during school/camp hours, parents will be notified immediately and are requested to arrange for their child to be picked up **within one (1) hour of notification**. When parents are unable to be reached, the emergency contacts listed by the parent will be contacted and emergency treatment will be sought.

CHILDREN MAY NOT BE PRESENT AND MAY NOT RETURN TO SCHOOL/CAMP AT CAMP CURIOSITY, CURISOITY SHOPPE, TODDLER CENTER FOR 24 HOURS or THE FOLLOWING DAY OF ATTENDANCE AFTER THE FOLLOWING:

1. When a **PARENT/GUARDIAN or EMERGENCY PERSON IS CONTACTED BY THE OFFICE** for a child to be picked up due to illness and/or symptom onset during attendance. Child must be fever and symptom free for 24 hours without medication and may not return to school/camp on the following school day.
2. When your child **BEGINS A PHYSICIAN-PRECRIBED MEDICATION** for an illness or medication is administered for first time.
3. When your child has an **ELEVATED BODY TEMPERATURE or FEVER**. According to KidsHealth.org, an elevated body temperature is at or above these levels: measured orally (in the mouth) at 100°F (37.8°C), measured rectally (in the bottom) at 100.4°F (38°C), and measured in an axillary position (under the arm) at 99.4°F (37.2°C). Our policy is that body temperature is taken in the axillary position (under the arm). If a child's body temperature **axillary reading is 99.4°F (37.2°C) or higher**, the child is considered to have an elevated body temperature or fever. Child must be fever free without medication for 24 hours before returning to care.

4. When your child has a **SEVERE, PERSISTANT or PRODUCTIVE COUGH** or **COLD SYMPTOMS** that inhibit child from participating in daily activities.
5. When your child has a symptoms of a potentially communicable or unidentifiable **RASH, SKIN SORES, or COMMUNICABLE ILLNESS**. Written medical clearance by a physician must be obtained stating diagnosis and that your child's rash is non-infective for re-admittance.
6. When your child has a **WOUND** with a discharge or that is draining.
7. When your child has **EAR PAIN** or complains of **OTHER PAIN** that inhibits participation in activities.
8. When your child has **VOMITING** after 1 episode, and **DIARRHEA** after 2 episodes during care hours. Unless state department mandated health regulations require otherwise, you will be contacted to take your child home immediately. Child may not return the follow care day and must be 24 hours symptom-free before returning to care.
9. When your child has **CONJUNCTIVITIS** ("Pink Eye") until your child has been treated with appropriate antibiotics for 24 hours and eyes no longer have discharge. Written medical clearance by a physician must be obtained stating diagnosis and that your child's illness is non-infective for re-admittance.
10. After a household member or other close contact with a **HEMOPHILIC TYPE B Infection** (ie. **MENINGITIS**) until written medical clearance by a physician has been obtained.
11. From the first time that bumps first emerge after exposure to **CHICKEN POX** for 7 days minimum AND until all sores have developed scabs. Written medical clearance by a physician must be obtained stating diagnosis and that your child's illness is non-infective for re-admittance. A severe outbreak involving multiple cases of chickenpox may require that any child who has not received vaccination for chickenpox (varicella) as age-appropriate according to the Pennsylvania DOH vaccination schedule and/or a parent/guardian has provided documentation of their exemption to vaccination for chickenpox (varicella) and the child's inoculations are not current with the Pennsylvania DOH vaccination schedule to refrain from attending care/school/camp at our campus for 21 days from date of outbreak.
12. When your child has **COXSACKIE VIRUS** ("Hand, Foot, Mouth") until your child has been treated as appropriate for 24 hours. Child must be fever-free, any skin blisters must be dry and healing, and written medical clearance by a physician must be obtained stating diagnosis and that your child's illness is non-infective for re-admittance.
13. When your child has: **STREP THROAT, SCARLET FEVER, IMPETIGO, BACTERIAL or PARASITIC INTESTINAL PROBLEM, RINGWORM, PINWORM, SCABIES, or FIFTH DISEASE** until your child has been treated as appropriate for at least 24 hours. Written medical clearance by a physician must be obtained stating diagnosis and that your child's illness is non-infective for re-admittance.
14. When your child has **MEASLES, MUMPS, or RUBELLA** ("German Measles") for 4 DAYS from the onset of rash. Written medical clearance by a physician must be obtained stating diagnosis and that your child's illness is non-infective for re-admittance.
15. When your child has **PERTUSSIS** ("Whooping Cough") for 4 WEEKS or 7 DAYS from start of antibiotic treatment. Written medical clearance by a physician must be obtained stating diagnosis and that your child's illness is non-infective for re-admittance.
16. When you child has a diagnosed **VIRUS** or develops symptoms of a contagious virus (ie. cold symptoms). Written medical clearance from a physician must be obtained stating diagnosis and that your child's illness is non-infective for re-admittance.

If your child should become ill or develop one of the above symptoms while he/she is in our care, our policy requires that we call for you to come and take your child home. Children sent home may NOT be readmitted to school within 24 hours. Any child sent home with any communicable illness listed above will need to supply to our office a doctor-signed letter including diagnosis, treatment(s), and recommendations for returning to school/camp. We do not issue tuition credit for days missed due to communicable disease or if a parent chooses not to send their child to school/camp on his/her regular scheduled day.

Health Assessment & Immunization Record

Pennsylvania state licensing regulations require that licensed centers have information on file that shows all enrolled children are up-to-date with nationally recommended preventive health services according to schedule of the American Academy of Pediatrics. Parents must provide a valid Health Assessment Record that documents the **signature** of the licensed physician or certified pediatric nurse practitioner that examined your child, **date** of your child's wellness appointment, and **immunization record** prior to his/her child's start date. All parts of the form must be completed for acceptance as follows:

- Age 1-2:** Dated within 6 months of start date and Renewal wellness visit every 6 months
- Age 2 and up:** Dated within 1 year of start date and Renewal wellness visit every year

We require each child's health and immunization record at time of registration and THIRTY (30) DAYS FROM PREVIOUS HEALTH ASSESSMENT EXPIRATION DATE. Sixty (60) days of attendance without current health and immunization record will result in dismissal in accordance with the PA Dept. of Health (Chapter 28 § 27.77). If you have a Medical or Religious Exemption,

we require a signed Statement of Exemption from Immunization prior to start date. The state required Statement of Exemption from Immunization is located at http://www.woodmed.com/html/Exemption_to_Immunization_Law.html.

Child Illness

We do not issue credit for absence due to illness. If severe medical circumstances will prevent a child from attending school/camp for an extended future period of time, parents are asked to please contact the director.

Child Allergies

Child with any food or environmental allergies must provide all medical information in the child's application. Children with a food allergy must provide a **Food Allergy & Emergency Anaphylaxis Plan Form** for their child signed by physician. Medications required to be administered and/or stored for **emergency use** must have 1) a valid expiration date and 2) be accompanied by a medication form with parent's signature, physician's signature, and 3) an emergency anaphylaxis plan of action.

Prescription and Non-Prescription Medications

Medications that need to be administered or stored by our facility require a Medication Form for ALL prescription and non-prescription, over-the-counter medications, signed as required, indicating permission and instructions for treatment, and submitted to our office before medication will be administered by our staff.

Prescription medications must include:

- Medication Form complete, signed by parent, and signed by physician verifying treatment and instructions before medication can be administered by our staff.
- All original containers and packaging with attached pharmacy labels that include child name, medication name, dosing information, and prescriber name. Epinephrine injector pens packaged with two pens MUST include both pens.

Non-prescription, Over-the-Counter medications must include:

- Medication Form complete and signed by parent verifying treatment and instructions before medication can be administered by our staff.
- All original, NEW, unopened containers and packaging with manufacturers label indicating contents and dosing information.
- If manufacturers label on a non-prescription, over-the-counter medication requires physician consultation for dosing, a child's primary physician's signature is required on medication log form for administration.

Our facility will NOT administer medication for the first time, except personal injectors if needed, or if a medication is expired.

A child may NOT have a personal medication in his/her possession while in our care including: sunscreen, personal injectors, inhalers, oral medication, topical cream, bug spray, hand sanitizer. Our office is equipped with Tylenol, Ibuprofen, and Benadryl as needed. We require parent permission to provide any of these medications on the child's initial registration and a parent/guardian will be contacted prior to administration.

Sunscreen

Sunscreen, unless prescribed by a physician, is considered a **non-prescription medication and requires a Sunscreen Form signed by the parent/guardian indicating permission for use before medication can be administered by facility personnel.** Sunscreen must be applied at home before arrival each morning and will be reapplied throughout the day with staff assistance. Please provide your child with his/her **labeled bottle of sunscreen daily.** Our Child Registration has a Parental Consent section to issue or decline this permission. **Without parental permission and on the Sunscreen Form our staff will not apply personal medication to a child.**

Diaper Cream

Diaper Cream, unless prescribed by a physician, is considered a **non-prescription medication and requires a Medication Form signed by the parent/guardian indicating permission and instructions for treatment before medication can be administered by our staff.** Diaper Cream must be labeled with child's name in its original container. Diaper cream will not be administered if expired. **Without parental permission on the Medication Form, a child may not have a medication in his/her possession while in our care and our staff will not apply personal medication to a child.**

Diapering

All diapers (and pull ups) must be supplied by parents for the child's use during our care. If a parent is interested in utilizing reusable diapers, please contact our Director. Our campus provides wipes for use in the classroom, but parents may supply personal wipes for our staff to use for their child during our care. Any topical ointment used for diapering a child must have written permission from the child's parent on our Medication Form.

Bathroom Training Policy

Once a child reaches our Toddler Program, our staff can begin working together with parents to establish and support a consistent bathroom training procedure between home and care. Our definition of trained includes:

1. Child is comfortable using the bathroom independently
2. Child is verbally and communicating his/her need to use the bathroom to adult at home and school/camp without prompting
3. Child is wearing underwear 24 hours (not diapers or pull ups while awake or asleep)
4. Child is staying clean and dry during the entire day and during sleep
5. Child is able to take care of bathroom responsibilities independently including undressing/dressing, wiping, washing hands, communicating needs with an adult.
6. Child is wearing underwear accident free for 2 weeks consecutively at home and school, including during sleep.

We cannot hold a space in more than one program. At time of registration, if a child has reached his/her third birthday and does not meet all of our bathroom training requirements, the child must be registered for our Young Nursery program. We cannot hold a space in the Nursery program if a child is not fully trained at time of registration. If a child becomes trained after registering, meets all bathroom training requirements, and is eligible to enroll in our Nursery program, the child may be moved into the Nursery program if there is availability; if not, the child may remain in the Young Nursery program for the session. **We cannot register a child after his/her fourth birthday to begin a new school and/or summer session who is not yet trained and who does not meet our bathroom training policy.** If a child is older than four years of age and not fully trained, we cannot accept registration. A child's class placement at time of registration may be permanent for the entire session.

We ask that a child only use Pull Ups during school/camp if he/she is able to remain clean and dry during the majority of the day in our care, including sleep, and if he/she is consistently requesting to our staff to use the bathroom while at care. In order to maintain a clean and sanitary environment for all children, we ask that children who do not meet this requirement to continue providing regular diapers to use during care. If a child is having accidents/leaks with pull ups, parents will be asked to supply regular diapers for use during child care.

Splinters & Ticks

Splinters and Ticks will **NOT** be removed by campus staff and personnel. We will contact you and make your child comfortable until you are able to remove the splinter/tick or arrange to pick up your child. Throughout the year, we plan season outdoor activities for our school and summer programs. We recommend that parents continuously check their child's hair and body for ticks during those seasons.

Head Lice

We recommend that parents check their child's hair for signs of head lice frequently. Our facility has a strict "Bug Free and Nit Free" policy. Should your child be found to have head lice (bugs or nits), you will be contacted by our office. Any child with active head lice (live lice and/or nits) will be asked to be picked up immediately. We strongly recommend that you spend time removing all nits and bugs from your child's hair and scalp as well as your home. Our facility is not responsible for combing through or removing any lice or nits from a child's hair. A parent is required to accompany their child to the office for a recheck after treatment, before the child is readmitted to school/camp. If your child is found with Lice and/or Nits, he/she will not be cleared to return to his/her program. We do not issue tuition credit for days missed due to head lice or if a parent chooses not to send their child to school on his/her regular scheduled day to reduce the risk of their child of getting lice.

NOTE: A child may not be readmitted to school or checked again the same day of the exclusion or checked twice in the same day.

Biting

We recognize that biting is a developmental behavior for children from infancy through age 2. If your child bites or is bitten, we will inform you immediately. We will require a meeting with the parent (s) of any child who bites after the child's **second incident**. Parents are expected to work with staff to identify and implement strategies to curb the ongoing behavior at home and school. Lack of cooperation from parents will result in dismissal from the program regardless of the child's age. If a child of any age continues biting others for any reason after meeting with Directors, the child may be dismissed from enrollment in our programs.

Dismissal

If a child or staff member physically or mentally mistreats another child or staff member, he/she will be dismissed at the discretion and review of the Director. Camp Curiosity, Curiosity Shoppe, and Toddler Center reserves the right to cancel any enrollment if the conduct, influence, or behavior of a child or parent/guardian violates facility policy and/or is deemed unsatisfactory or inimical to the best interest of the facility, in which case any unused tuition will be refunded.

Child Evaluations and Outside Support Services Authorization and Consent Form

Child Evaluation and Outside Support Services Authorization and Consent Form is required for child who will receive any therapy, evaluation, observation, and/or support services from an outside party during hours of attendance and enrollment at our center. A parent/guardian must complete and sign consent form to authorize permission for any and all individuals and organizations to be on premises, visit, and/or work with any child during his/her hours of attendance. Every consent form will expire as of September 1st

annually, and must be renewed annually for continuing services. Parents are requested to verify the intended schedule with the individual providing services and ask that that individual contact our office directly for verification and approval. A substitute service provider will not be permitted to be on campus and work with your child without a consent form including the individual's name and organization completed and signed by the child's parent in advance. It is our policy that Camp Curiosity students may work one-on-one with a consented support service provider, however the child and provider must remain audible and visible by the Camp Curiosity staff member supervising the child.

Child Registration & Financial Policies

The following steps must be completed to process a child's application:

1. **Meeting** between the parent(s), child, and director including facility tour.
2. **Registration Packet** due **14 DAYS** before start date of interest, including all required registration information and signatures.
3. **Non-Refundable Registration Fee** for each child.
4. **Health Assessment Form including Immunization Record** signed by child's physician and dated as valid.
5. **Sunscreen Forms** for any sunscreen to be used and/or stored by facility.
6. **Medication Form** for any personal medications to be used, administered, and/or stored by facility.

Registration Fees	All non-refundable registration fees require payment prior to your child's start date.
School Session	Non-refundable Annual Registration Fee of \$45 PER CHILD per school session with application.
Summer Session	Non-refundable Annual Registration Fee of \$35 PER CHILD per summer session with application.
Full Year Enrollment	Non-Refundable Annual Registration Fees for both Summer (\$35) and School (\$45) with application.

Tuition Policies & Due Dates

School Session and Full Year Enrollment

Renewal registration will only be accepted for new session when tuition is current for all previous session attendance.

Tuition for School Sessions is an ANNUAL TUITION divided into MONTHLY INSTALLMENTS. Payment of your child's school tuition holds his/her enrollment in our programs for his/her schedule during the school session. We do not reimburse, trade, switch, or make-up to compensate for missed days or absence due to illness, holidays, vacations, weather, or closed days.

Deposit:	Tuition charged for June (6/1-6/30) for Summer Session or September (9/1/9/30) for School Session due 10 Days from confirmation statement
Monthly Payments Due:	First of the Month Before for all charges dated within the month due Any accounts overdue as of June 1 for summer sessions will receive notification and child will no longer be eligible for enrollment and will go on wait list after 5 weekdays without payment.

Summer Session Only

Tuition for Summer Sessions is WEEKLY TUITION allowing for scheduling flexibility, vacations, and time off.

Deposit:	Tuition charged for June (6/1-6/30) due 10 Days from confirmation statement
Weekly Fees Due:	Summer Tuition Due in Full by June 1 or at time of registration if submitted after June 1 for all charges dated within the month Any accounts overdue as of June 1 for summer sessions will receive notification and child will no longer be eligible for enrollment and will go on wait list after 5 weekdays without payment.

Payment	Checks should indicate the name of child/children in the memo line and can be made payable as follows:
Toddler Center	Young Toddlers, Toddlers, Young Nursery
Curiosity Shoppe	Nursery, Pre-Kindergarten, Kindergarten
Camp Curiosity	Grades 1 - 9, Private Lessons, Summer Snack Bar & Lunch Accounts
	All electronic payments will include a 3% processing fee in addition to tuition that is the responsibility of the parent.

Discounts Discounts are available for children and families. **The cumulative discounts PER CHILD may not exceed 15%.**

Full Year Discounted Rates

Children enrolled in our Young Toddlers – Kindergarten programs for our summer session and the consecutive school session are eligible for our Full Year Enrollment Weekly Summer Camp Fees. When children register for a new session, the child must be officially enrolled in both the summer and consecutive school session and registration fees paid for both summer and following school session to qualify for full year tuition rates. Children who are placed on our wait list for a school session are **NOT** eligible for full year tuition rates for the preceding summer session. Parents are required to pay summer session only rates for their child's summer session enrollment and will be compensated if and when their child is enrolled in the consecutive school session. Monthly School Session fees

are established and set based on this discount. *Registration Fees, Sport/Specialty Camp Fees and Additional Fees / Days / Hours, are not eligible for any discounts.

Sibling Discount

Families with **more than one child enrolled during the same summer or school session** are eligible for a **10% sibling discount** on the lesser tuition rate(s) during that session when enrollment is confirmed. Siblings must both be actively enrolled each month to qualify. Families with **more than one child actively enrolled simultaneously enrolled for a Summer Camp Session** are eligible for a 10% sibling discount on the lesser tuition rate(s) during that session when enrollment is confirmed. Siblings must be enrolled in the same week to qualify. Sibling Discount will not be applied if any additional, personal discount has been issued at the discretion of the Director. Sibling discount eligibility may be altered by schedule changes and is only applicable when two or more siblings are simultaneously enrolled in our programs. *Registration Fees, Sport/Specialty Camp Fees and Additional Fees / Days / Hours, are not eligible for any discounts.

Service Discount

A **10% discount on tuition** will be applied to each child's tuition rates when enrollment is confirmed if a parent is currently or has been active in the Military, Police, or Fire Services. Parents must submit a copy of his/her identification with one of these services to be eligible to receive our service discount. Service Discount will not be applied if any additional, personal discount has been issued at the discretion of the Director. *Registration Fees, Sport & Specialty Camp Fees, and Additional Fees / Days / Hours, are not eligible for any discounts.

Early Registration Discount (Grades 1-9 Summer Camp Programs Only)

A **5% discount on a child's ORIGINAL SCHEDULE** submitted on a child's ORIGINAL APPLICATION FORM will be applied during the allotted dates that the early registration discount is being offered by Camp Curiosity for the summer camp session for Grade 1-9 when enrollment is confirmed. Schedule changes and additions submitted after the dates of eligibility will NOT receive the 5% early registration discount. Early Registration Discount will conclude on **February 28/29th** and applications received on and/or after **March 1st** are no longer eligible. *Registration Fees, Sport & Specialty Camp Fees, and Additional Fees / Days / Hours, are not eligible for any discounts.

Referral Discount

A **one-time credit of \$100.00 for each referred family** will be applied to the account of a currently enrolled parent/family for EACH new child/family referred upon acceptance of said child's registration documents. Referral discount is only applicable once per family per referral. *Registration Fees, Sport & Specialty Camp Fees, and Additional Fees / Days / Hours, are not eligible for any discounts.

Registration Policies and Wait List

Registration will open in January annually for all currently enrolled students. During that time, only a child who is currently attending may renew enrollment for future sessions. Registration will then open for the public in February for our Early Registration Discount for Grade 1-9 only. After March 1st, all public may enroll at regular tuition rates.

All applications will first go on WAIT LIST when received by our office and will only be processed when all information and registration fee payment is received. Once processed, a welcome and confirmation email from our office with your tuition statement attached will confirm your child's enrollment. Confirmation will be emailed to parents within one month of application submission for summer and in May/June prior for school sessions.

Our program **AVAILABILITY** fluctuates as we receive new registrations on a FIRST COME, FIRST SERVE basis. Please contact our office for availability. We may not be able to confirm our program availability at time of registration or tour. If you are interested in enrolling your child, please complete our application for the appropriate session and submit it to our office as soon as possible with the schedule you prefer and registration fee. If we do have availability for the schedule you select, we will contact you. If applications stay on our wait list, we will contact parents if availability opens. **PARENTS MAY NOT HEAR FROM US IF SPACE DOES NOT BECOME AVAILABLE.** We will keep children to our wait list until the conclusion of the session registering for and then it is the parent's responsibility to reapply for new sessions. We **DO NOT HOLD** space in a program without tuition payment. If a parent would like to register for a program for a future start date, regardless of our availability at time of registration, we do not hold a space in a program until the child's intended start date. Parents may choose to pay the required tuition for their child to hold that space, otherwise we will offer the space to the next child on our wait list. **Our wait list expires at the conclusion of every school and summer session. When the wait list has expired, parents will need to reapply for upcoming sessions according to our regular registration dates.**

We cannot hold a space in more than one program for future sessions if a child is not fully bathroom trained. If a child is between 2-¾ and 4 years of age at time of registration and is not fully trained, the child will be placed in our Young Nursery class for upcoming open sessions. If child becomes trained, we can look at our availability for the child to move into our Nursery program at that time. All summer groups and school classes will be finalized 4 weeks prior to each session start date. A child's class placement at his/her start date may be permanent for the entire session.

Child's Schedule

School Session

Our School Sessions require a child to attend the same schedule each week for the duration of the session. While our program does offer part time options for families, our educational focus, calendar, and instruction will be based on a 5 day schedule for our school students.

Summer Session

Our Summer Sessions allow for scheduling flexibility for a child's enrollment. We allow parents to select the specific dates each week his/her child will be attending during our 10 week summer session to account for any vacation time and time off.

Transition: New Students

As you and your child plan to begin at our school, we like to provide the best opportunity for you to get to know us through guided tour and meet with our director and visit to our classrooms. We like to provide parents with an information and survey to provide a detailed view of our program and for you to give us information about your child for his/her teachers. Trials and transitions in a new classroom program may not be available prior to a new session starting based on our enrollment and availability. Please be sure to bring or send your child's getting to know you survey to our office. We cannot hold a space in more than one program.

Transition: Program to Program

For our school year sessions, children are placed in classrooms based on age, readiness, and availability. The class in which your child is placed at their start date or at the beginning of a session may be the class he/she will remain in throughout the entire school session. Our teachers target each program curriculum, instruction, and learning goals to meet the level of our students based on the age they have, not the age they should have in their class to make sure each child is being challenged and guided appropriately. We cannot guarantee that a child will have the ability to transition to the next program based on their age. We may not have the availability to transition from program to program based on enrollment. We do not transition children during our summer camp sessions.

Permanent Schedule Cancellations & Withdraw Policy

Once you have registered your child, we ask you to keep to that schedule. If you find that a **permanent and long-term cancellation to your child's original schedule or withdraw from our programs** is necessary, the request **MUST BE** submitted in writing and received by the office **30 DAY WRITTEN NOTICE for ALL CHILDREN** enrolled in all summer and/or school session programs for tuition reimbursement consideration. Parents are responsible for all tuition and fees **30 days** prior to the permanent schedule cancellation or withdraw effective date. Schedule cancellations may alter eligibility for discounts. Schedule additions submitted to the office in writing at any time require payment at time of addition.

Schedule Addition Policy

Once you have registered your child, we ask you to keep to that schedule. If you are interested in adding days or hours to your child's original schedule, parents must contact our office to verify our availability. Schedule additions to original, permanently scheduled days and/or hours is considered additional time – we do not reimburse, trade, switch, or make-up days.

Vacation Time and Time-Off Policy

It is not permitted to reimburse, trade, switch and/or make-up days to compensate for Absences, Illness, Holidays, Vacation Time, Weather, and/or Closed Days. Vacation time and time off is not reimbursed or credited for school sessions, including start date. Our school tuition is an annual rate billed as a 4-week monthly installment, which includes and accounts for all closed days and days during months that extend over 4 weeks throughout the school year session. **We do not reimburse, trade, switch, and/or make-up to compensate for missed days or absence due to illness, holidays, vacations, weather, closed days, and/or personal days.** Payment of your child's tuition holds your child's enrollment in our programs for the school session. If you wish to permanently change your child's schedule, you may cancel days of the week with the required written notice, however you will be forfeiting your child's enrollment on those weekdays.

Summer session fees are weekly so that parents may select specific weeks and days of attendance, allowing for any vacation time and time off. Vacation time may only be reimbursed during Summer Sessions if required notice is provided in writing to the office.

Absence Policy

Please contact our office if your child will be absent on his/her regular schedule day. **Please do not contact your child's teacher with any absences via cell phone call or text.** Written Notice is required for absences via **Email to office@campcuriosity.com**. **We do not reimburse, trade, switch, and/or make-up to compensate for missed days or absence due to illness, holidays, vacations, weather, closed days, and/or personal days.**

Closed Holidays

School Session

Our campus calendar will vary annually. Starting in 2018, our facility will be **CLOSED** the following days during school sessions (but not limited to) **Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Black Friday** (Friday after Thanksgiving), **Christmas Eve 12/24 or Monday before (if Christmas Eve is on a Tuesday) through New Year's Day 1/1, Good Friday** (Friday before Easter

Sunday) and **Easter Monday** (Monday following Easter Sunday). Our campus will also be closed during the **week prior to Labor Day** and our school sessions will begin after Labor Day. Our school calendar will include all closed days on an annual basis. These closed dates are calculated in our annual school tuition rates. School session start and end dates will vary.

Summer Session

Our facility will be **CLOSED** on Independence Day (4th of July) should it fall on a weekday during our summer sessions. Summer session start and end dates will vary annually.

Holiday Schedule Days

School Session

Holiday Schedule Days will be planned in our school calendar as days that we offer care to enrolled students based on their regular schedule. However, teachers and staff will vary on those days and students of similar age classes will be combined based on our enrollment and staffing availability. We cannot guarantee that your child will be cared for in his/her regular classroom or with his/her regular instructors during holiday schedules. Based on enrollment, students attending on a holiday schedule may not nap. Parent sign-up prior to the date is required. There is a **\$5.00 fee** if a child attends for holiday schedule days without prior sign up.

Snow Days & Inclement Weather

We evaluate weather at our campus, safety conditions, staff availability, and the plans of our local school district for guidance.

If the Central Bucks School District is **CLOSED**, our facility will be **CLOSED** (unless further information is provided).

If the Central Bucks School District has a **Two-Hour Delay**, our facility will open on a **Two-Hour Delay at 9:00 AM**.

If the Central Bucks School District has an **Early Dismissal** due to inclement weather, our facility will **CLOSE at 4:00 PM**.

We do not reimburse, trade, switch, and/or make-up to compensate for missed days or absence due to illness, holidays, vacations, weather, and/or closed days. There are snow/inclement weather days calculated for each school session. Those days result from months throughout the school year that have open days Monday to Friday that are not accounted for in our 4-week monthly tuition installments. We understand that may not account for part-week attendance based on the weekdays that snow/inclement weather days fall. However, part time options is a benefit we offer, we are not able to trade, credit, and/or make-up for any unplanned closed days due to snow and inclement weather.

Power Outage Policy

If severe weather is affecting our local area, campus closings may occur based on dangerous conditions. We will determine campus closings based on the safety and security of our families and staff. We will not issue reimbursements if it is a matter of emergency. **If our facility is experiencing a power outage due to inclement weather, our facility may need to CLOSE ONE (1) HOUR of power outage. We will use the home page on our website and other electronic messages to notify parents of schedule updates the best we can.** If the power outage occurs during the day, parents will be notified to pick up children. We will follow our emergency action plans as needed. In case of a sudden snowstorm, we encourage pick up as soon as possible.

Tuition Credits on Accounts

All account credit balances for tuition and snack bar accounts will not be granted until after conclusion of each session. Parents must contact the office for reimbursement or may also maintain credit on account for future tuition and summer snack bar use.

Updating Child Records

Emergency Records and Tuition Contract/Parent Agreement for your child require updating every (6) months. Only parents listed in the child's registration may authorize any changes to personal, medical, and emergency information and schedule. If additional authorized persons need to be added for picking up, we require written notification in advance from a parent.

CCIS Apple Child Care Accounts

We are no longer accepting CCIS Apple Care accounts after June 1, 2017.

Financial Definitions

Outstanding: Any tuition and/or fees on an account that have not been paid and/or posted before the first of the month previous to the attendance covered is considered an outstanding balance. Outstanding balances may result in enrollment termination for your child/children. Outstanding accounts that extend over a 1 year time period may be submitted to a professional collection agency.

Collection Fee: When a professional collection agency is issued responsibility of an outstanding account, any fees charged by the agency will be the responsibility of the parent/guardian designated as responsible for payment.

Finance Charge: 1.5 % monthly or 18 % annually on any out-standing balance **30 days or more past due.**

Registration Fee: This is a non-refundable payment for processing registration forms and individual child insurance.

Additional Charges: These charges are for attendance outside the child's regular schedule.

Late Pick-Up: Pick-ups (outside of contracted time) will be charged at the rate of \$5.00 for each 15-minute increment. After 6 PM, the charge is \$5.00 for every 5-minute increment.

Early Drop-Off: Drop-offs (outside of contracted time) will be charged at a rate of \$5.00 for each 15-minute increment.

2018-2019 SCHOOL SESSION

September 4, 2018 – June 14, 2019

Annual School Session Registration Fee is \$45.00 per child

Tuition for school sessions is ANNUAL for child's enrolled schedule in the session. Tuition is due in 4-week MONTHLY INSTALLMENTS due the First of the Month Before.

December is a 3-week month and June is a 2-week month. School Calendar will be posted annually.

		EARLY CHILDHOOD EDUCATION				PRIVATE ACADEMIC SCHOOL			
ANNUAL TUITION		Annual Tuition Monthly Installment							
Program Age by September 1st		Young Toddlers Age 18 months		Toddlers Age 2	Young Nursery Age 3, Training	Nursery Age 3, Trained	Pre-K Age 4	Kindergarten Age 5	
Half Day + Lunch 9 – 1	5 days	\$8,325	\$900	\$7,585	\$820	\$6,660	\$720	Not Available	
	4 days	7,400	800	6,660	720	5,920	640		
	3 days	6,105	660	5,550	600	4,995	540		
	2 days	4,440	480	4,070	440	3,700	400		
Full Day 9 – 4	5 days	\$10,915	\$1180	\$9,990	\$1080	\$9,250	\$1000	\$9,250	\$1000
	4 days	9,620	1040	8,880	960	8,140	880	5 Days Required	5 Days Required
	3 days	7,770	840	7,215	780	6,660	720		
	2 days	5,550	600	5,180	560	4,810	520		
Extended Hours 7 – 6 <i>Any hours before 9 and/or after 4</i>	5 days	\$11,655	\$1260	\$10,915	\$1180	\$9,990	\$1080	\$9,990	\$1080
	4 days	10,360	1120	9,620	1040	8,880	960	5 Days Required	5 Days Required
	3 days	8,325	900	7,770	840	7,215	780		
	2 days	5,920	640	5,550	600	5,180	560		

* The above pricing does not include any eligible discounts, registration fees, specialty fees, or additional fees.

Additional Time Requested In Advance

Additions to originally scheduled enrollment are considered **Additional Time** and require prior written office approval – verbal, phone, teacher permission is insufficient. All early drop-off, late pick-up, and additional fees are the responsibility of the parent/person responsible for payment. We do NOT trade, switch or make-up days. Please see our Parent Handbook for all program policies.

Additional Time To Child's Original Application Schedule	School Session			Summer Session	
	Young Toddlers	Toddlers, Young Nursery	Nursery, PreK, Kindergarten	Young Toddlers to Kindergarten	Grades 1-9
Half Day 9-1 (9AM & Departure Before 1PM)	\$60 / day	\$55 / day	\$50 / day	\$70 / day	N/A
Full Day 9-4 (9AM & Departure After 1PM)	\$75 / day	\$70 / day	\$65 / day	\$85 / day	N/A
Extended Day 7-6 (Before 9AM and/or After 4PM)	\$80 / day	\$75 / day	\$70 / day	\$90 / day	\$110 / day
Additional Hours to Scheduled Days:					
Afternoon Hours (1-4PM) on Scheduled 9-1 Day	\$40 / day	\$35 / day	\$30 / day	\$45 / day	N/A
Morning Hours (7-9 AM) on Scheduled 9-4 Day		\$5 / hour		\$5 / hour	\$5 / hour
Evening Hours (4-6 PM) on Scheduled 9-4 Day		\$5 / hour		\$5 / hour	\$5 / hour
Early Arrival & Late Pick Up (with/no notice) Before 9AM and After 1PM, 4PM After 6PM		\$5 / every 15 minutes \$5 / every 5 minutes		\$5 / every 15 minutes \$5 / every 5 minutes	