



Camp Lakewood Parent Handbook

Program Description

Camp Lakewood, brought to you by the BASE team at IMO, is designed to meet the needs of working families with children enrolled at IMO/Casa. Children who participate can remain in a familiar environment with access to guided group activities, playgrounds, and recreational equipment. Our goal is to provide the opportunity for the children in our program to explore and build on individual interests and skills. Children may relax and unwind, participate in group activities, play sports and games, and socialize with peers and program team members.

***Please be aware that we will follow requirements set forth by IMO/CASA under the guidance of the Center for Disease Control (CDC), the Department of Education (DOE), the Department of Health (DOH) and Orange County Public Schools (OCPS). Activities available during BASE will depend on the current recommendations of the Administration and the CDC/DOH/DOE/OCPS. Weather permitting, participants will be provided outside time each day. Indoor time may include study time, coloring, reading, guided themed activities, etc.*

BASE Mission Statement & Purpose

Our mission is to provide a quality summer camp that compliments the Montessori school day by offering enriching activities designed to develop peer-to-peer bonding, promote community involvement, encourage multicultural appreciation, and build social and emotional skills. BASE is meant to build from and add onto the IMO campus experience. It is a school enrichment program.

Staff Information

All members of our experienced staff meet all IMO, DCF, and OCPS qualifications as required per age group. Each staff member is certified in CPR and First Aid. Staff members are at least 18 years of age. Criminal background checks along with reference checks are conducted. Staff members attend multiple training/staff meetings throughout the year to review policies and procedures and to make fun, enriching activities that engage students.

Eligibility

A child must be enrolled to attend IMO/CASA to participate in Camp Lakewood. We do not discriminate based on sex, race, color, national origin, and disability or ethnic background. Children of all backgrounds and abilities are encouraged to enroll. We assume children are potty trained when enrolled; we reserve the right to withdraw a child if there is repeated evidence that a child is not potty trained. Parents/Guardians should notify BASE of any known medical conditions or allergies prior to enrollment.

Waiting Lists

Only a certain number of students may be enrolled at Camp Lakewood for the safety of our participants. Enrollment in Camp Lakewood is contingent upon verification of enrollment in IMO/CASA. If an age group is at capacity, you may add your child to the waitlist by emailing base@innovationmontessori.com. Families will be notified via email when a vacancy is available in the child's age group. Adding your child's name to the waiting list does not guarantee a spot in the Camp Lakewood program.

Program Dates and Hours

Camp Lakewood operates from Monday, June 1st - Friday, July 31st. The core hours of the camp are from 8:30am – 4:30pm. Drop off will be from 8:00am – 8:30am, and dismissal will be between 4:30pm – 5:00pm.

Sign In/Out Procedures

All participants in the program must be physically signed in and/or out daily. This includes a full signature. Prior written notice is required if any persons other than those listed on the authorized release form should arrive to sign out your child. For primary campus pick-up and drop off, please park in an available parking space, ring the doorbell, and present your placard to a team member. For main campus pick-up and drop off, please pull forward into the right-hand car line lane and present your placard to a team member. A photo ID and/or placard must be presented to pick up each student. A staff member will be there to guide your student to their age group in the mornings and to call your student to go home. Sign-in/out procedures are subject to change based on the decision of the Administration and Program Manager.

Late Pick Up

Pick up after 5:00pm will result in fees being assessed. We charge \$1.00/minute/child for late pick-up beginning at 5:01pm. We reserve the right to dismiss a child from our program after the third instance of late pick up. In the event a parent/guardian experiences a true emergency, we must be notified via phone call at 407-654-2045 Option 4 and/or email at base@innovationmontessori.com. If no contact has been received by 5:00pm, attempts will be made to contact people on the child's emergency list. If pick-up arrangements have not been made by 5:30pm, local authorities will be notified.

Billing Policy and Payment Procedures

- We are offering the option to register and pay for camp in 5 sessions. Each session is two weeks with the exception of Summer Fun Week. When your registration is complete, you will see the sessions available to pay for in Procare.
- The fee structure is listed in the table below.
- IMO/BASE is not responsible for bank fees incurred to your personal account during our collection process. **After the second returned check or insufficient funds notice, all future payments must be made in full, in advance of care received for your child to remain in the program.**
- The full tuition is due regardless of a child's attendance or holidays that occur during the month.
- *BASE receives no Federal or State money and is financially self-supporting through fees collected from parents/guardians of each child enrolled in the program.*

Camp Lakewood Dates/Pricing		
Registration Fee: \$100 due upon registration		
Session 1: 6/1 - 6/12	Due by 4/27	\$600 per child
Session 2: 6/15 - 6/26	Due by 5/11	\$600 per child
Summer Fun Week: 6/29 - 7/3	Due by 5/25	\$300 per child
Session 3: 7/6 - 7/17	Due by 6/1	\$600 per child
Session 4: 7/20 - 7/31	Due by 6/15	\$600 per child

Refunds and Cancellations

- There are no discounts, credits, or refunds provided for any child's absences and/or unexpected school closures due to inclement weather or other emergency situations.
- Registration fees are non-refundable.
- A child may withdraw at any time during the camp experience. No refunds will be given upon withdrawal.

Roles and Responsibilities of Parents/Guardians

Parents and Guardians are responsible for the following:

- Timely payment of all program fees
- Student pick-up no later than 5:00pm
- Utilize grace and courtesy when communicating with BASE staff
- Follow up with your students after any injury or behavior incident you are notified about that occurs during camp

**A student may be dismissed from the program if a parent/guardian does not meet the above responsibilities.

Unexpected Closures

In case of extreme weather, unexpected power outages, or any other unsafe conditions, the camp will be closed, and no refunds will be provided for these days.

The decisions to close the camp or to delay opening due to any of the aforementioned reasons will be made by IMO personnel and will be communicated through Parent Square. Weather conditions sometimes worsen during the day after children have arrived at camp. If necessary, parents will be contacted to pick up students.

Allergies

Please communicate any allergies to foods, chemicals, or other environmental issues (such as nuts, pollen, bee stings) in the child's registration. Please include reactions and treatments.

Illnesses

In addition to the information included here, BASE will be following the guidelines set forth by IMO/IMHS/Casa regarding illnesses. Information regarding procedures may be changed by the

Administration and Program Manager at any time. Please refer to the IMO/IMHS COVID-19 Case Response Protocol for additional information. Parents/Guardians will be contacted immediately when their child displays signs of illness. Children must go home for the following symptoms:

- Earache (if child has not been on medication for at least 24 hours)
- Fever over 100.4 degrees. Children may return when they have been fever free for 24 hours without the use of fever reducing medication.
- Strep Throat (if child has not been on medication for at least 24 hours)
- Stomachache
- Anything contagious such as chicken pox, hand, foot, and mouth disease, etc.
- Diarrhea/Vomiting
- Contagious rashes or rashes of unknown origin
- Head lice, including visible nits.
- Pink Eye (conjunctivitis) (If child has not been on medication for at least 24 hours)

Absences

Parents/guardians should email base@innovationmontessori.com if a child will not attend camp on a regularly scheduled day.

Head Lice

Head lice may be found in any school. BASE's policy states that any student with head lice may not stay in the program. Students with head lice will stay in the sign-out area with a staff member until picked up. Nits and lice must be removed at home before returning to school. Before returning to the classroom the student must be checked by the office. Please accompany your child to the office when returning to school. With respect to health privacy, grace, and courtesy, we ask that community members refrain from announcing a case of lice for any child other their own. The National Association of School Nurses says, "studies have shown that control measures such as, mass screenings for nits have not been shown to have a significant effect on the incidence of head lice in a school community, nor have they shown to be cost-effective (Devore et al., 2015; Meinking & Taplin, 2011; CDC, 2013a). Communication between school personnel and parents/caregivers highlighting cases of head lice (e.g., "head lice outbreak letters") has been shown to increase community anxiety, increase social stigma causing embarrassment of affected infested students, and puts students' rights to confidentiality at risk (Gordon, 2007; Pontius, 2014)" – <https://www.nasn.org/advocacy/professional-practice-documents/position-statements/pshead-lice>. IMO has a conservative lice notification policy.

Child Safety

In the case of an emergency, every effort will be made to reach you or other contacts in your child's emergency contacts. If we are unable to reach any of the people listed, we will take the necessary actions for the health and safety of your child. Should there be any changes in the emergency contact numbers, please notify the BASE Director at base@innovationmontessori.com so we may update our records. Children who experience minor injuries or illnesses such as bumps, bruises, scrapes, bee stings and stomach upsets will be treated by members who have received First Aid training, taking note of specifications on the child's health form. Parents/guardians will be informed of all first aid administered. If the symptoms persist, parents/guardians will be asked to pick up the child. In a major emergency

(broken bones, puncture wounds, etc.) parents/guardians will be notified immediately, and appropriate measures will be taken to care for the child, including contacting emergency services if needed.

Reporting Suspected Child Abuse

To ensure the wellbeing of all children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow the Florida statute for mandatory reporting. We may be subjected to criminal penalties if we fail to report such possible harm. Staff are not allowed to comment to parents, other staff, or any other persons about reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF or local police departments.

Administration of Medication and Sunscreen

BASE team members will not administer medications to a child regularly unless necessary and prescribed by a medical doctor. In this case we ask that the procedures listed below are followed:

- All medications shall be delivered to the clinic on campus with the following information on the pharmacy container for prescription medications and in the factory sealed container for non-prescription medication:
 - Name and purpose of medication
 - Time the medication is to be given
 - Specific instructions on the administration of the medication
 - Physician name and phone number
 - Pharmacy name and phone number
 - Approximate duration of medication, i.e., end of school year (with date)/10 days, etc., and possible side effects are to be listed on the Medication Authorization form.
- Parents/guardians must bring all medication in the most current labeled container.
- Parents/guardians will be required to fill out a Medication Authorization form for each medication before medication(s) can be dispensed.
- Herbal, vitamin, and aspirin products require a healthcare provider's order. Notes from home will not be accepted as authorization for dispensing medication. This applies to all prescriptions as well as non-prescription medications.
- The medication authorization form must be on file at school for the medication to be dispensed.
- Any medication brought to school without a Medication Authorization form will be held by the School Health Assistant. The parent/guardian will be contacted.
- For safety and security reasons, medications must be transported to and from school by parent/guardian. Do not send medication to school with the child or siblings.
- For self-carry medications, please speak with your child's doctor to obtain the required documentation.
- BASE staff members will not apply sunscreen to your child.

**More information on our medication policy can be found on our website: [IMO Parent Handbook](#)

Bathroom Accidents

Children are provided with bathroom breaks when requested. All children entering camp are assumed to be potty trained. If your child has a bathroom accident, we will call you. You will be expected to pick up your child or arrange for pickup as soon as possible within one hour.

Illness

If a child has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child within an hour of notification. A parent's failure to pick up a sick child may result in a child's dismissal from the program and a report being submitted to the Department of Children and Families. Any contagious illness may require a doctor's note for readmission. Staff members are expected to instruct children on State Regulations of washing hands as posted at each site to reduce contagious illness. A child sent home with a fever, vomiting or diarrhea must be symptom free for 24 hours before returning to camp.

Technology

The use of personal technology will not be permitted during camp. If a student chooses to bring cell phones, tablets, laptops, etc. to camp, they must be silenced and kept out of view during the program. At dismissal, phones may be used solely for communication with parents/guardians. Violations of these expectations will be managed by a progressive discipline policy. Smart watches of any kind are not permitted at school.

Student Property

Please put names on coats, sweaters, jackets, books, school bags, lunch boxes, water bottles, and other items belonging to your child. Remind your child that they are responsible for keeping up with their own personal belongings. **To keep personal property safe, children are not permitted to bring toys.** Our team is not responsible for recovering lost, stolen, or missing personal belongings. Unclaimed belongings will be donated to charity if not claimed by the end of the camp.

Meals & Snacks

We are excited to provide a nutritious lunch each day of camp at no extra cost, but your child may bring their own healthy snacks and lunch daily. The Montessori philosophy encourages grace and courtesy, independence, care of self and the environment. One way we support the development of these skills is through eating at a table. Healthy snacks include fruits, vegetables, nuts (not peanuts), seeds, and proteins. Unacceptable snacks include chips (unless baked), cookies, candies, pastries, donuts, and cakes. No sharing of food or snacks among students.

Dress Code

Children should be dressed in comfortable clothes, including closed-toe shoes. Students will participate in activities like painting, outdoor learning experiences, sand and water activities, and cooking. In case of an accident, parents should bring an extra set of clothes, including underwear, socks, and shoes. Specific details regarding dress code can be found here: [OCPS Dress Code](#)

Withdrawal from Camps

A child may withdraw at any time during the camp experience. No refunds will be given upon withdrawal.

Emergency Drills

Emergency drills (fire drills, tornado drills, bomb threats, etc.) will be held as set forth by State Regulations and IMO policies.

Evacuation: BASE students will line up quietly and follow the group team member(s). Once outside staff will call roll to account for all students in attendance. Everyone is to stay in the “safe area” until notified by the designated staff member to return to the building.

Fire Drill: Each campus is required to conduct a monthly, unannounced fire drill.

Power Failure: The group team member will contact the appropriate staff via walkie-talkie to see if the incident is isolated or campus-wide and will keep the students calm until the power is restored. The group may proceed to a lighted area if the move can be done in a safe, organized manner.

Custody

Our staff must release students to either of their parents unless we have a copy of a court order granting custody to one of the parents or someone else. If you have a court order, please give a copy to the program manager. All students must be signed out by a parent, legal guardian, or authorized adult. In Florida, mothers are considered the educational guardians unless we have contrary paperwork.

Behavior Management Policy

Our approach to discipline is based on empowerment, mutual respect, and trust. Corporal punishment is prohibited. Withholding or using food, rest, or sleep as a punishment is prohibited. Methods of discipline or interactions that frighten, demean, or humiliate a child are prohibited. Children in the BASE program are expected to comply with the OCPS, IMO/IMHS/CASA, and BASE rules and regulations as stated throughout this handbook, in the OCPS Student Code of Conduct and in the Parent Handbooks located here: [IMO Parent Handbook](#)

- When a participant does not follow the behavior guidelines, we will take the following action steps as behavior problems progress.
 - Level 1 - Staff will redirect the participant to more appropriate behavior.
 - Level 2 - If inappropriate behavior continues, the participant will be reminded of behavior expectations, and the participant will be asked to decide action steps to correct their behavior.
 - Level 3 - If a child’s behavior still does not meet expectations and is affecting the experience of other participants, they will be referred to an administrator or program manager.
 - Level 4 - If inappropriate behavior continues, as a final action step, the participant may be dismissed from the program.
 - Examples of unacceptable behavior
 - Refusing to follow behavior guidelines or rules
 - Using profanity, vulgarity, or obscenity

- Stealing or damaging property (personal or program property)
 - Refusal to participate in activities or cooperate with staff
 - Disrupting a program
 - Leaving a program without permission
 - Endangering the health and safety of children and/or staff
 - Use of illicit drugs, alcohol, or tobacco
 - Sexual conduct of any kind
 - Teasing, making fun or bullying of other children or staff
 - Fighting of any kind
- *Physical violence or bullying toward another child or staff member will result in immediate dismissal from the BASE program.
 - **Fees are non-refundable if a child is sent home for disciplinary reasons.
- We strive to balance the needs of the individual with the needs of the community. Parents/guardians will be advised of any repeated problematic behavior, and it is the expectation at IMO that parents/guardians will be full partners in resolving behavioral issues.
 - If the above techniques are not effective, a Behavior Notice will be completed by the program manager. The parent/guardian will be requested to attend a mandatory conference with the program manager and/or staff member to discuss the child's behavior. The notice should be signed by the parent/guardian and the program manager and then attached to the child's file. A parent's or guardian's refusal to sign a Behavior Notice does not prevent dismissal of the child if behavior warrants dismissal. Parents who do not make the effort to schedule a conference must remove their child from the program. Parents/guardians contacted about behavior concerns are expected to help the staff in assuring the elimination of the negative behaviors.
 - Two behavior notices will result in a one-day suspension from the program on the school day following the second behavior notice
 - Additional issues that occur after suspension will result in a two-day suspension or dismissal from the program
 - Additional issues that occur after a two-day suspension has been served may result in the child being dismissed from the program.
 - There will be no adjustment to tuition due to suspensions
 - A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program.
 - Immediate dismissal of an entire family may occur if a parent/guardian chooses not to act or communicate respectfully with our staff.