**CCBA Preschool Summer Camp**

**Policies and Procedures**

**Paperwork:** All camp forms must be turned in prior to the start of camp. If applicable, an Authorization to Administer Prescription and Non-Prescription Medication form must be filled out by a parent and/or doctor for a teacher to support a child with an epi-pin and/or administer medication.

**Arrivals and Departures:** Please do not enter the main entrance of the Carter Community Building. Camp drop off is to the left side of the building at the door marked Preschool Camp.When entering, pleasemaintainsocial distance of 6’ or more from other families while in the stairwell. This may require waiting outside until there is room. All adults must wear a mask covering their nose and mouth. NH DHHS does not recommend that children wear a mask when at childcare programs. For the health and safety of your child and the teachers, adult access to the preschool area will be restricted per CDC guidance. Teachers will greet children at the bottom of the stairs. Children will be given a health screening prior to entering the classroom. This will include temperature check, health questions and use of hand sanitizer with at least 60% alcohol. Teachers will sign children in and out each day. If you need to pick up your child early, please let the teacher know. Pick up will be outside whenever possible. When inside - children will be dismissed, one at a time. Again, pleasemaintainsocial distance of 6’ or more from other families while in the stairwell. Please do not enter the preschool area. If you need to pick your child up early, please let the teachers know ahead of time.

**Communication**: Parents, you must text or call the camp cell phone when your child is going to be absent from camp (603/359-4470). Please make note of this number. If anyone other than those who are listed as authorized to pick up a child will be doing this; a parent mustnotify the teacher in writing.

**Snacks and Supplies:** A healthy snack and water will be provided in the morning. Please list any known allergies or dietary restrictions your child may have on the health form. Children should come wearing a bathing suit under their clothes, **have sunblock applied**, and bring a towel, non-perishable lunch and water bottle each day. All items (i.e. backpacks, lunch boxes, bathing suits, towels) must be marked with the child's name.

**Parking:** Parking at the Carter Community Building is very limited. Please use the parking lots provided at the Witherell Recreation Center and walk your child over using the designated crosswalks. Please do not park in lots across the street reserved for the dentists' office.

**Your Child’s Health:** A health screening of children prior to entering the classroom – including temperature check which must register lower than 100.4 F, and being able to answer “NO” to the following questions:

* Have you been in close contact with a suspected or confirmed case of Covid-19 in the last 14 days?
* Have you had any Covid-19 symptoms or fever or felt feverish?
* Are you experiencing respiratory symptoms (runny nose, nasal congestion, sore throat, cough, shortness of breath)?
* Are you experiencing any new muscle aches, severe fatigue or chills?
* Are you experiencing any new changes in your sense of taste or smell?
* Are you experiencing GI symptoms (nausea, vomiting, diarrhea)?
* Have you traveled outside of New England in the past 14 days?

**Discipline Policy:** Preschool camp is an important time for children to learn appropriate behavior in a social or group setting. Basic principles such as following directions, respecting others and their personal space, and sharing are learned during these formative years. We maintain a positive discipline policy, which focuses on prevention, redirection, consistency, boundaries, and limits. Teachers discuss proper behavior throughout the camp weeks and children are frequently reminded to follow the rules and treat their peers with respect. We will work with your child to correct any disruptive behavior. However, if a child’s behavior compromises the positive experience and/or safety of the group, he or she will have to be withdrawn from the camp. If this occurs, any unused camp payment will be refunded. You can be of great help to us by letting a teacher know about any concerns you have about your child.

**Late Policy:** Camp ends promptly at 4:00 pm. Please plan accordingly to pick your child up on time. A $1/minute late fee applies to late pickups.

**Covid-19 Guidelines:** The preschool summer camp will run under the same Covid guidelines and protocols we have followed successfully throughout our school year. To date, there has been no spread of Covid in our facilities. We credit our Bipolar Ionization air filtration system, mask wearing, our amazing staff/teachers who diligently sanitize and clean to keep us safe, and our families for keeping your kids healthy outside of preschool!

We hope you and your child enjoy our summer camp. We appreciate any feedback you may have. Please feel free to bring concerns and/or suggestions to our attention.

CCBA Preschool Camp Staff