



## 2021 RMS Summer Camp Information

Thank you for choosing Richmond Montessori School for your child's camp experience!

### Contact Information

Shanthi Wickramasinghe is the Coordinator of Montessori Enrichment. You can contact her at 741-0040, ext. 24, or by email [shanthi@richmont.org](mailto:shanthi@richmont.org). If you have a message for your child and cannot reach the Coordinator, you can call the school receptionist at 741-0040, ext. 13 between the hours of 9:00 a.m. and 3:00 p.m.

### Summer Program Dates

The summer program begins on Monday, June 21, 2021 and ends on Friday, July 30, 2021. Summer camp will operate in two, three-week sessions. Session 1 is from June 21-July 9th and Session 2 is from July 12th to July 30th. Camp is closed on Monday, July 5th. Toddler Camp is one, two-week session from June 21-July 2nd.

### Changes in Enrollment

You can request changes in enrollment by June 1, 2021. There is a \$50 administrative fee for changes if approved. We are happy to accommodate changes in enrollment whenever possible.

### For New Students

Prior to your child's first day of attendance, you must present in person your child's birth certificate, birth registration card, or passport. Photocopies are not acceptable. Virginia state law requires us to have legal proof of your child's identity and age on file, and that we notify state authorities if we do not have it. RMS must have a current health form with immunization record on file before the first day of attendance. By state law, we cannot accept immunization records that are not current. Immunization records can be mailed or faxed to us or brought in with the proof of identity.

### Behavioral Expectations

Children are expected to follow the RMS code of conduct: use good manners, respect other students and staff, and follow classroom and campus rules. The program as a whole forms a safe, supportive community where children learn to trust adults and to trust themselves and their peers. Disruptive or disrespectful behavior may result in dismissal.

### Snack and Medication

Please pack a nutritious snack or two for your child along with a labeled water bottle. We will avoid serving food or doing food works to minimize the transmission of COVID-19. If you require medication of any type to be on hand, please download the Medicine Authorization form or contact Shanthi Wickramasinghe.

### Footwear

Please have your child wear sturdy play shoes. Flip-flops, sandals, and other shoes with holes are dangerous on our mulched playgrounds.

### Primary Student Extra Clothes / Toileting Policy

The school toileting policy is observed during the summer program. Children must be wearing underpants and be able to change themselves completely if they have an accident. In case of occasional accidents, please provide an extra set of summer clothes & masks for your child. The set should include shorts, shirt, underwear, and extra shoes. Staff will leave your child's clothes in his/her tote bag so that they will be available no matter what classroom they are in. Labeling each item and the bag in which you send the clothes will help prevent mix-ups.

### Insect Repellent and SunBlock

Please apply the products of your choice before dropping off your child.

If you would like insect repellent or sunblock reapplied ***in the afternoon***, please download and sign the appropriate authorization form before camp starts. Bring the insect repellent or sunblock with you on the first day of the session to hand to a staff person. It must be in the original container, and labeled with your child's name.

### **Lunch**

All students stay for lunch and bring their own lunches. Please make sure your child's name is clearly marked on his/her lunch box.

### **Primary Rest N' Play**

Half-day primary students will take a nap or rest (depending on their sleep habits) after lunch. Please provide a lightweight child-size sleeping bag that is open on three sides and labeled with your child's name. Sleeping bags are sent home for laundering each Friday. Please return clean sleeping bags to school the Monday morning of each week your child attends.

Full day primary and children who do not sleep will enjoy camp activities after lunch.

### **DROP OFF & DISMISSAL**

#### **Morning Drop-off for All: 8:45-9:00 a.m.**

The carpool procedure is the same as during the school year. All students arrive through carpool. Please enter the one-way drive at 499 N. Parham Road and turn right at the intersection with the main parking lot. Please have a mask on and be ready to show your Green Screen from The Healthy Roster App. You will follow the turn-around and your child will get their temperature taken by staff.

**\*Toddler Morning Drop-Off:** Toddler parents, once you have gone through the carpool line and your child has been screened, please park in front of the South Campus entrance and get your child out of the car. With your mask on please walk them to Mrs. Kathleen's Toddler Room on the patio.

#### **All other students after health screening:**

1 Remain in the carpool line and move forward.

2 If your child can safely exit the car

independently, the child may exit and proceed to the sidewalk and then on to class with staff supervision.

3 If your child is unable to exit the car independently, turn off your engine, safely exit and proceed to the passenger side of the car to assist your child out of the car and to the sidewalk.

4 Students will enter the gym and wait with the rest of the campers from their pod.

5 Return to your car, and proceed to the exit.

#### **Toddler Morning Dismissal 11:30 a.m**

All Toddlers must be picked up prompt at 11:30 a.m. and no later than 11:45 a.m.

Parents, please park your vehicle with your mask on in front of the South campus and walk to Ms. Kathleen's patio to pick up your child.

***Late fees apply after 11:45 a.m.***

#### **Primary, Elementary & Middle School Dismissal at 3:00 p.m.**

Campers will follow the same carpool procedure as during the school year. All campers will be dismissed from South Campus.

1 Enter the school driveway, turn right and proceed through the carpool line.

2 The students will be called to the front sidewalk to line up, spaced apart, with staff assistance.

3 Your child will be escorted to the car so that you can safely put him/her in the car seat, or so that he/she can enter the car independently. Please make sure that you have a mask on. Thank you!

***Late fees apply after 3:15 p.m. Thank you!***