

2012 CAMP PARENT HANDBOOK

Arrival Procedures

Children may be dropped off as early as 7:30 a.m. to participate in our Early Bird Program for an extra fee a pre-registration. Between 7:30 and 8:25 a.m. parents/guardians need to walk their children into the building and drop them off in the Discovery Room. You must sign in your children on the Early Bird roster.

From 8:25 to 8:40 a.m., you may drop off your children in the semi-circle driveway outside the building, or you may park your car in a designated parking spot and walk your children into the building. Please do not park in a space designated for church personnel. Exit slowly and carefully through the north exit of the parking lot, past the Hughes House. As there are residents of the Hughes House with physical and hearing disabilities, your special consideration and caution is requested at all times.

After 8:40 a.m., children are considered late to camp, and you must park your car in a designated parking space and walk your child into the building. You must bring your child to the front office where we will sign them in and escort them to their camp room. If you selected the Summer Day Camp Program, the school bus will depart promptly at 9:00 a.m. for the pool and field trips and will not be able to wait for late campers. Please call the office at 301-942-5979 if you expect a delay so that you may be directed to where take your child to meet their group.

Dismissal Procedures

Dismissal for half-day students is from 11:45 a.m. until noon. Parents/guardians must walk into the building to pick their children up from their child's camp classroom. Any half-day students not picked up by 12:00 p.m. will be escorted to the front office to wait for their parents. Parents will be charged a late fee at the current rate of \$10.00 per hour or portion thereof.

Dismissal for full-day students begins at 3:00 p.m. from the gymnasium door. You may pull up to the door, and a staff member will walk your child to the car.

If you need to pick up your child early, please send a note or call ahead of time. In this case, you must come to the school office and sign out your child.

A child may be picked up by someone not listed on his/her Emergency Card only if his/her parent/guardian have contacted the Camp. **We will not release a child to someone for whom we have no permission from the parent or guardian.** The authorized person must be known to us or present photo identification.

If you are going to be late picking up your child, please call. Unless you call before 2:45 p.m., your child may go to dismissal. Any children not picked up by 3:15 p.m.

will be escorted to our Extended Day Program. In this case, you must park your car and walk into the building to pick up your child from the Discovery Room. Parents will be charged for this service at the drop-in rate of \$10.00 per hour or portion thereof. All children must be signed out of our Extended Day Program.

Any children not picked up by 6:00 p.m. will wait in our Front Office. Again, parents must walk into the building and sign out the child in this case. They will be charged a late fee of \$15.00 for each 15 minutes or portion thereof.

Please exit slowly and carefully through the exit past the Hughes House as there are residents with physical and hearing disabilities who need your special consideration.

Parking

Please park only in unassigned, marked parking spaces. Do not park in any of the spaces reserved for elders or church personnel. Also, please do not leave your vehicle in the circular drive; this area is for assisted drop-off in the morning between 8:25 and 8:40 a.m. and for emergency vehicles only.

Auxiliary Programs

Our Early Bird and Extended Day Programs are designed to provide additional care and learning outside of the normal camp day. These programs are staffed by camp counselors and/or professional staff used during our school year.

You may use our Auxiliary Programs by either registering for it online or on a drop-in basis. We appreciate advance notice of drop-in service when possible. If you do not arrive at camp to pick up your child during afternoon dismissal, we will care for your child in our Extended Day Program at the current drop-in rate of \$10.00 per hour or portion thereof.

We understand that occasionally weather or traffic may cause you to be late. In this case, please be assured that your child will be safe and well supervised. If your child is in our Extended Day Program and is not picked up at the designated time, we will bill you at the current rate of \$10.00 for each hour or portion thereof until 6 p.m. After 6 p.m., when our program ends, we will charge \$15.00 per every 15 minutes or portion thereof for this service.

Auxiliary Programs are available as a service only to students enrolled at Evergreen Camp.

Early Bird Program (7:30 to 8:30 a.m.)

Our Early Bird program responds to the needs of families whose schedules require an early start. Children engage in a variety of activities, such as reading, drawing or coloring, working puzzles, and playing games. The class size is small and allows for much teacher-student interaction. This program provides care and helps to transition

children into the daily camp programs.

Extended Day Program (3:00 to 6:00 p.m.)

The atmosphere is warm and familiar, and the schedule is paced to include periods of stimulating outdoor play. And as the day winds down, we are responsive to the needs of the children with quiet story times, table top games, and increased individual attention. The Camp provides a snack at 4:00 p.m. Occasionally, the students cook or prepare the snack together. Students with food allergies may be asked to provide their own snacks.

Parents/guardians are required to write their initials and the time of day on the sign in/out sheet when they arrive to pick up their child.

Schedule and Schedule Changes

You will receive a schedule for your child's selected program on your first day of camp. Please visit <http://www.evergreenschool.com/camp/camp.aspx> for the general overview of each program and <http://www.evergreenschool.com/camp/weeklyThemesSessionsAndRates.aspx> for the different programs' weekly themes.

Please note that each week may vary slightly, so please be sure to check the week's schedule sent home with the camper.

School closings and emergency information are posted on our answering service and on our website.

School Closures

Evergreen School and Camp follows Montgomery County regarding school and summer program closures. In this event, you may call the camp or check our website to learn about Evergreen School. You may also receive an email from ultracamp if school administrators have access to power.

Delayed Openings

Evergreen School and Camp follows Montgomery County regarding delayed openings, with one exception: we never open more than 1 hour late. Even if the County schools/summer programs open 2 hours late, Evergreen School and Camp will open only 1 hour late, which means that our Early Bird program would begin at 8:30 a.m. and our regular camp / school day would begin at 9:30 a.m.

Early Dismissal

Weather may cause us to dismiss students before 3 p.m. When this need arises, we call to inform each family. If family members are delayed by the weather, staff members will stay to care for those children awaiting pick up.

Weather Emergencies

Evergreen School and Camp has battery-operated emergency lights that illuminate our hallways in case of power outages due to thunderstorms or high winds. We can operate

successfully with less than full power for a few hours. If an outage persists for more than a few hours, however, heating or cooling can become an issue. If such an emergency causes our regular schedule to change, a staff member will call to inform each family.

What to Bring to Camp

On the first day of camp, each camper receives an Evergreen bag and an Evergreen t-shirt. The speciality camps will receive a t-shirt from that program. If you have selected the Summer Day Camp Program, please use the bag to carry a change of clothes on swim days, and make sure your camper wears his/her Evergreen t-shirt on field trip days.

Campers should be dressed in clothing that is suitable for movement, outdoor play, and sports. Shorts and sneakers are recommended for camp as the weather is likely to be hot. Flip flops are not safe footwear. If you choose to have your child wear sandals to camp, sneakers must also be brought for sports activities. Children should wear clothing and shoes that they can manage by themselves. In addition, they should have a change of clothing at camp at all times, in case of accidents involving mud puddles, body fluids, paint, water, etc. A sweatshirt also should be placed in the camper's tote bag in the event the camper becomes cold in the air conditioning. All of their belongings should be labeled with their name. Please be sure to send your child with sunscreen labeled with their name on it. We can only use YOUR CHILD'S own labeled sunscreen on YOUR child.

A sunscreen authorization form has been incorporated into the online registration process. Please make sure to complete all forms online through ultracamp.

Campers should wear their bathing suits to school on swim days. Please do not forget to pack additional underwear for changing at the pool. A towel labeled with your child's name should be placed in his/her tote on pool days. Sunscreen (please apply a first coat at home in the morning), will be reapplied if your camper has brought his/her own sunscreen to camp.

We encourage our campers to take pride in their appearance. Clothing should be neat and clean. It may not promote aggressive commercial characters or display offensive language. It must cover the midriff section of the body and be long enough to allow your child to move comfortably without exposing his/her underwear.

Evergreen Camp "Greenletter"

The *Camp 'greenletter* is our weekly newsletter that summarizes the week at Evergreen Camp. It includes a calendar of events, camp activities from that week, upcoming camp field trips for the following week, and other important information. The 'greenletter is sent to each family through ultracamp on Fridays. At your request, we will send a printed version home with your child. Please read your weekly 'greenletters. Any changes to the general schedule that are short notice will be sent home by hand. Please pay close

attention to any changes that may occur.

Holidays

Camp will NOT be in session on Wednesday, July 4, 2012.

Snack

Evergreen Camp provides a morning snack to all campers. If your camper has a food allergy or any food restrictions, we ask that you provide a snack from home. We do not allow children to share snacks due to food allergies.

Lunch

Campers bring their lunches from home. Evergreen Camp does not have facilities for refrigerating or heating student lunches. We recommend that you send non-perishable foods. You may wish to use a thermal lunch box that includes an ice pack during the summer months.

For half day campers, they will not eat lunch at the school. Pick up is at noon from the classroom. Please park and come in to pick-up your child.

Lunches should be balanced and nutritious. They should contain items from each of the basic food groups, including protein, fruits and vegetables, grain, and dairy. They should not be high in sugar or additives. Please do not send sodas or candy to camp with your child.

Varieties of food in small portions appeal to young children and encourage children to eat everything in their lunch. Uneaten food generally is sent home so that you may adjust portions accordingly. Children are not permitted to share lunches.

In an effort to help the Earth, we ask that our students bring lunch boxes and re-usable containers, rather than bags. Please help our younger campers develop independence by sending containers that can be opened easily.

In order to create a safe environment for all, our camp is peanut-free to account for allergies to peanuts.

Pizza Lunch

Fridays are a pizza lunch day at the Evergreen Camp. Cheese pizza, carrots, and fruit juice are available as an alternative to a packed lunch. A slice of pizza will be \$3, 2 slices of pizza will be \$4 and an additional slice will be \$1. Please send this amount to camp with your child on Pizza Friday if you wish for your child to have pizza. This is not available for half day campers, as they do not eat lunch at the school.

Nappers

If your child naps, please send in a labeled bag with a pillow and a sheet or light blanket. Please label all items. Your child may also bring a cuddly toy to nap with. Nap items will be sent home every Friday for laundering and should be returned on Monday if your camper is returning for another week.

Toys

Please do not allow your child to bring toys to camp. If a toy does come to camp, the counselor will ask your child to put the toy away during the camp day and to take it back home at the end of the day. Toys are not acceptable items for “sharing” time. Children who nap at Evergreen Camp may bring a stuffed animal or other “bed pal” to be used only during nap time.

Field Trips

(Summer Day Camp Programs only)

All campers must have a signed Field Trip Permission Form submitted electronically through Ultracamp. Campers will receive an Evergreen Camp t-shirt on the first day of camp. Please send your child to camp in their Evergreen camp shirt on their field trip day. Additional camp shirts may be purchased from the camp store. Refer to the calendar, or the Greenletter, for the dates of field trips and the pool schedule.

Please note that some weeks, the usual field trip day for each group has been changed due to a special event at the Evergreen Camp. Aug. 3rd will be our carnival day and therefore will replace any field trips that week.

Swimming

(Summer Day Camp Programs only)

Your child should come to camp on their swim day in his or her swim suit. We also ask that you apply your child's sun tan lotion prior to arriving at camp. We will be able to re-apply sunscreen while your child is at camp, as long as you have provided your own bottle, labeled with your child's name on it. We cannot share sunscreen. A Sunscreen Authorization Form must be filled out and signed or we must have your authorization through ultracamp online.

In the event you are late arriving to camp and your child's group has left for the pool, you will need to take your child to the pool to meet the group. The bus will depart camp promptly at 9:00 a.m.

The pool address is:
Connecticut Bell Air Swim Club
3901 Ferrara Dr.
Silver Spring MD 20906

School Bus

Evergreen School owns a bus that is used for camp group field trips. Each driver has a Commercial Driver's License (CDL). The bus is inspected quarterly under the guidance of the Maryland State Motor Vehicle Administration. It is equipped with a seat belt for each passenger, all safety equipment mandated by law, a first aid backpack with copies of your child's emergency information, and a cellular telephone.

Drivers and chaperones follow established safety procedures at all times. All children under 4 years old OR under 40 pounds are required to bring a labeled harness-type car seat in order to ride on the bus.

If you choose to have your child use a car seat on the school bus, please label your car seat with a permanent marker in a visible place and leave it at arrival, or Early Bird, on the morning of the trip. Unfortunately, we do not have the storage space to keep car seats overnight. Please take home your car seat at the end of the day. To avoid a backup during dismissal, please park in order to put your car seat back into your car.

Recess

We take our campers outside every day unless it is raining or the ambient temperature is above 99 degrees Fahrenheit. Please help your child dress according to the forecasted weather and make sure he/she has a complete change of seasonally appropriate clothes in the classroom.

Playground Rules

Our playground is designed for supervised play for children ages 2 to 12 years old. We have written playground rules, which are reviewed periodically with your child, to ensure the safety of all children. Staff members escort your child to and from the playground and supervise your child at all times while on the playground. They check the playground for unsafe material and remove it. They maintain contact with the School and Camp office by means of walkie-talkies. The playground gates are kept closed when the children are on the playground, and adults are supervising the children.

In accordance with Consumer Product Safety Commission recommendations, children may use the swings only in a sitting position. They may climb only on the climbing equipment. They may not jump off of the swings, the tables, or the top of the monkey bars. They may throw only balls. Sand must stay in the sandbox.

Fire Drills

Evergreen School and Camp is inspected for fire safety each year. In accordance with Fire Department regulations, we conduct one fire drill each week that we have new

students, to remind our students and staff of safety procedures and the need for quick and orderly evacuation of the building in the event of an emergency. If you happen to be visiting when the fire alarm is sounded, please follow the instructions given by teachers and staff members.

Disciplinary Issues

At Evergreen Camp, we believe that all members of our community, children and adults alike, have a responsibility to themselves and to the community to make thoughtful choices about their actions and to understand the consequences of those actions. Everyone is entitled to physical and emotional safety, and all interactions with others should be based on respect and kindness. Evergreen will not tolerate behavior that is deemed to be disruptive, disrespectful, cruel, unsafe, or otherwise inappropriate.

Our camp staff is trained to address the usual array of behavioral difficulties that arise in the classroom and elsewhere on the School grounds. Their interventions are formulated on the basis of (1) respect for the child, (2) knowledge and understanding of the developmental needs and characteristics of the child as well as the group, and (3) the understanding that appropriate behavior must be carefully taught and modeled. The goal of each intervention is to assist the child to develop self-control and self-discipline.

When a child demonstrates an inability to respond appropriately to a staff member, he/she may be brought to the front office to address the situation with the Camp Director. If the child continues to need assistance and/or is otherwise signaling through behavior that he/she has needs that are not being met, the teacher and/or the Camp Director will meet with the parents/guardians. If these efforts do not lead to an acceptable resolution and interventions continue to be ineffective, the camp will take measures to help the family find a more appropriate setting for the child. The student/family will be asked to leave the camp.

Procedures

This detailed explanation of our discipline policy is offered so that everyone is aware of the steps used in handling discipline problems. We expect that very few cases will require full implementation of this policy.

At the first and second incidence of unacceptable behavior, a For Your Information form describing the incident and the School's response will be sent home with the child that day. The form will be written by the staff member present at the time of the incident and will be reviewed and signed by the Camp Director (or other Administrator in their absence). The child's camp counselor will also review the form and place a copy of it in the student's file. If the behavior is extreme (biting or otherwise harmful to another person), the staff member will call the parents/guardians of each of the students involved.

At the third incidence, a For Your Information form will be sent home, and the child's teacher will call his/her parents/guardians. If another staff member is involved, that person may also call the parents/guardians.

At the fourth incidence, the child's counselor will schedule a meeting with the parents/guardians and everyone involved in the incident. The staff members will meet to develop a goal for the meeting and a precise strategy for addressing the situation. Any involved staff member who cannot attend the meeting will submit a written statement. A plan of action will be decided and agreed upon at the meeting. The plan will be written up and signed by the parents.

If there is another incident, parents will be called and the child will need to go home immediately. The parents may also be asked to keep their child out of camp the next day.

The Camp, in its discretion, reserves the right to bypass one or more of these steps as it deems appropriate under the circumstances.

Health and Safety

The health and safety of our community is a priority for Evergreen Camp. All staff members are trained in CPR and first aid and are expected to respond appropriately to an accident or sudden illness. All doors to this building, both School and Church, are locked at all times. The School office door and the Church office door both are equipped with a doorbell and an intercom. All visitors must be identified and buzzed into the building.

- **Never leave a door propped open.**
- **Never open the door for anyone you do not know.**
- **Always make sure the door has latched behind you when you leave the building.**

The Church is required to notify the School, in advance, of contractors or other visitors who may need access to our wing of the building during our hours of operation. These visitors should display identification badges. All members of our community have an obligation to question and/or ask for identification of any visitors who do not display such a badge. Please immediately report any instances of unidentified visitors to the School or Camp administration.

Records and Health Forms

Health forms will be sent to you during the online registration process. Some forms will require a doctor's signature. Your camper will not be allowed to attend camp unless the required forms have been turned in.

Please drop off or mail your forms to the Evergreen School, attention to Camp, prior to your child's first day. The attached forms can also be found on our website at <http://www.evergreenschool.com/camp/campFormsBrochure.aspx>

The forms **MUST** be received at the camp no later than June 1, 2012 to enable the camp staff to process them. Dropping off forms on the first day of camp will cause a delay as you and your child will need to wait while we check the forms. If your forms are

incomplete, your child will not be allowed to stay at camp until the forms are corrected.

Medication

Evergreen Camp follows Maryland statutes regarding medication. No prescription or over-the-counter medications (including throat lozenges and vitamins) may be given to any student for any reason without having written permission from a doctor and a parent.

Medications must be brought to the School's main office by an adult and handed to a staff member. **Do not send medications to Camp in your child's backpack or lunchbox.** All medications are kept in a locked cabinet; this cabinet is under the authority of our Designated Nurse. Medications are dispensed only by our Designated Nurse, trained Medication Technicians, or the student's parents/guardians.

Non-prescribed medications or over-the-counter drugs, including lotions (except sunscreen), eye drops, and homeopathic remedies, also require an Authorization to Administer Medication form with signatures of both the physician and the parents/guardians.

All medications, whether over the counter or prescribed, require an Authorization to Administer Medication form with signatures of both the physician and a parent. Non-prescribed medications or over-the-counter drugs (such as Tylenol, vitamins, Triaminic, cough drops, or Motrin) require an Authorization to Administer Medication form.

Designated staff members (Medication Technicians) may dispense medications only when parents have supplied the camp with a properly completed Authorization to Administer Medication form. This form is available in the camp office. Medications must be labeled by the pharmacist, show the name of the prescribing physician, the medication, its dosage, and duration. If you are reluctant to leave all of the medication at camp, ask your pharmacist for an additional, properly labeled container.

All medications are kept in a locked medical cabinet in the Front Office and are dispensed only by authorized camp personnel or the child's parent. Campers are not allowed to keep inhalers with them. Teachers will bring inhalers, EpiPens, or any other necessary medication every time the group leaves the site. NEVER put medication of any type in a child's lunchbox, swim bag, or backpack.

Emergency Cards

Emergency Cards provide important information to help us care for your child. In order for us to take care of your children during the camp day, it is important that we have pertinent health information concerning your camper. We keep a copy in the front office, we take a copy with us on all field trips, and we keep a copy with our Emergency Plan supplies. The Department of Health and Human Services requires that we have an Emergency Card with current information for each student enrolled in our Camp.

Your signature permits us to take your child to the hospital and authorizes emergency

treatment as needed. We request your child's health insurance information in the unlikely event of an emergency in which we must take your child to the hospital and are unable to reach you. Please also provide several emergency contacts that we can call in the event you are unavailable. And please notify us of any changes as they occur.

Injury or Illness

Evergreen School will communicate any minor injury or illness and the treatment to you by way of a For Your Information form. If an injury or illness requires medical attention or prevents a student from continuing his/her regular schedule in the classroom, the camp will also call you with this information and request that you pick your child up. If we cannot reach you in such a case, we will call the persons named on the student's Emergency Information Card.

If your child is complaining of a sickness (headache, stomachache, sore throat, etc.) and is running a fever, we will call you immediately. **If your child has a fever (that is, a temperature of 99 degrees or greater), he/she may not return to the classroom. We will ask you to pick up your child from camp within the hour. If you are a working parent, arrangements must be made before summer camp begins to determine who will be responsible for picking up your sick child. We are not able to provide care for a sick child while parents complete their day at work or try to find someone to pick up their child.**

Please observe the following guidelines for keeping your child at home:

- A child may return to camp 24 hours after a fever has broken.
- A child may return to camp only if he/she can participate in our program, including outdoor play.
- A child may return to camp after being on a medication for 24 hours.

If a student displays any of the following symptoms, he/she may not be in camp:

- **Vomiting or diarrhea.** A student should not have thrown up or had diarrhea for 24 hours before returning to camp.
- **Yellow or green mucous.** Whether it is blown out or coughed up, colorful mucous indicates infection. A physician should evaluate the student because he/she may need antibiotics.
- **Crusty, red, or runny eyes.** A student with these symptoms needs to be evaluated by a doctor for possible conjunctivitis. If bacterial conjunctivitis is diagnosed, the student will need antibiotic eye drops.
- **Ring-shaped rash.** A student suspected of having ringworm needs to be evaluated by a doctor. The student may return 24 hours after beginning treatment and will require a doctor's statement to verify medication and treatment. The area must be covered with a dressing while the student is at camp.
- **Sore throat.** A student with a sore throat and fever should be evaluated by a doctor for possible strep throat. The student may return 24 to 48 hours after

beginning treatment.

Your child is contagious until he/she has been on antibiotics for 24 hours.

Allergies

Evergreen Camp must be aware of any allergies and any allergy-specific treatment or medication. Any medication must be accompanied by the State-required Authorization to Administer Medication form available in the School office. Any health emergency procedures must be outlined, in writing, by you and reviewed, step by step, with the Head of School, Camp Director, and your child's teacher. Changes in a child's condition must be reported promptly.

A list of children with their specific allergies or chronic health conditions is confidentially kept by each teacher and inside the locked medical cabinet in the School office.

Communicable Diseases

The Maryland Department of Health and Mental Hygiene has published a list of communicable diseases that must be reported to the Center of Disease Control. This list includes conditions such as lice, chicken pox, and ringworm. If a child is diagnosed with a communicable disease, we will send a fact sheet with information about symptoms and treatment home to all of our families. If a large number of children have similar symptoms, such as stomach aches, fever, or sore throat, we will notify you of this as well.

Communicable illnesses require a written note from the doctor the day the student returns to Camp. No student will be allowed back into class without a doctor's authorization.

Lice

In the event of a lice outbreak, it is extremely important that you check your child's hair and head daily for lice and eggs. We will continue to re-infect each other if this is not caught and monitored at home. If your child has been sent home with lice or a suspicion of lice (meaning that we are unsure if your child has lice), we will require a doctor's note stating that your child is lice free before they can return to camp. This procedure is also required of the counselors. If your child does have lice, it is as important that you follow the recommended steps of cleaning your home. This last step, cleaning of the home, **MUST** be taken very seriously, otherwise the child will continue to be re-infected at home.

Medical Emergencies

A medical emergency is handled by the staff member who is closest to the incident. Evergreen School and Camp has a written and posted policy for medical or natural disaster emergencies. All staff members are trained in CPR and first aid. Mechanisms for calling for help are in place.

Once the nature of the emergency has been determined and first aid steps have

been taken, we will call you. If we cannot reach you, we will call the persons listed on your child's Emergency Card. In an emergency, we will call the rescue squad whether or not we make contact with anyone on your card. A staff member will accompany the student to the hospital, and someone in the office will continue to try to reach you.

Emergency Plan

The Montgomery County Council and Government have overall responsibility for the safety of Montgomery County citizens and visitors. The County Emergency Management Agency carries out this responsibility, on both a day-to-day and emergency basis. This plan is specifically designed to protect all students, employees, and members of the Evergreen School community in case of a declared local or national emergency during hours of operation.

Protective Actions

Protective actions are those taken to reduce or eliminate exposure to a hazard. Simply put, protective actions involve either putting distance between oneself and a hazard, usually by evacuation, or sheltering from the hazard by staying indoors. Evergreen School has developed a detailed plan of action for both scenarios, as outlined below.

The County Emergency Management Agency is responsible for assessing any situation (accident or emergency) and recommending protective actions to the community. Evergreen School will respond to Agency recommendations and also reserves the right to act on its own behalf in the best interests of the members of its community.

In any emergency situation, Evergreen School is prepared with enough supplies to house our staff and student population for approximately 48 hours. These supplies include blankets, flashlights and extra batteries, food, water, cell phones, a portable battery-powered radio, a first aid kit, and emergency contact information.

Evacuation Emergency Procedure

In case of an emergency that would require evacuation, Evergreen School has a reciprocal agreement with Oakland Terrace Elementary School, located at 2720 Plyers Mill Road. The school is located about one-half mile west of Evergreen. Evergreen School has a bus available for transport, but, if necessary, this location is within a reasonable walking distance.

In an emergency situation, after everyone is safely situated and accounted for, staff members will contact each family to provide information and determine the next reasonable course of action.

On-Site Emergency Procedure

In case of an emergency that would require shelter from a hazard, all occupants of the Evergreen School facility would be directed to the Social Hall which is below the ground level. This room, with only small windows near the ceiling, is large enough to safely

accommodate the entire camp/school community. In addition, part of this area is one of the six designated areas of refuge in case of fire.

Camper Records

Camper records, as well as all State required health forms, are maintained in our School Camp office or Main School Office. State law requires us to maintain these records until the child is 18 years old; at which time they are destroyed.

Confidentiality

All student records are confidential. Ordinarily, no information about students will be given to any person unless a written request from a parent, guardian, or an authorized agency has been received. Generally, no agency is authorized to receive information without signed parental consent or a signed court order.

In accordance with Maryland State Education Law, parents shall be allowed access to their own children's academic files.

Enrollment Contract

Evergreen Camp's online registration serves as a legal document that, along with timely payment of the required deposit/fees, holds a space in the camp for your child. We base our staffing, supplies and materials, and space allocations on the number of students we have enrolled. For this reason, camp tuition is not subject to adjustment by reducing the number of hours your child is with us or for withdrawal of your child before the end of your registered week(s).

A student's account must be paid in full in order for the student to attend summer camp.

By registering for the camp with our online registration, you are agreeing to an enrollment contract. As of May 1, 2012 a registration in place obligates you to pay full camp tuition for the weeks selected. Before May 1st, you may cancel enrollment and receive any fees paid, less the \$75 registration fee, provided the camp receives written notice in a timely manner.

Enrollment and Financial Information

Tuition

Tuition and fees are reviewed annually and set by the Board of Trustees.

Evergreen Camp presently offers two payment plans for your convenience:

- **Single Payment Plan**—The Total Due will be paid in full at the time of registration. Please pay by credit card or e-check via ultracamp.com or pay by

bank check directly to the Evergreen School.

- **Two-Payment Plan**—Payment of 20% of the Total Due at the time you are registering. Payment of the remainder due on or before May 1, 2011.

The Business Manager will be happy to assist you with any questions.

Returned Check Policy

Checks returned for insufficient funds will be subject to a \$25 returned check fee to be paid with the replacement check within 7 days of notification in writing by the Evergreen School Business Office. Failure to do so will result in 1 month's late fee charge, in addition to the returned check fee, and the requirement to remit replacement funds in the form of a money order, a cashier's check, or cash.

Account holders who have more than two checks returned within a 6-month period of time will be required to remit payment in the form of a money order, a cashier's check or cash for the remainder of the camp sessions. Account remittance requirements will be reviewed at the beginning of the following school year and may be revised at the discretion of the Business Office.

Collection Policy

Evergreen School and Camp depends on timely and complete payment and fees. All Evergreen School and Camp invoices are generated with payment terms of "due upon receipt" unless otherwise specified. For purposes of this collection policy, delinquency of invoices is calculated on the basis of invoice date or pre-determined installment payment date. Presently, the collection "timetable" is as follows:

- **Over 30 Days Late:** A finance charge of 3 percent per month of the total amount owed will be charged to the account.
- **Over 45 Days Late:** A telephone call to the account holder will be made by the Business Office for school tuitions and by the Camp and Auxiliary Programs Office for those accounts. A Late Notice will be generated by the Evergreen School Business Office and sent via regular mail to the address of record for the account. The notice will request payment to cure delinquency within 15 days from the date of the letter. Remittance to cure delinquency will include the invoice amount plus 2 months' finance charge. Failure to reply and/or cure the delinquency will result in referral to the designated Evergreen School legal counsel.
- **Over 60 Days Late:** A Collection Notice will be generated by the Business Office and sent via certified mail, return receipt requested, to the address of record on the account. The notice will inform the account holder that the delinquent account will be referred to the designated Evergreen School legal counsel for collection. Once referred to legal counsel, accounts will be subject to, in addition to the finance charges or other fees previously incurred, any and all legal and filing fees that may be charged to Evergreen School to pursue collection

of the account.

- **Over 90 Days Late:** The student will not be allowed to return to school or camp until the account is paid in full.

Prior to referral to legal counsel, the Evergreen School Business Office may, at the discretion of the Head of School, negotiate an installment payment plan with a delinquent account holder. Once approved, such installment plans are subject to the collection terms stated above.

The collection timetable outlined above is subject to revision at the discretion of the School. Furthermore, if there is a discrepancy between the terms of an Enrollment Contract and the terms of this Handbook, the terms of the Enrollment Contract will govern.

