

Camp Waldorf 2017

Parent Handbook of Policies and Procedures

camp@waldorfpittsburgh.org

(412) 441-5792

MISSION STATEMENT

Camp Waldorf at the Waldorf School of Pittsburgh offers Early Childhood (Nursery - entering 1st Grade) and Grades (entering 2nd - 8th Grade) weekly summer camps. We also offer Waldorf alumnus opportunities to volunteer and gain skills working with young children. Our summer camps are infused with Waldorf philosophy and provide a nurturing, wholesome summer camp experience. Camp Waldorf provides a safe, caring environment that supports children in building a community of friends, exploring their many capacities as individuals, and exploring interest in the world around them.

DESCRIPTION

Camp Waldorf offers weeklong sessions. These sessions are divided into 2 sections: Early Childhood Summer Camps and Grades Camps. Camps begin June 26th and continue until August 4th, 2017.

Early Childhood Camps: Our Early Childhood weekly camps are offered to children from 4 years of age* through 6 years of age (entering 1st Grade). Each session runs from 8 am – 12 pm with the option for Extended Day until 4 pm. See Extended Day information below. These camps are lead by experienced teachers. Our summer camp staff strives to create rhythmic, harmonious days filled with morning play, snack time, circle games and stories, and of course plenty of outdoor play and nature walks. Each week we'll be visited by special guests who will perform puppet shows, engage in storytelling and sing songs with our campers.

*Must be potty trained.

Grades Camps: Our Grades Camp Workshops are offered to children entering 2nd Grade – 8th Grade. Each weeklong session runs from 8 am – 4 pm. These workshops are led by expert craftsmen in their field and are structured to provide a challenging, fun environment in which children can explore and develop their interests. The afternoon will provide a relaxing, playful environment with occasional off-site walking trips. Parents will be notified of all off-site walking trips before they occur.

ADMISSION

Admission to our summer camp is on a first-come, first-serve basis until all spots are full. Payment in full must be received prior to your child attending camp, along with all necessary documents. Your child must have the following documents on file at our school: An Emergency Contact Form, a Child Health Assessment Form, and relevant waivers.

CANCELLATIONS

For cancellations received between May 12th, 2017 and June 9th, 2017, the \$100 deposit will be forfeited to the school. Cancellations must be received in writing via e-mail to admissions@waldorfpittsburgh.org. Cancellations received after June 9th, 2017, are not eligible for a refund of any pre-paid fees or deposits.

A Cancelled Session: Camp Waldorf strives to run each of its weekly scheduled camp sessions. Should a camp session not fill to a capacity that allows us to run the session, parents of enrolled children will be notified as soon as possible, and no later than 20 days prior to the start of that camp session. Should your camp session be cancelled, a refund will be issued on payment for the session that is cancelled ONLY.

DROP OFF/PICK UP:

Drop Off: Early Childhood Summer Camps: Summer Camp begins at 8:00 am at the Early Childhood play yard near the back parking lot of the school. Your child will receive his or her room assignment after our camp opening and may store items in a cubby there for the session.

Drop Off: Grades Summer Camps: Summer Camp drop begins at 8:00 am on the grades playground near the back entrance of the school. Your child will receive his or her room assignment after our camp opening and may store items in a secure place for the session.

12:00 pm Pick-Up: Noon pick up for campers is at exactly 12:00 pm each day. Extended Day pick up for campers is at exactly 4:00 pm each day. Please arrive with enough time to retrieve your child and their belongings. Parking is available both on the street and (when available) in the school parking lot. ** Pick Up locations in the school may vary throughout the week, depending on the day.*

When arriving for pick – up, please drive through the driveway at 5 mph, as children will be playing outside.

Parents/guardians must notify the Camp Director if anyone other than themselves will be picking up their child, and an authorization form must be submitted to the Front Office in writing.

EXTENDED DAY

Camp Waldorf runs from 8 am – 12 pm daily, with the option for Early Childhood Extended Care from 12 pm – 4 pm daily. Pre-registration for the week is required for your child to attend Extended Care.

Early Childhood Extended Day: Our Extended Day option for Summer Camp consists of lunch, stories time and a quiet, restful period, followed by outdoor play (when the weather permits). Rest is an important part of the day for children of this age range, and the caregiver encourages all children to rest quietly, sleeping if possible. Before or on the first day of attendance, we ask that you provide your child with a sleeping blanket as well as a favorite stuffed animal or doll.

FOOD POLICIES

Morning Snack for Early Childhood: Every day a nutritious snack will be made with the help of our students. These snacks vary from fresh baked breads to granola to fresh fruit on Fridays. We ask that each child bring 1 piece of fruit on Friday to help make our fruit salad.

- *Please inform the Camp Director if your child has dietary restrictions/allergies prior to the start of his/her camp session so that accommodations can be arranged.*

Morning Snack for Grades Camps: Our Grades workshops are an intensive 3 hour block, with 30 minutes for a snack break. We strive to make every minute count in these workshops and therefore ask that Grades children pack a small snack from home to bring with them each day. Granola bars, fresh fruit, cheese and yogurt are some ideas.

Lunch: For Early Childhood and Grades children participating in the afternoon, lunch will be brought from home. We ask you to pack a wholesome, nutritious lunch with plenty of whole grains, vegetables and fruits. Please do not pack cookies, chocolate or candy.

Camp Waldorf is a NUT FREE facility. Please do not send nut items to school, as we will have children with allergies.

Please pack reusable containers. We ask children with items in un-reusable containers to finish the contents if at all possible to avoid wastefulness.

BEHAVIORAL POLICIES

- We expect children to respect and care for one another, the space and the materials.
- We expect children to respect the rhythm and routine of the day.
- We expect children to do what they are asked regarding behavior in our Summer Camp, within their developmental limits.
- All students deserve a safe environment. Hitting, kicking or bullying is not tolerated.

RULES AND GUIDELINES

- We will not tolerate foul language and terms such as “shut up,” “stupid,” or demeaning expressions.
- Hitting or biting will not be tolerated. Children may be sent home after first warning.
- Avoid wastefulness with food. Approach food with respect and gratitude.
- Follow all camp rules and limits.
- No running in the hallways or classrooms.
- Keep hallways and classrooms neat. Hang personal items in cubbies.
- Respect personal privacy – only one child may enter a bathroom stall at a time.
- Gum chewing and flip-flops are not permitted. All shoes must have a heel strap.
- All toys/equipment must be put away before the group moves to a new area.

We have developed the following procedures for those times when children are unable to meet expectations. They are arranged in order of increasing intervention. It is understood that each situation is unique and that it is the judgment of the teacher and director as to how and when to intervene.

- Teachers will observe and consciously choose to react or step back, as in many ways the group will carry and correct inappropriate behavior. Teachers will indicate by look or gesture what is expected. While working with the group, the teacher physically moves toward the children. The teacher brings the child with them saying “Please come with me.” The child sits and observes the group. Every effort is made to have the child rejoin the group. Activities can be shifted or adjusted to help the child accomplish this. Children who are unable to rejoin the group will go to the office and sit quietly.

CAMP POLICIES

Parents/emergency contacts will be reached by the camp director for camper pick-up in the event of the following:

- Camper becomes ill or injured
- Camper's behavior does not allow them to participate with the group after receiving warnings and consequences outlined above
- Camper leaves the group and can not be found in the immediate area

Only staff members and designated volunteers are permitted to spend the day with the camp. Parents and caretakers are asked to exit the camp premises after dropping off children unless a prior arrangement has been made, for the safety and benefit of all campers.

VOLUNTEER POLICIES

All volunteers must be approved by the Camp Director. Volunteers must submit required clearances prior to attending Camp Waldorf, and they may be asked to leave at any time by the Camp Director. Those fulfilling WSP parent volunteer hours at the camp are responsible for recording their volunteer hours.

PAYMENT

Payment for Camp Waldorf is required for each full week. Please send payment by check, payable to the Waldorf School of Pittsburgh to the following:

Bob Roberson
Business Manager
The Waldorf School of Pittsburgh
201 South Winebiddle Street
Pittsburgh, PA 15224

Please place "Camp" in memo line of checks.

Multiple Session Discount: Children enrolled in 4 or more sessions will receive a \$50 discount on their final session.

WHAT TO BRING TO CAMP

EARLY CHILDHOOD

- A bag containing an extra pair of underwear, shorts/shirt, top and socks
- A hat
- Sunscreen
- A bathing suit for water games
- A water bottle
- All documents and waivers **prior** to the start of your child's camp.
- For children attending the **Extended Day**, please send your child with a nut free lunch, a resting blanket and pillow, along with a resting toy.

GRADES CAMPERS

- A bag containing an extra pair of shorts/skirt, top and socks
- A hat
- Sunscreen/sunglasses
- A water bottle
- Lunch
- A nutritious snack
- All documents and waivers **prior** to the start of your child's camp.
- During some sessions we may visit a pool. You will be notified if your child needs to bring a swimsuit and towel.
- For occasional off-site local walking trips, you may give spending money to your child.

For those registering for off-site camps, more detailed packing lists will be sent by email before the session begins.