



# **Bridge School**

## **Bridge School Camp Student, Family and Community Policies**

### **TUITION AND FEES**

Payment is due as outlined in your confirmation email. Your family is responsible for paying tuition on time. Below is our cancellation policy.

Cancellations 30 days or more before the first day of your child's camp will receive a full refund less the non-refundable deposit. Cancellations from 7 days to 30 days prior to the start of a program will receive 50% program credit (non-transferable and valid for one year), 50% balance forfeited. Cancellations less than 7 days prior to a program will receive no credit and no refund.

Refunds will not be given if a child does not finish a week of camp due to behavior.

## **KEEPING YOUR INFORMATION CURRENT**

Parents/guardians submit emergency contact information before camp. Please inform us immediately about any changes in address, phone number, or email. We also need to know of any changes in health or allergies that may impact your child's safety and well-being at camp.

## **WHAT TO BRING TO CAMP**

Change of clothes

Water bottle

Bathing suit

Towel

Book

Snack

Lunch

Sunscreen

Bug Spray

Outside Shoes - closed toed and no holes (not crocks or flipflops)

Inside Shoes (Crocs or flipflops are ok)

Necessary medications, epi pens or inhalers (Turn in to staff)

## **EXAMPLE DAILY SCHEDULE:**

9:00 - 9:30 Arrival

9:30 - Morning Meeting

10:00 - Snack

10:30 - Free Play

11:00 - First Activity

12:00 - Lunch

12:30 - Read aloud or quiet activity

1:00 - Second Activity

2:00 - Free Play

2:30 - Chores and Final Meeting

3:00 - Pickup

## **PICK-UP & OTHER ARRANGEMENTS**

If someone other than you, or those designated on your Emergency Card, will pick up your child, we must have written permission. Even if another Bridge School parent is picking up your child, we must have written permission, so leave a note with the teacher doing attendance in the morning. We do not allow students to call home during the school day to make plans to go home with another student. We ask that all arrangements be made at home the night before.

## **PARKING LOT**

Please be very careful and drive slowly in our parking lot. Idling in the parking lot is not allowed. Please plan accordingly.

## **IN-SERVICE DAYS**

We have in-service and early release days throughout the year. We use this time for professional development and preparation for special events in the year, such as The Big Show, graduation and Collar Day and extra cleaning. Please pay close attention to the school calendar.

## **BIRTHDAYS**

Birthdays can be a fun celebration at Camp! Treats are allowed to be brought in as long as they are considerate of allergies.

We ask that students that wish to exchange gifts with other students for any reason, to please do so off school property and outside of school hours unless it is a gift for each member of their Home Center or the whole school.

## **HEALTH**

**MEDICATIONS:** We need written permission to give your child any medications, including acetaminophen and ibuprofen. All medications must be given to the camp director for administration. This includes cough drops and homeopathic remedies. We are required to keep prescription medicine in its original, properly labeled, container. If you need an additional container, please ask your pharmacist.

**CONJUNCTIVITIS (pink eye):** Your child may not attend school until they have been diagnosed by a medical professional and treated with antibiotics for 24 hours.

**FEVER (100.4 degrees F):** A child must be fever-free for 24 hours, ***without the use of medication***, before returning to school.

**HEAD LICE:** With the exception of the common cold, head lice infestation affects more school-age children than all other communicable diseases combined. If you find lice (adult) or nits (eggs) in your child's hair, please call your child's pediatrician to determine the most up-to-date treatment plan. If you decide to send your child to school, it is best that they wear a hat to keep their hair contained.

**SEVERE COUGHING:** Your child should not attend school until severe coughing disappears for 24 hours or otherwise indicated by a medical professional.

**VOMITING:** Children may not attend school until 24 hours after symptoms disappear.

**LEAVING SCHOOL WHEN SICK:** If your child gets sick during the school day, we will contact you for pick up. If we can't reach you, we will call your emergency contacts. **In an effort to reduce contagion, we ask that you do not bring your child to school in the afternoon if s/he were too sick to attend in the morning.**

**TICKS:** If we find a tick on your child during the school day, we will email and call to let you know. Please complete the Tick Removal Permissions form so we understand your preference for removing ticks.

### **COVID-19 HEALTH INFORMATION:**

The health and safety of our community depends on the health and safety of individuals. Please keep your kiddo home if they are sick.

Individuals who meet any of the criteria below **may not enter** Bridge School *under any circumstance*. **\*\*including essential personnel\*\***

- Sore throat
- Cough
- Shortness of breath
- Fever 100.4°F or higher
- Loss of taste or smell
- Muscle aches or shakes
- Recent contact with a COVID-19 infected person
- Recent exposure to large group(s) of people in tight quarters; recent out-of-state travel (must adhere to Vermont Department of Health quarantine guidelines)

### **SOCIAL GATHERINGS OUTSIDE OF SCHOOL**

Invitations to birthday parties, sleepovers, play dates, and similar gatherings should be kept as discreet and private as possible unless the whole camp is invited. In consideration of other students' feelings, please NO invitations or gift-giving at school.

### **BRIDGE SCHOOL CAMP COMMUNITY EXPECTATIONS**

Bridge School believes that the social and emotional growth of children is equally as important as the academic growth. To enact this belief, Self-Control, Community Respect, Conflict Resolution and Logical Consequence are the essential values of our Community Expectations and social and emotional learning philosophy. Staff and students collaboratively create a respectful and positive learning environment together that is both physically and emotionally safe for all. Teachers model, mentor, and explicitly teach the skills for working and learning cooperatively with others.

## **COMMUNITY EXPECTATIONS**

In order to keep our community safe, all students, staff and families must follow these Community Expectations:

### **1. Keep everyone safe and healthy.**

#### **Examples:**

- Show respect and kindness with how you move and use your body.
- Play in a way that keeps everyone safe and healthy.
- Walk inside at all times.
- Wait for a teacher before going into a room.
- Only go into rooms where the lights are on.
- Stay within the playground boundaries.
- Play without the use of violence or weapons.
- Wash hands thoroughly between all activities

### **2. Earn and give respect through your words and actions.**

#### **Examples:**

- Show respect and kindness with the words you use and the actions you take.
- Speak to all peers as you would want to be spoken to.
- Speak to all adults as you would want to be spoken to.

### **3. Be a respectful learner.**

#### **Examples:**

- Be respectful of quiet attention signals.
- Treat the classroom, playground and shared community materials with respect.
- Respond to requests from an adult.

### **4. Actively Create our Caring Community.**

#### **Examples:**

- Do your best and try your hardest at all times—both in the classroom and on the playground.
- Practice kindness.
- Reach out to all members of the community and get to know them.

## **GENERAL**

- Do not hurt anyone intentionally.
- Do not hide from staff or peers.
- Use respectful and appropriate language and behavior.
- Obey reasonable requests from adults.
- Don't jump on or pile on each other.
- Always wear shoes.

- If something doesn't seem right, please get a teacher.

## **OUTSIDE**

- Stay within the boundaries – must be with adult in parking lot.
- Ask before going inside and check back in with the same adult when you return.
- Waterproof boots are needed to go in water.
- Outside shoes must attach to your feet – no Crocs or flip flops.
- Use sticks and other objects safely – no swinging or throwing.
- Objects may not be kicked/thrown toward the school.
- Ask an adult to get a ball that goes outside the boundaries.
- Kindergarteners may only slide down the firepole after an adult has seen them do it.
- Side-swinging on the swings is permitted only after an adult says “yes” and is watching.

## **INSIDE**

- If classroom lights are off and/or no adult is in a room, the room is closed. Do not enter without permission.
- Permission needed to touch items throughout the school marked with a “red dot.”
- One person limit in a bathroom.
- One person limit sitting on laps during morning meeting.
- Kids need to be visible to adults at all times. Hiding is not allowed.
- Trading food at snack or lunch is discouraged.

## **SCHOOLWIDE RESPONSES TO SPECIFIC BEHAVIORS**

### ***PHYSICAL HURTING***

Students at camp receive one warning for physically hurting another student. If it happens again, they will be sent home for the remainder of the day and could be asked not to return the next day. Older students may not receive a warning. The camp director has the right to ask a camper not to return for the remainder of the week or the summer. Families will not be refunded for their tuition in these cases.

### ***HURTING WITH WORDS***

Hurting another student with words, either intentionally or unintentionally, is treated with the same degree of seriousness as hurting physically. If a student maliciously hurts another student with words, the protocol of warnings and being sent home is followed.

### **CLASSROOM MANAGEMENT-**

We aim to create a joyful and positive camp environment. The Community is dedicated to maintaining an environment that is both physically and emotionally safe for all people.

#### Community Respect and Self-Control

- Teachers, staff and guest instructors set the example of respect for our learning environment. Showing care for others and working collaboratively to take care of our facility is expected of all people in the community.
- Students learn self-management skills in all parts of their day. Self-control is the basis of our behavior management system at Bridge School.
- Teachers and staff guide and support students as they practice self-management. We stress the importance of being kind and respectful of others. It is important for students to practice being kind and respectful of themselves as well.
- All students are expected to respond to a reasonable request from a teacher in a timely and respectful way. Teachers set up their own management techniques and collaborate with other teachers to provide the most open and child centered environment that we can. Teachers and students collaborate to build a respectful school environment.

### **SUSPECTED ABUSE-**

All Bridge School teachers and administrators are mandated reporters. They have received training through the state of Vermont to look for signs of sexual and physical abuse. If you would also like to be a mandated reporter: <https://dcf.vermont.gov/news/training-mandated-reporters>

For more information about the prevention of child abuse:

<https://www.healthvermont.gov/family/healthy-relationships/prevent-child-abuse>

### **Safe School Environment and Weapons Play**

Bridge School is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. We have zero-tolerance for bullying and work closely with children, parents, and staff to build a safe community for all. Our school policy for Harassment, Hazing and Bullying is on file at the front desk, as well as our procedures for addressing any complaints or concerns. Two teachers, Jen Grilly and Angus Barstow are designated employees to receive complaints of



hazing, bullying and/or harassment. While all teachers are always available to address any concerns, these two are especially versed in implementing our Harassment, Hazing and Bullying policy.

Bridge School is a community that supports peaceful and cooperative play. Weapons and weapons play are not permitted anywhere on the school property. We strongly discourage violent language and imagery during any activities at school. If a student is repeatedly depicting acts of violence in their work or play, we will meet with the parents and child to discuss this situation.

If a threat of harm (self inflicted, or involving , the use of weapons, or individualized threats toward others, etc.) happens at school, on social media, or outside school, the school has the responsibility to follow the following protocols as deemed necessary and appropriate:

- Ensure immediate safety of all students.
- Seek to understand the situation. Who was involved? What happened before? How is this behavior linked to other situations? Is there a plan and intent to harm?
- Contact all families that are involved in the situation
- Use expert community resources to help assess the severity of the threat. Such resources include, but are not limited to, the local district administration team and resource officer, members of the ACCESS team at CSAC (Counseling Services of Addison County), members of the local police force, etc.
- Follow all suggestions from these resources including making a report to Vermont Crime Information Center if deemed necessary.
- Require a safety assessment through CSAC for the student before the student returns to school. In addition, the student and their family must meet with the Head of School and the Home Center Teacher before returning to school.
- If and when it is deemed safe for the student to return to school, developmentally appropriate disciplinary action may be put into place.
- Extra safety precautions may be put into place as deemed necessary, such as extra supervision or a search of personal items.
- Ensure the students have the social emotional support they need to feel safe. This may include requiring outside counseling services.
- If Bridge School deems they are unable to support the student that made the threat, , the student may be suspended from the community on a short term basis, or permanently excluded if the behavior persists or the family is unwilling to follow the requirements for readmission. Parents may appeal to the Bridge School Board if their child is suspended for more than 3 days, or is dismissed from the school.
- Restorative Justice is a large part of what we do as a school community to build relationships and restore harm. These practices will continue to be used throughout all conflicts in the community. In Restorative Justice, members involved in the conflict are separated at first to answer the following questions: What happened? What were you thinking about at the time? What have you thought since then? Who has been impacted by this behavior? What needs to happen to fix the problem? The students are then brought back together to share their answers. These questions serve as a

model to have students hear what happened through different perspectives and give students an opportunity to share what they need moving forward.

Through these processes, Bridge School will communicate information to families as needed. However, by school policy, the school cannot share private information about another student with a family. This includes and is not limited to academic, health, behavioral, disciplinary and attendance records. Bridge School has adopted FERPA (Family and Educational Rights Privacy Act) as its guiding policy.

### **Unauthorized materials**

Unauthorized materials are not allowed on school property including in vehicles. Unauthorized materials include but are not limited to drugs, alcohol, guns, knives, other weapons or materials that could cause harm to selves or others.

### **Search and Seizure**

Bridge School reserves the right to search a student's belongings on property if there is reasonable suspicion that they are in possession of illegal or unauthorized materials. Unauthorized materials include but are not limited to drugs, alcohol, guns, knives, other weapons or materials that could cause harm to selves or others.

### **Photo & Media**

Bridge School regularly shares photos of life at school on our website, social media platforms (Facebook, Instagram, Homeroom), and with the local papers. We always post responsibly and respectfully.

- No picture posted will be done so with the intent of ridiculing, harassing, or embarrassing a child.
- No picture will be tagged by any Bridge School employee
- Student and family names, addresses, phone numbers or other personal information will never be given without consent from parents (including local print media)
- Pictures will be removed from social media by the request of parents or students.
- Comments made on social media sites that are not in the spirit of Bridge School's mission will be removed.
- We promise to:
  - Intentionally and minfully think about how each post represents our school, our students, and our families.
  - Respect concerns of students and families.

- Monitor comments.  
Correct mistakes.
- We will not post:
  - Negative comments or offensive jokes.
  - Compromising or questionable pictures.

## **ELECTRONICS**

Campers are not allowed to bring electronics to camp. No battery operated items or toys are permitted. If a child brings a cell phone, it must be off and stay in their backpack the entire day.

Campers will not be using computers or devices during the summer aside from quick research with staff supervision.