

COMPOSITION BOOK

Get Set for Camp
Summer 2019



Parent Handbook

Parent Handbook

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Mission

The mission of Girls Rock Math is to provide thought-provoking, creative experiences in math, empowering girls to develop confidence in their skills and a life-long interest in mathematics.

About this Handbook

We've developed this Parent Handbook to familiarize you with Girls Rock Math policies and procedures and to help answer any questions you might have. This Parent Handbook contains important camper and parent/guardian information that will help keep each girl safe, happy and healthy under our care. We are glad you have chosen us to provide your daughter with an amazing math experience this summer! We are dedicated to having a wonderful week with your daughter, and to do so, have required the teachers at Girls Rock Math to have training in first aid, CPR, and a Washington State Teacher's Certificate or the equivalent.

We welcome your input and encourage you to contact us any time during the summer. We are looking forward to a great summer with your child!

In addition to this handbook, you will receive an email about one week prior to camp starting with the following:

- Detailed information on your camp location
- Contact information for staff on site

If you are missing any of this information, please contact us.

About the GRM Policies in this Handbook:

Girls Rock Math is a growing program. For Summer 2019 some of our programs are operated by GRM, and some of our programs are operated by other facilities with a licensing agreement for the Girls Rock Math curriculum and program features. Some programs may have additional or alternate policies not covered in this handbook.

This handbook covers policies for our camps at:

Bellevue: Jewish Day School
Madison: MLK Community Center
Madrona: St. Therese Catholic Academy
Shoreline: Kruckeberg Botanic Garden
University District: University Heights Center
West Seattle: Youngstown Cultural Arts Center
Bothell: Budding Genius
Bainbridge Island: The Island School

Hours:

Camp hours are: **8:45 am to 3:15 pm.**

Some locations have a before or after-camp program option. These programs usually begin at 8 am, and last until 6:00 pm. Please check your camper's schedule for an exact time of dismissal.

If your camper's location offers this and you would like to enroll her, it is not too late. You can update your account at any time. Contact camp@girlsrockmathematics.com for specific instructions on how to do this.

Signing In and Out

Parents are required to sign their child in at the beginning and end of the day. You will sign your initials for the day of the week next to your child's name. **We are not responsible for your child until she is checked-in. We are not responsible for your child once she is signed out.**

Signing Out: The Site Director at each camp location will sign your child out to you at the end of the day. Please wait outside the camp classroom for dismissal. The Site Director will ask you, or any unrecognized adults the secret password (see below) before releasing your child. Adults that are new to our staff may also be asked to provide ID.

Password: When completing your online application, you were asked to create a secret password. Please keep track of this password as it will be used to verify pick-up. If you do not remember your secret password, you may ask the Site Director at drop-off for a reminder clue.

Pick Ups: If you will be asking someone not listed to pick up your child, please contact the Site Director by text or email to inform them about the additional pick up person. You will need to make sure that person knows your secret password.

Attendance

Notify staff of known absences ahead of time. If your child will not be at camp, please email your camp's Site Director.

If you will be picking your child up early, please let the Site Director know ahead of time by text or email. You will need to make sure your Site Director signs out your child. If someone else picks your child up, they must also follow this protocol and they need to know the secret password.

According to Terms and Agreements, it should be clearly understood that fees are based on enrollment and not attendance. Therefore, if a child does not attend due to illness, or for any other reason, there is no refund for missed camp days.

Late Pick Up Fee Policy

The late fee policy for camp is as follows:

\$1.00 per minute after the first 5 minutes your child is left unattended without a parent or guardian after the designated pick-up time. After 10 minutes, any camper remaining at camp will be added to the After-Camp program if your camp location has one. Late pick-up fees must be paid within five business days from issuance of fee.

Families who need “drop in” for our after-camp programs (at select locations) will be charged the daily rate for the after-camp program, regardless of the amount of time the child stays in the program.

If you would like to stay after camp to speak with a teacher or counselor, you may do so, but your child is under your supervision, and no longer under camp supervision.

Registration

Care.com provides our registration system through which you registered for for camp. You can log in any time by going to care.com/explore

Purchases

Here you can see the programs your camper is enrolled in as well as review any receipts. In this section of the website you can also leave tips and reviews after your child has attended camp!

Account

Under the account tab, you can update your personal information, add siblings or other children, list approved caregivers, add a payment method, or update your communication methods.

Forms

We store forms in this section of the website, and you will be directed to review forms and download. However, **please do not** upload them onto our website. They are to be brought to camp on the first day and delivered to the Site Director.

Help and Support

You can contact support directly from the care.com/explore website or reach out to us at camp@girlsrockmathematics.com

Additional Application Information:

Friend Requests:

If your child is attending camp with a friend, you may request that they are placed in the same group together at the time you complete the application. We will pair no more than 4 girls together – if your group of friends is larger than 4, we reserve the right to split it into smaller groups.

If you discover after your registration that a friend is attending camp you can update this information in your account. If you need help doing this, please contact our registrar at brittany@girlsrockmathematics.com

Deadlines for Friend Requests:

July 1 for all July camps

August 1 for all August camps

Camper Profile: We ask that all families complete the Camper Profile and bring it on the first day of camp. This will help us get to know your camper better and will help us meet her needs while she is at camp. If your child has special circumstances (see page 9) please contact Girls Rock Math in writing prior to camp beginning. If your child has medical information that we should know, but does not require medication at camp, please explain on this form, in the section about other information we should know.

Medical Authorization Form: If your camper will need to be administered or will self-administer a medication at camp, please print, complete and sign the Medication Form and bring it for the Site Director on the first day.

Aide Form: If your child has a 1:1 aide or para at school, she must have one at camp as well. Please contact jessica@girlsrockmathematics.com to discuss your child's special needs and request the form.

Photo Opt-Out Form: As part of our terms and agreements, all camp families have given permission for us to take video or photos of their children for purposes of promotion of the Girls Rock Math programs. If you need to opt-out of this, please contact our registrar Brittany Goris at brittany@girlsrockmathematics.com for a copy of the form. You will need to print and sign the form and give it to the Site Director on the first day of camp.

Walk-Home Form: If your 4th-6th grader lives within walking distance of camp, you can fill out a waiver to allow your child to walk home.

What to Bring

Backpack

The easiest way for us to keep track of a camper's belongings is in a backpack labeled with her name. Please make sure any belongings coming to camp fit in the backpack.

Water Bottles

Please send a filled water bottle to camp each day with your daughter. Be sure **her name** is on the bottle. Please note that the MLK Fame Community Center and Kruckeberg Botanic Gardens do not have drinking fountains so bringing a full water bottle is an absolute necessity. One handy tip from a GRM parent is to send a frozen plastic water bottle in your child's lunch to serve as an ice pack as well as a cold afternoon drink.

Lunch and Snack

All children need to bring a healthy lunch and snack each day. All lunches and snacks need to be **nut free** in order to maintain safety for those with nut allergies. This includes: peanuts, cashews, Brazil nuts, walnuts, almonds, pecans, pine nuts, hazelnuts, macadamia nuts, coconut, and pistachios. Sunflower seed butter is a good alternative to peanut or almond butter.

Sunscreen

We require all girls to have sunscreen at camp. Make sure she applies sunscreen before camp in the morning. When we go outside, we ask that the girls reapply. Please label your child's sunscreen with her name and make sure she knows where it is in her bag and how to apply it herself prior to coming to camp. We will ask that girls apply their own sunscreen to face, legs and arms. *Counselors will not apply sunscreen on a child's body.* We recommend spray or mist sunscreen for ease of use. If you have siblings in the same week of camp, feel free to just send one bottle for them to share.

In the case that a camper runs out of her own sunscreen, we will provide our own sunscreen of SPF 30 (or greater). It is the parent's responsibility to provide sunscreen for their child. In the event that your child has an adverse reaction to the GRM provided sunscreen, Girls Rock Math is to be held harmless for any resulting illness, injury, sunburn or skin damage that may occur due to borrowed sunscreen or lack of sunscreen. If you need a Sunscreen Refusal Form please contact our registrar for the form.

Clothing

Send your child to camp in comfortable clothes appropriate for the weather. We recommend layering so that if the morning is cool and the afternoon is warm, your child can be comfortable all day. We get dirty in some of our activities, so we

recommend older clothing. Please send your child to camp in **shoes suitable for outdoor play. FLIP FLOPS or shoes with HIGH HEELS are not permitted.** They are not safe for running and playing outside. Children attending our outdoor camp at the Kruckeberg Botanic Garden will receive a special set of instructions regarding clothing.

Personal Items

Please do not bring personal items (such as **money**, electronics, cell phones, toys, etc.) to camp. Girls Rock Math will not be held responsible if an item is lost, misplaced, or stolen. On occasion a camp will request that you send a personal item from home for your child if it is camp specific (example: dolls for Miniature Math). If this is the case, we will let you know well in advance. Campers are not allowed to use vending machines during camp hours.

Swim Wear

At some locations, we have a water play day on Friday, depending on weather and camp conditions. You will be notified if your camp location has a water play day in advance. Due to our sunscreen policy, which prevents counselors from applying sunscreen, we strongly suggest sending your daughter with a rash-guard or swim shirt to cover those hard to reach places and keep her protected from the sun. **Bring a TOWEL, WATER SHOES, SWIM SUIT, SUNSCREEN, & SWIM SHIRT on water play days!**

Medications

If your child has an epi-pen or inhaler, or other critical medication, along with your Medication Form, please bring the child's medication in a clear, zip-lock bag, labeled with her name, proper dosage, and instructions. Please be sure to hand this medication directly to the Site Director.

Behavior Expectations and General Rules

Camp Rules

1. Use kind words and actions
2. Be respectful of differences
3. Listen and follow directions
4. Take care of the materials at Girls Rock Math

We expect this to be a great week of fun, learning and making friends. We have general rules to help guide the girls to make good choices for the benefit of the group. All Site Directors, counselors and teachers are trained in positive behavior management techniques.

SPECIAL CIRCUMSTANCES: Parents and guardians are required to inform Girls Rock Math in writing by June 1, 2019 of any special circumstances which may affect their child's ability to participate fully under the above written behavior guidelines, including but not limited to serious behavioral problems or special circumstances regarding psychological, medical or physical conditions. Once a parent has notified camp staff of the circumstances, a phone or in-person conference will be scheduled to discuss the circumstances and whether Girls Rock Math can accommodate the child. If GRM can accommodate the child, a behavior plan will be put into place. If a parent has not disclosed special circumstances so that staff can make arrangements to accommodate the child, and a child is unable to abide by the expectations of our staff, we will require parents to pick their child up, resulting in withdrawal from the program.

Restrooms

All campers will use a buddy-system when using the restrooms at camp. Generally, camps for Grades 1-2 and 2-3 will be accompanied by a counselor when walking through the building to the bathrooms. Access and proximity from the classrooms to bathroom vary by location, so there may be some adjustment to these rules depending on the facilities. Counselors and staff are never allowed in the bathroom stalls with children, and all children must be toilet-trained. If your child is prone to accidents, please send extra clothing.

Inappropriate Use of Property/Damage to Property

Children misusing or intentionally damaging another person's personal property, or equipment and materials used by Girls Rock Math may be held responsible for its replacement. Such situations will be handled between the parties involved. Girls Rock Math will not be held responsible for replacement of items damaged by another child/participant.

NO refunds or partial refunds will be given for children who are unable to participate in our program due to inappropriate behavior, as deemed by our faculty and staff.

Parent-Teacher Communication

Parents need to contact Girls Rock Math when:

1. Someone other than those listed on your pick-up list is coming to get your child
2. An incident or change occurs in your child's life that alters her attitude or behavior or causes emotional upset (i.e. loss of a pet, death in family). Staff will be sensitive to such situations and will maintain the child's confidentiality.
3. Your child has a contagious disease (i.e. head lice, pink eye, chicken pox).
4. Your child is experience stress or discomfort during camp. We will do what we can to make her camp experience more positive.

Parents will be contacted immediately when:

1. Your child has received an injury that could require immediate medical attention.
2. Your child exhibits a medical condition that could be contagious.
3. Your child is ill and unable to participate in planned activities.
4. Your child must be picked up due to unacceptable behavior.

Parents will be notified at pick-up time when:

1. Your child receives a minor injury that does not require the service of a professional in the medical field.
2. Your child complains of a non-emergency condition or symptom.
3. Your child exhibits unusual or inappropriate behavior.

The Site Director will schedule parent conferences when:

1. Your child exhibits a pattern of disruptive behavior that interferes with the quality of the program or management of other children.
2. The staff observes unusual patterns of behavior or participation.

Communicating with Faculty and Staff:

We ask that parents tell us about their child on the registration form, but if you have any information you think we should know that will help us work with your child, please tell us! We will be available before and after camp hours to discuss your child's math skills and development, to answer questions, and listen to your comments. Our staff are all certified teachers so they have a wide array of experience working with children with all kinds of abilities.

Intern Program

Intern-Counselor Program

Girls Rock Math will have highly-qualified teen Intern-Counselors for each session. All Intern-Counselors have been through an application and recommendation process, were carefully selected, and successfully completed training. Not only are the Intern-Counselors a valuable asset to our summer programs, the teens will have the opportunity to grow as future leaders through the experience working with your children. Intern-Counselors get high school credit or volunteer hours for their work with Girls Rock Math.

While we do have a thorough selection and training process for our Intern-Counselors, this program is meant to be a learning and development program for them as well. Many are experiencing their first work and mentoring experience, and just like the campers, they each have different personal strengths that make them an asset to the program. No two campers will have an identical relationship or experience with their

counselor, and likewise, a camper may have a varied experience with the different counselors she interacts with during camp. It is unlikely, but if your camper is having a negative experience with her Counselor, please do not hesitate to let camp staff know immediately. If you want to speak with someone about a counselor, contact Rachel Wallersted at rachel@girlsrockmathematics.com

Medical and Emergency Plan

Illness

Please keep sick kids home! We don't want to spread illnesses around camp. If your child is sick a camp, we will contact you. Below are the protocols for common childhood illnesses:

Fever: remain at home with a fever greater than 99°. The child can return to camp after being fever-free for 24 hours.

Vomiting/Diarrhea: Do not send a child who has vomited or had a watery stool in a 24-hour period to camp. They can return to camp after being symptom-free for 24 hours.

Chicken Pox: Children should stay home for 7-10 days after diagnosis

Pink Eye: Child may return to camp 24-hours after antibiotic treatment

Hand, Foot and Mouth: Child cannot attend camp while fever and/or lesions exist

Lice: Campers can return to camp 24-hours after a home treatment with inspection for nits, or immediately after a professional treatment

Head Lice

Any child who is found to have head lice/nits will be sent home **immediately and will not be allowed to return to the program until her head is free of lice and nits**. Please assist us with this problem by following these few simple guidelines below:

1. No combs or hair brushes at camp, please.
2. No sharing hats.
3. Notify the Camp Director immediately if a problem exists.
4. Treat the head lice before sending your daughter back to camp.
5. Child must be checked by the Site Director and be free of lice and nits (even dead ones) to return to camp.

Injuries at Camp

All of our teachers and Site Directors are CPR/First Aid certified. If a child is injured at camp, we will follow appropriate protocols for handling the situation.

Ambulance Service

In the event of an emergency in which emergency medical staff warrants that the child is transported to the nearest hospital, transport fees will be the responsibility of the parents or legal guardian.

Fire, Earthquake, Lockdown

Girls Rock Math has a plan in place in case of emergency. We want to ensure that all campers are accounted for, safe, and healthy in case of disaster. All staff members and Intern-Counselors are trained in the safety procedures. If you would like to see a detailed plan regarding Fire, Earthquake or Lockdown safety, please contact the Camp Director, who will share the documents with you.

Thank you so much for choosing to be a part of Girls Rock Math this summer! We look forward to an awesome time and we'd like you to feel comfortable contacting us with ANY questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to be 'Jessica', followed by a long horizontal line extending to the right.

Jessica Christianson, M.A. Ed.
Executive Director

jessica@girlsrockmathematics.com