

Dear Summer Camp Families,

We are so happy that you've chosen to join us for Summer Camps at Rivendell School! We look forward to all that the summer has in store. This handbook will help you understand Rivendell's policies, procedures, and guidelines, as well as promote a spirit of cooperation between Summer Camp parents and Summer Camp staff.

If you have any questions, please don't hesitate to contact our Summer Camp Director and/or Coordinator or your child's summer camp teacher. We are always happy to help!

Sincerely,

*Summer Camps at Rivendell Staff*

[rivendell-camps@rivendell-school.org](mailto:rivendell-camps@rivendell-school.org)

970-493-9052

## **Summer Camps at Rivendell School**

Welcome to Summer Camps at Rivendell! Our experienced staff is excited to offer innovative, challenging, and fun summer classes. With a wide variety of topics and activities, there's an opportunity for every child to explore new subjects, learn new skills and discover new interests in a positive, fun learning environment.

## **Our Philosophy and Mission**

At Rivendell School we strive to help children achieve academic and personal excellence through individualized learning. Our summer camp operates under the same mission but focuses on enrichment experiences for each student.

## **Non-Discrimination Policy**

Rivendell School does not discriminate on the basis of race, color, religion, gender, national origin, disability, genetic information, sexual orientation or any other basis protected by federal, state or local laws in any educational program or activity sponsored by the school.

## **Rivendell School Admissions and Enrollment**

To learn more about enrollment for the academic school year at Rivendell School, please call the school at 970-493-9052 to speak with our Admissions Specialist or email [admissions@rivendell-school.org](mailto:admissions@rivendell-school.org). You may also refer to the Admissions page on our school website for more information and to register for an open house.

## **Multi-Age Classrooms**

In multi-age classrooms, students have more freedom to be who they are. It is the perfect structure for individualized learning and enrichment as it addresses both the academic and social/emotional needs of young learners. Multi-age classrooms allow for more flexibility in learning, and students develop social, emotional, and verbal skills at a

higher rate as they learn with a variety of peers. Student self-efficacy and self-concept are improved in a multi-age classroom because they become more caring and supportive as they progress, eventually developing into role models and mentors for younger students.

\*Students must be within the age limits on the first day of the summer camp.

Preschool camps - Ages 3 to 4

Younger Kids camps - Ages 5 to 7

Middle Kids camps - Ages 7 to 9

Older Kids camps - Ages 9 to 12

Robotics camps - Ages 9 to 12

Art camps - Ages 7/8 to 12

## Preschool Guidelines and Suggestions

### What to wear to camp

Preschoolers are busy and activities can get messy. Please have your child wear play clothes every day. Paint, water, sand, clay, glue, markers, cooking etc. require full participation and clothes will get dirty.

We suggest that your child wear Velcro sneakers. Our playground surface is unforgiving; sturdy footwear helps avoid falls. We go for walks, ride pedal bikes and play with kick balls. These young people are growing so fast that their newly acquired sense of balance is easily disrupted. Please save the fancy shoes and flip flops for other activities. Teachers encourage students to put on and remove their own shoes. Our goal is independence and safety.

Explaining these clothing/shoe “rules” to your preschooler before school starts might eliminate some of those morning getting dressed “tug-o-wars”. Many parents leave an extra pair of sneakers and socks at school.

### What to bring to camp

Please send a complete change of clothing and underwear **with your child’s name on it** to be kept in your child’s cubby in a 1 gallon Ziploc bag (we have extras). Your child

must be fully potty-trained before they start summer camp, but we do understand that occasionally accidents can happen.

Preschool campers play outside several times each day. Please leave an extra jacket and hat at school. We live in Colorado where the weather can change frequently and radically within a short time. Please always be prepared.

Please bring a fitted crib sheet and blanket for nap. Children are able to put a fitted crib sheet on their nap pads themselves with a little practice. Full size sheets or flat sheets are too difficult. The pads are two feet wide and four feet long. Please make sure the light blanket is long enough to cover your child from shoulders to toes. A small, soft, quiet comfort toy may be taken out at nap. All these items need to be washed every weekend. Unfortunately full-sized 'Pillow Pets' do not fit in our cubbies. A small pillow will work.

Please label all clothing, bedding and other possessions.

## **Lunch**

Campers should bring their lunch each day in a lunch box or an appropriate container to keep their lunch at a safe, desirable temperature (microwaves will not be available). We supervise and encourage eating an appropriate amount. Leftovers are put back in lunch boxes so that parents can see how much your child eats every day.

## **Snacks**

Rivendell provides morning snacks. If your child has a food allergy, please advise his/her teacher. Popsicles or Otter Pops are given out at the end of the day. Notify us if you do not want your child to have them.

## **Sunscreen**

Please apply sunscreen to your child **before camp** each morning. This application will last through their morning break, and additional sunscreen can be applied as needed as the day progresses. Preschool students play outside several times during the day. Sunscreen is applied again after nap (around 2 p.m.). Please bring sunscreen (labeled with your child's first and last name) to keep at school. We recommend spray and stick sunscreen because they are easier to apply. Sticks are also great for easy application, especially on the face. Human Services requires that teachers apply sunscreen for

children younger than 4 years old. Rivendell Sunscreen: Rivendell will provide sunscreen in the case that the child does not have any. We use “spray on” Coppertone Kids, 50 SPF, water resistant. If you prefer not to have your child use Rivendell sunscreen, please let your child’s teacher know.

## **Attendance**

Please remember that it is required by the Colorado Department of Human Services that you sign in and sign out your Preschooler every day they attend camp. Children can only be signed in and signed out by an authorized person as documented in the child’s summer camp registration. Preschoolers are dropped off and picked up in the classroom and never at curbside. Our day runs from 8:00 a.m. - 3:20 p.m. Doors open at 8:00 a.m. and drop-off is from 8:00-8:30 a.m. Pick up is from 3:20-3:30 p.m. Pick up after 3:30 p.m. will result in a \$25 late fee per half hour. There is no camp on Memorial Day or the Fourth of July.

## **Biting Policy**

Young children from time to time do display this behavior as a result of frustration or lack of verbal skills. If this happens, first aid will be given and the “biting child” will have their attention redirected. Parents will be contacted and an incident report will go home with both children (the child who bit and the child who was bitten) and a copy will be placed in their files. When biting occurs, Rivendell School will attend to the following policy:

First offense: Parents will be notified and the child’s attention redirected.

Second offense: Parents will be called and the child will be removed from the classroom for that day. A conference will be scheduled to discuss future prevention.

Third offense: Parents will be called, the child will be dismissed for the remainder of the day, the child will be suspended for the following day, and a conference will be scheduled with the parents to discuss future prevention and a behavior plan.

Suspension from preschool camp and termination may ultimately result if a child continues to bite, but will only be used as a last resort. Verbal and written notice will be provided to parents in this event.

# General Camp Policies, Practices and Information

## Summer Camp Registration

Registration for Summer Camps at Rivendell is done through our Summer Camp webpage and CampBrain registration system. Families must submit all waivers and agreements through our summer registration system before attending summer camp.

All fees will be paid and scheduled through our registration system at the time of registration. Fees are based on each individual camp.

To register, you will need your child's name and emergency contact information. There are also additional forms for preschoolers and campers who require medications during camp (including Epi-Pens). Please make sure you fill out these forms, have them signed by your healthcare provider, and upload them to the registration site or return them to Rivendell school **before the first day of camp**. Campers must have these forms completed to attend.

Preschoolers may enroll for any 3, 4 or 5 days a week (subject to availability). Other campers must enroll for the full one- or two-week session as listed; no partial-session enrollments.

Age restrictions are firm and are based on the camper's age as of the first day of the camp session.

Camp registration closes at 10:00 a.m. the Friday morning prior to the first day of the given camp.

## Wait lists

If your child is first on a waitlist and a spot opens up, we will contact you. You will have 24 hours to accept the spot. If we do not hear from you within 24 hours, it is our policy to proceed to the next child on the waitlist.

## Payment

Non-refundable deposit fees for each week's camp is due upon enrollment and must be made with a credit card (Visa or MasterCard only). Non-refundable deposit fees are \$15 per day for preschool camps and \$50 per camp for all other camps. All deposit fees are due upon registration and are non-refundable. You may pay in full on your credit card at checkout, or choose to pay the balance in installments on your credit card or ACH (credit card or ACH will automatically be charged on the payment due date). If you would prefer to use an alternative method to pay your balance, you must first register using the installment plan with your credit card, then contact the Rivendell Office ([rivendell-camps@rivendell-school.org](mailto:rivendell-camps@rivendell-school.org), 970-493-9052)

## Cancellations and Refunds

**Deposit fees are due upon registration. All deposit fees are non-refundable.** Cancellations must be made by 10:00a.m. on or before 7 days prior to the first day of the camp session to receive a full refund minus the non-refundable deposit fees. Cancellations made after the cutoff will receive a 50% refund minus non-refundable deposit fees. Cancellations made on or after the first day of the camp session will not receive a refund. Non-refundable deposit fees and no-show costs are required as we consistently have wait lists and are turning away other families when we reserve a space for your child(ren). Additionally, these fees cover the cost of the staff time needed to process and cancel registrations and manage wait lists. Campers may move to a new camp if space is available at no additional charge (balances and payments will be adjusted if the new camp price is different from the canceled camp). Non-refundable deposit fees for canceled camps may not be applied towards other camp costs.

## Pick-up and Drop-off Procedures

On every day of your child's camp, please be sure to walk your child to their classroom. Your child's teacher will have important information to share with you. You must also pick your child up from their classroom. Students are not permitted to be unattended in the building.

## **What to Bring**

### **Lunch and Snack**

Campers should bring their lunch each day in a lunch box or an appropriate container to keep lunch at a safe, desirable temperature. Microwaves will not be available. Campers should also bring a morning snack. We recommend that all snack items be non-perishable.

### **Additional Gear**

For some camps, campers may need additional gear (e.g. backpacks, comfortable walking shoes, etc.); these will be listed in the camp descriptions or instructors will give you additional information on these.

### **Sunscreen**

Most camps spend plenty of time outside each day. Parents should make sure campers have sunscreen applied in the morning before camp and should bring additional sunscreen for application throughout the day. Please label sunscreen with your child's full first and last name.

### **Clothing**

Clogs, mules and flip-flops are not the best choice for Summer Camp footwear. We find that children have difficulty safely wearing these styles of shoes considering our playground surface and participation in physical activities at Summer Camp. Children must dress for the weather. Students go outside on most days and being appropriately attired allows for an enjoyable outdoor time. In the summer, a hat is always suggested.

### **Water Bottle**

Bringing a water bottle to Summer Camp is also encouraged. All items must be labeled with the camper's name.

## **Attendance and Absences**

Summer Camps at Rivendell run from 8:00 a.m. - 3:20 p.m. daily. Camp will not be in session on Memorial Day, Juneteenth, or the 4th of July. Doors do not open until 8:00 a.m. Camps are open to all children. You do not need to be a Rivendell student to attend.



Attendance will be recorded daily. Teachers will take attendance at the beginning of the day and each time campers enter and leave the building.

## **Sunscreen Policy**

All Summer Camp families should apply sunscreen to their student(s) each morning. Please apply sunscreen to your child(ren) in the morning before they leave for camp. This application will last through their morning break, and additional sunscreen can be applied as needed as the day progresses. Campers go outside several times during the day. Sunscreen is applied again before afternoon break (around 2 p.m.). Please bring sunscreen (labeled with your child's first and last name) to keep at camp. We recommend spray and stick sunscreen because they are easier to apply. Sticks are also great for easy application, especially on the face.

## **Sunscreen Application**

Human Services requires that teachers apply sunscreen for children younger than 4 years old. Preschool parents: Please see Sunscreen on page 6. Campers older than 4 years old should be able to apply their own sunscreen with supervision.

## **Rivendell Sunscreen**

Rivendell will provide sunscreen in the case that the child does not have any. We use "spray on" Coppertone Kids, 50 SPF, water resistant. If you prefer not to have your child use Rivendell sunscreen, please let your child's teacher know.

## **Bullying**

At Rivendell School we have a strict anti-bullying policy. We define bullying to be any pattern of behavior that is intended to coerce, intimidate, or cause physical, mental, or emotional harm to any student. Bullying can take the form of written, oral, or electronic expression, as well as physical acts or gestures. Bullying includes, but is not limited to, expressions, acts, or gestures directed toward a student on the basis of race, color, religion, gender, national origin, disability, genetic information, sexual orientation, or academic performance. While any particular negative interaction between students might not necessarily be defined as bullying, we reserve the right to determine whether individual acts, gestures, or expressions should be responded to as cases of bullying and Rivendell shall at its sole and absolute discretion determine if it believes such conduct constitutes bullying.

The faculty, staff, and board at Rivendell School recognize the negative impact that bullying has on student health, welfare, and safety, as well as on the learning environment of the school. Bullying is prohibited at Rivendell School and at all school-sanctioned events and activities, whether the school-sanctioned events and activities occur on or off school grounds. All Rivendell School employees and volunteers have the responsibility of reporting potential cases of bullying the Summer Camp Director. The Summer Camp Director reserves the right to determine the appropriate response to instances of bullying in order to maintain a learning environment free from bullying. Responses may include, but need not be limited to, student suspension, student expulsion, school-wide assemblies for students, or training for employees designed to recognize and discourage bullying in all its forms.

## **Cell Phones**

Students will be permitted to use a school telephone for important or emergency calls approved by their teacher and the office. Cell phone use for students within the building is prohibited. Students may have cellphones at camp if they are kept out of sight at all times, knowing that we cannot be responsible for loss or damage. (See **Valuables at School**). Students are welcome to use their cell phones before or after camp hours and off school grounds, except when on a Rivendell sponsored field trip. If students need to make a phone call on school grounds they should use a school phone.

## **Child Abuse Reporting Compliance**

Rivendell School is compliant with the following directive from the Colorado Department of Human Services, Division of Child Care:

Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency. Any suspected child abuse or child neglect must be reported to the Colorado Department of Human Services, Division of Child Care.

DIVISION OF CHILD CARE  
COLORADO DEPARTMENT OF HUMAN SERVICES

1575 Sherman Street  
Denver, Colorado 80203-1714  
303-866-5958

## **Child Custody and Parenting Time Disputes:**

Rivendell will remain neutral in all custody and/or parenting time disputes. Unless there is a protective order, restraining order, or order restricting parenting time, Rivendell cannot deny a parent or guardian access to his or her child. A guardian is defined under Colorado law as an individual who is at least twenty-one years of age and who has qualified as a guardian of a child pursuant to appointment by a parent or a court.

Rivendell will not interject itself into the middle of a custody and/or parenting time dispute and requires that all parents and/or guardians resolve their differences through legal channels. Additionally, because Rivendell's ultimate goal is the safety of its students, Rivendell cannot be used as a location for visitation, supervised or otherwise.

If a parent or guardian names Rivendell as the location for parenting time exchanges, said parent or guardian must notify the Summer Camp Director, or a supervisor, immediately. Rivendell expressly reserves the right to terminate its place as the exchange location, if Rivendell, in Rivendell's sole discretion, determines that using Rivendell as an exchange location is not working.

## **Discipline and Student Conduct**

### **Student Conduct Policy**

All Summer Camp staff members are committed to the goal of helping each child develop self-control and self-discipline leading to maturity and responsible citizenship. To achieve this goal it is necessary that all members of our school community (students, parents, and teachers) understand and agree upon guidelines and expectations. A strong partnership must form between school and home by working to create an environment conducive to positive student development.

### **Standards**

To ensure that all students receive equal enrichment opportunities, students are expected to

- Cooperate with the directions of staff members and comply with the rules of the classroom and school.
- Respect school and private property.
- Refrain from fighting and other physical acts which may cause injury to people or property.
- Refrain from threats or verbal assaults including profanity, name-calling, racial or ethnic slurs, obscene gestures, or acts of intimidation.

To paraphrase for our younger students:

- We keep ourselves safe.
- We keep each other safe.
- We keep our things safe.

### **Process:**

The following steps will be implemented if the above expectations are breached:

1. Teacher and student attempt resolution of problem. If not resolved, then
2. Teacher contacts parents to share information and seek resolution. If not resolved, then
3. Teacher, parent and student (if appropriate) meet with the Summer Camp Director or Coordinator to develop a plan.
4. Follow-up meeting takes place to assure the plan has been effective. If problem still persists, then
5. Student may be suspended or expelled from school.

**Note:** In extreme cases, steps 1, 2, 3 and 4 can be skipped at the discretion of the administration.

By registering to participate in a Rivendell School program, families agree to cooperate with the staff and school community in the implementation and maintenance of the Rivendell Student Conduct Policy.

## **Discipline**

Summer Camps at Rivendell staff honor the Cline/Fay Institute philosophy of discipline, Love and Logic. Love and Logic seeks to maintain the child's dignity and self-worth as well as develop their problem-solving skills. The guidelines are detailed in Parenting with Love and Logic by Foster Cline, M.D. and Jim Fay, copyright 1990.

## **Dress Code**

Summer Camps at Rivendell School have a very limited dress code. Do not wear clothing which consists of advertising/logos for tobacco, liquor, drugs or displays material of a sexual or violent nature. Clothing that prohibits normal school/camp activity or does not cover the body appropriately for a school/camp setting are not to be worn to school/camp.

Clogs, mules and flip-flops are not the best choice for footwear. We find that children have difficulty safely wearing these styles of shoes considering our playground surface and the active nature of our camps.

Children must dress for the weather. Students go outside on most days and being appropriately attired allows for an enjoyable outdoor time. Staying inside is not an option. Keep in mind the "unpredictability" of Colorado weather and anticipate weather changes.

Street shoes or slippers can be brought for indoor use on wet days. We strongly suggest keeping an extra pair of socks in your child's backpack.

On hot days, a hat may be useful, as well as sunscreen to apply before outside time. A water bottle is also encouraged. All items must be labeled with the student's name.

## **Pets in the Building**

Please be considerate of others and leave all animals in your vehicle or at home. Please do not bring pets into the school. Anyone wanting to bring an animal onto school grounds for educational purposes must have prior approval from the Summer Camp Director and teachers so that alternative arrangements can be made for those that cannot or do not wish to participate.

## **Drugs, Tobacco and Alcohol**

### **Drug/alcohol policy for Rivendell School:**

For purposes of clarifying this policy, the substances at issue include: all beverages containing alcohol, tobacco products, marijuana, and “harder” drugs including, but not limited to heroin, methamphetamines, cocaine and any other illegal or illicit substances. Parents play the most critical role in student substance use issues. Any efforts to control, mitigate, and prohibit drug use is best done when the parents and school are working in harmony and agreement on these matters.

Students will not bring prohibited substances to any activity of Rivendell School. This includes regular classrooms, field trips, school events, summer camps and any other activity sponsored by the school. Students will not make such substances available to other students at any such event or school hosted outing or gathering. Students will not come to any school activity under the influence of any of the prohibited substances. There will be no smoking on school grounds or in school buildings.

## **Emergency Notifications and Procedures**

There is an updated Emergency Response Plan in every classroom. Summer Camp families will be notified via email and website when there is a whole-school emergency. For emergencies involving individual students or families, we will first try to call your emergency contacts. Emails will be sent if we cannot get in touch with the family. In case of a medical emergency, we will call 9-1-1 first.

Rivendell’s Safety Committee has developed plans for a variety of emergency situations. In addition to any natural emergencies, we have established a “lockdown” system and have supplies stored in case of an extended emergency. Rivendell staff and children practice fire drills and are taught what to do in case of emergencies. Every staff member is certified in the use of CPR and First Aid.

In case of an emergency, an updated message will be posted on our school’s website, [www.rivendell-school.org](http://www.rivendell-school.org). Parents should check there for detailed information and instructions.



## **Evacuation**

In the event of a school or classroom evacuation, children will be escorted to EPIC located at 1801 Riverside Avenue Fort Collins, CO 80525. We will evacuate children with disabilities based upon their needs. Attendance will be taken and parents will be notified of the situation. Teachers will bring emergency contact phone numbers for each child to our destination, therefore it is important that parents keep emergency forms updated at all times. At some point, if necessary, and if cellular services are available, a message will be left on the parent's emergency phone number or an email will be sent to explain the situation. Keeping our students safe and calm is our first priority.

## **Tornadoes**

In case of a tornado warning, children will be brought inside the school from the playground and will be taken by their teachers to an inner, windowless "Safety Zone." Teachers will provide books and games for the children to relieve the children's anxiety, and will keep them occupied until the tornado warning is lifted.

## **Fire/Toxic Spills**

In case of a fire, Rivendell staff and students will evacuate the school. Students will be led out of the building to a designated "safety zone." Once the evacuation is completed, staff will confirm that all children are present and accounted for. Children will remain in the "safety zone" until notification is given by a fire/police official that it is safe to return to the building.

## **Lost Children**

In the unlikely event that a child should become lost, the teacher will immediately notify the Summer Camp Director and/or Coordinator. The Director/Coordinator and other Rivendell staff members will conduct a search of the entire school campus. If the child is not located within ten minutes, the Director/Coordinator will notify the Fort Collins police, the parents and school management who will assist in any other actions that need to occur. Parents will be notified immediately.

## **Field Trips**

Field trips are an exciting part of Summer Camp. If your child will be attending a field trip, you will be asked to sign a permission slip through our Summer Camp registration system or in person. Please review the permission slip, sign and make sure to include



appropriate emergency contact information when filling out your Summer Camp registration forms. We require that all campers wear their Rivendell Summer Camp t-shirts on field trips. If your child does not have a Summer Camp t-shirt, please let the front office know. If a student arrives after their camp has already left on a field trip, parents will be responsible for transportation or taking the child home. Teachers will supervise all field trips and may ask for additional volunteers.

## **Financial Policies**

(Please see **Cancellations and Refunds** on page 7)

**Returned Check Charge:** Checks returned indicating Non-Sufficient Funds (NSF) will result in the family being charged \$25. Rivendell School reserves the right to require cash, money orders, or other forms of payment for Summer Camp fees if a check is returned.

**Terms for Waiver of Summer Camp Fees:** In the event Rivendell decides it is in the best interest of the camp environment to dismiss a Summer Camp student, the family will remain liable for the camp fees payment due for the week of dismissal. Cost of all future camps will be dismissed less the non-refundable deposit fees.

## **Food and Food Allergies**

During Summer Camps, all lunches at Rivendell must be brought from home. We do not have the capability to refrigerate lunches for students, so they should be brought in an insulated lunch bag with an ice pack. (No microwave available.) With the exception of Preschool Campers, all campers are encouraged to bring a healthy snack from home (such as fruit, nuts, crackers or cheese) for a mid-morning snack to eat at break time. Treats such as candy or cookies are not considered snack foods.

Rivendell is not a “peanut free zone.” Along with alerting us to food allergies on your student’s health form, please alert your child’s teacher. We will make seating accommodations for children with peanut allergies. As a school we do not offer foods that have peanuts or peanut byproducts. We also request that any treats brought to camp for birthdays or other celebrations be peanut (nut) free.



Popsicles or Otter Pops are given out at the end of the Summer Camp day. Please notify us if you do not want your child to have them.

## **Illness Policy**

Keeping our students healthy is a top priority at Rivendell School. If your child is showing signs of illness, please plan to keep them home. Children should remain home if any of the following conditions are present:

- Fever (100.5 or higher. The child must be fever-free for 24 hours without medication.)
- Runny nose with yellow or green mucus
- Constant cough
- Earache, sore throat
- Nausea, vomiting, diarrhea, stomach pain (The child must be vomit and diarrhea-free for 24 hours without medication.)
- Open skin lesions
- Undiagnosed rashes
- Excessive drowsiness or lethargy, dizziness
- Painful or frequent urination
- Mattery discharge from eyes

**\*Children need to be symptom free for 24 hours without medication before returning to school.**

If your child becomes ill while at Summer Camp, they will be made comfortable in the office (to isolate from others and where an adult will be within hearing). We will take a temperature reading and allow for some rest time. Parents or emergency contacts will be contacted if improvement is not seen in 15-20 minutes, or sooner if the fever is high or the child is vomiting. For the safety of your child and other children we request that you pick up your child as soon as possible.

If your child requires medicine to be administered to them during the Summer Camp day, please talk to the front office staff and have your child's pediatrician fill out a **Medical Authorization Form**. There are very specific procedures for medications which must be followed.

We would like to remind families to help reinforce at home how important it is for students to wash their hands frequently throughout the day. Bathroom breaks and lunchtime are perfect opportunities for washing hands.

## **Inclement Weather and Cancellations**

Campers love to be outside and we love to be there with them! Please plan on your child playing outside every day unless there is an extreme weather condition. We follow Human Services guidelines to determine the safety of outdoor play. Children should wear weather-appropriate clothing daily. In the case of an extreme weather condition that makes travel to school unsafe, we notify parents through our website as well as by school-wide email if there is a cancellation.

## **Injuries and Accidents at School**

On-site medical administration is limited to washing the affected area with soap and water, covering the area with an adhesive bandage (no ointments can be applied), or giving the child a cold pack for minor bumps. We cannot give any pain medication or fever reducers.

If a child receives an injury beyond minor scrapes and bumps, attempts will be made to contact a parent and explain the injury and the cause. If no parent contact is made, a phone message or note to the parent will be generated. If an injury or accident results in medical treatment by a physician or other health professional and/or hospitalization, a form will be submitted to the Department of Human Services and other appropriate authorities. Summer Camps at Rivendell keeps an illness and injuries log in the front office.

## **Lost and Found**

Our lost and found box is located by the double doors leading out to the playground. Any items left out at the end of each school day will be placed in the box. Unclaimed items in the lost and found box will be donated to GoodWill at the end of the summer. Small or valuable items may also be held at the front desk.

## **Medications at Summer Camp**

If your child requires an Epi-Pen, asthma medications or any other medications during camp, please be sure to submit the required forms to the Rivendell front office prior to the first day your child attends camp. Medication (including over-the-counter) cannot be administered without the proper forms. State law requires that these forms must be submitted for your child to attend camp. Required forms are listed on the registration site and in the confirmation email you receive following camp registration with links provided. You may refer back to the registration site or the confirmation email at any time to see what forms are required. You may also upload these forms through your Summer Camp account at any time. In general, all medications must have a doctor's and a parent's written permission; this includes all medicines including: asthma inhalers, Epi-pens, "over the counter" (OTC) drugs, cough medicines, homeopathic remedies, and pain medications. ALL medications must be in the original container with the pharmacy and doctor's name, child's name and prescription number clearly visible. Medicines with expired dates are not allowed. Students should not plan to carry any medications with them or in their backpacks, nor can they self-administer any medications. If your child will be bringing over-the-counter, non-medication products to camp such as topical ointments, lotions, creams and sprays, Rivendell must receive a Non-Medication Consent Form for your student. The form can be found on the registration website. This form does not cover prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays.

## **Office Hours**

The front office is open and staffed each day from 8:00 a.m until 3:00 p.m. The office phone number is (970) 493-9052 and the fax number is (970) 493-9056.

## **Parking and Traffic Procedures**

Our parking lot becomes very busy during drop-off and pick-up hours. Coming from the entrance off of Riverside, cars are expected to drive clockwise behind the parking spots in front of the school building. When you park and walk your child into school, please be cautious. Children may not walk to or from their car unattended. Cars should always

yield to pedestrians. Drop-off is from 8:00-8:30 a.m. Pick-up is from 3:20-3:30 p.m. Pick up after 3:30 p.m. will result in a \$25 late fee per half hour.

## **Pictures and Media**

Teachers and staff members will occasionally take pictures or videos of children in their camps, classes and activities. These pictures or videos may be used for the following purposes:

- Emails or newsletters to parents to share about daily activities in their child's camp or class.
- Informational posts on Facebook, Rivendell's website or the Rivendell E-Newsletter.
- Print ads or videos to promote Rivendell School, camps, classes or activities.

Parents are required to fill out a Rivendell Media Release during camp registration to inform Rivendell of their preferences as to how their child's image may be used. Your child's last name will never be used in conjunction with any video or digital images. If you have any questions regarding pictures or media usage, please contact the Rivendell front office.

## **Outdoor Break Time**

Weather permitting, outdoor break time is an important time for children to learn and develop social skills, as well as release energy and exercise. Each day campers have outdoor break time on the playground in the morning, during lunch and in the afternoon. The school provides balls and other equipment to play with outside.

## **Recycling**

Rivendell is a proud member of ClimateWise, an international group dedicated to using our natural resources wisely and protecting the environment. We have a recycling station with designated bins for recyclables. We strive to teach children to be responsible for our earth.

## **School Safety**

It is important for our families and community to understand the expectations around how we operate our school to keep our children and adults safe. Please be sure to understand and adhere to the following practices:

- Always enter the building through the “front” doors (East doors).
- All doors will be locked at all times with the exception of the front door, which will be unlocked during drop-off and pick-up times. Please ring the bell for assistance if the door is locked.
- All visitors must check in at the front office by signing in.
- If you are picking your child up early or dropping them off late during the camp day, please be sure to notify your camper’s teachers and document this in writing at the front office.
- All volunteers who work with individual children or small groups of children must adhere to a background check. See the volunteer section for more information.
- If you notice any suspicious behavior at Rivendell or around Rivendell, we would like to encourage you to let a staff member know immediately. As always, in case of an emergency, call 9-1-1.

## **Technology**

All movies/TV are not shown unless parents are notified. The movies/show should have some value in reference to the topic or theme of the class.

## **Valuables at School**

Students are encouraged to leave any valuables (cash, expensive jewelry, electronics, etc.) at home. Rivendell is not responsible for items that may be lost or stolen on our premises.

## **Visitor Guidelines**

All visitors to Rivendell School must sign in at the front office. Cell phone usage is prohibited while working with children or in the classroom. If a visitor will be volunteering regularly at Rivendell, they must submit to a background check and abide by all other volunteer policies. (See website.)