

Camp Policies Parent Guide – What You Need to Know

Thank you for choosing Einstein’s Workshop as your summer camp! In order to keep your child safe, happy and healthy, here are a few policies you should be aware of prior to the first day of camp.

Drop-Off/Pick-Up

Sign-In/Drop-off

Drop-off is from 8:45am to 9:00am

During drop-off an adult parent or guardian **MUST** accompany their student, regardless of age, into the facility to Sign-in. The guardian should check the sign-in sheet to make sure that the person picking up is listed on the sign-in sheet. If another person will be picking up the child the guardian dropping-off must designate that person **in writing**

Sign-Out/Pick-up

Pick-up is at 4:00pm

During pick-up an adult parent or guardian **MUST** enter the building to sign-out their student, regardless of age. **Proper identification** (i.e. valid driver’s license, passport or other government ID) is required to pick up.

Late Pick-up – Extended Play

An extended day option will be available from 4:00-5:45pm for ages 6 and up for an additional charge of \$20 per day (limited availability). However, this option must be registered for **in advance**. Late pick-ups are subject to a \$40 fee, and repeated late pick-up may be grounds for expulsion without refund.

Closings

If we have to preemptively close due to unsafe weather conditions, we will post/update our website. Although we will make every effort to post by the night before, we value your child’s safety and reserve the right to make a last-minute judgment. If you are unsure if we will be open, please check our website. You must provide an emergency contact number that can be reached at any time in case of an emergency.

Lunches and Snacks

Students should bring a snack to eat during each three-hour period. If the student does not have a snack, we will provide your child with a **nut-free** snack (Goldfish or pretzels). We also have a water fountain and sell snacks/bottled water for \$1 each if you prefer to send money with your child for their snacks.

If your child is taking both morning and afternoon classes, please pack a **nut-free** lunch each day. We will be taking a staff-supervised lunch break from 12:00-1:00 pm.

Please pack meals in sealed, insulated food-storage containers, with cooling packs enclosed as needed. Please do not pack hot meals unless you deliver the meal at lunch time. Should you pack food that doesn't meet these requirements, Einstein's Workshop may elect to either store the food in the refrigerator or proceed as though the student has arrived without a lunch.

If an all-day student does not have a lunch, we will contact you immediately so you may bring a lunch. If Einstein's Workshop must provide a lunch to a camper, you may be charged an additional \$30 for each day when this occurs.

Photo Release

As part of the Einstein's Workshop Summer Camp program we will be taking photos for weekly updates. As a participant in the Einstein's Workshop Summer Camp you agree that pictures of you and your child may be taken and used for promotional materials.

Please contact the media director if pictures of your child can not be taken at erica@einsteinworkshop.com

Health & Safety

We care about the health and safety of your child. Please note that you may request a copy of our staff background check procedures, discipline policies, and health policies at any time.

Camper Injury/Illness Policies

In the event that a child is injured or ill (or suspected to be ill) with a communicable disease, or is otherwise in need of quiet and rest, they will be isolated in the infirmary with adult supervision. You may be asked to take the child home as promptly as possible. If your child is simply in need of rest or minor first aid, he/she may return to class when feeling better. We will inform you should any treatment take place.

Required Health Forms

We require the following completed medical paperwork (completed through the online registration portal):

- Student Information/Medical Record.
- Medication Authorization Form (if any medications are required on-site)
- In addition to this, the Massachusetts Board of Health requires that all campers submit certification of immunizations. These may be obtained from your doctor.

We unfortunately will not be able to accept any camper without the proper paperwork. Immunization records may be faxed to us at (781) 538-6794 or mailed to:

Einstein's Workshop - attn Health Supervisor
25 Adams Street Burlington, MA 01803

Meningococcal Disease and Camp Attendees

Please review the Meningococcal Disease and Camp Attendees: Commonly Asked Questions provided by the MA Dept of Public Health

(URL <http://www.mass.gov/eohhs/docs/dph/cdc/meningitis/meninge-camp-common-questions.pdf>)

Right to Review

A parent or Guardian may, at any time, request a copy of the procedures used to evaluate staff background checks, health care and discipline policies as well as filing grievances.

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local Board of Health.