

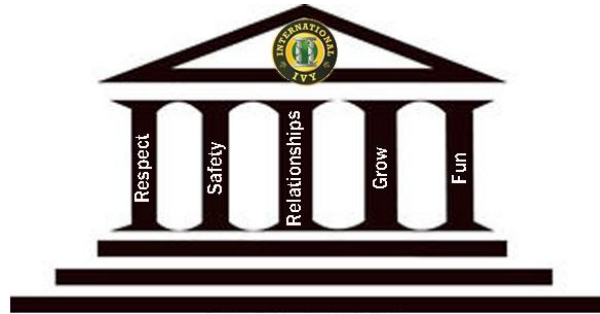


# International Ivy Summer Program

## Parent Handbook

2018





## Key Contacts

Role/Site	Name	Phone Number	Email
Program Director, All Sites	Lily Wong	908-899-1338	<a href="mailto:info@iisummer.com">info@iisummer.com</a>
Assistant Program Director, All Sites	Elaine Eng	855-678-6335 x103	<a href="mailto:elaine@ivyprograms.com">elaine@ivyprograms.com</a>
Site Director, <b>Burlington</b>	Joshua Smith	855-678-6335 x128	<a href="mailto:joshua@ivyprograms.com">joshua@ivyprograms.com</a>
Site Director, <b>Chatham</b>	Nicole Del Popolo	855-678-6335 x118	<a href="mailto:nicole@ivyprograms.com">nicole@ivyprograms.com</a>
Site Director, <b>Livingston</b>	Doreen Graizzaro	855-678-6335 x127	<a href="mailto:doreen@ivyprograms.com">doreen@ivyprograms.com</a>
Site Director, <b>New Milford</b>	Arben Mulaj	855-678-6335 x129	<a href="mailto:arben@ivyprograms.com">arben@ivyprograms.com</a>
Site Director, <b>Oakland</b>	Robert Hastings	855-678-6335 x111	<a href="mailto:robert@ivyprograms.com">robert@ivyprograms.com</a>
Site Director, <b>Paramus</b>	Steve Polanin	855-678-6335 x112	<a href="mailto:steve@ivyprograms.com">steve@ivyprograms.com</a>
Site Director, <b>Princeton</b>	Molly Kuribayashi	855-678-6335 x124	<a href="mailto:molly@ivyprograms.com">molly@ivyprograms.com</a>
Site Director, <b>Scotch Plains</b>	Michael Provenza	855-678-6335 x125	<a href="mailto:michael@ivyprograms.com">michael@ivyprograms.com</a>
Site Director, <b>Short Hills</b>	Joe Lanni	855-678-6335 x116	<a href="mailto:joe@ivyprograms.com">joe@ivyprograms.com</a>
Site Director, <b>Somerset</b>	Ken Crilley	855-678-6335 x110	<a href="mailto:kenny@ivyprograms.com">kenny@ivyprograms.com</a>
Site Director, <b>Summit</b>	Ailene McNamara	855-678-6335 x126	<a href="mailto:ailene@ivyprograms.com">ailene@ivyprograms.com</a>
Site Director, <b>Wayne</b>	Arben Mulaj	855-678-6335 x129	<a href="mailto:arben@ivyprograms.com">arben@ivyprograms.com</a>

## ADDRESSES AND DATES

<b>BURLINGTON</b> Doane Academy 350 Riverbank Burlington, NJ 08016	<b>CHATHAM</b> Chatham Day School 700 Shunpike Road Chatham, NJ 07928	<b>LIVINGSTON</b> Joseph Kushner Academy 110 S Orange Avenue Livingston, NJ 07039
<b>NEW MILFORD</b> The French American Academy 1092 Carnation Drive New Milford, NJ 07646	<b>OAKLAND</b> Academies at Gerrard Berman Day School, 45 Spruce Street, Oakland, NJ 07436	<b>PARAMUS</b> Ridgewood Montessori School 70 Eisenhower Drive Paramus, NJ 07652
<b>PRINCETON</b> Chapin School 4101 Princeton Pike Princeton, NJ 08540	<b>SCOTCH PLAINS</b> Language and Enrichment Center, "Let's Play in Italian" 551 Park Avenue, 1 <sup>st</sup> floor Scotch Plains, NJ 07076	<b>SHORT HILLS</b> The Pingry School 50 Country Day Drive Short Hills, NJ 07078
<b>SOMERSET</b> Rutgers Preparatory School 1345 Easton Avenue Somerset, NJ 08873	<b>SUMMIT</b> Kent Place School 42 Norwood Ave, Summit, NJ 07901	<b>WAYNE</b> Pioneer Academy 164 Totowa Road Wayne, NJ 07470

**\*\*\*PLEASE GO TO THE BACK OF THE HANDBOOK FOR SPECIFIC DIRECTIONS FOR DROP-OFF AND PICK-UP AT EACH LOCATION\*\*\***

The Program runs for a series of one-week sessions beginning on Monday, June 25<sup>th</sup> and ending on Friday, August 17<sup>th</sup>. Dates vary slight per site.

Week 1: June 25 – June 29	Only Chatham and Short Hills are open
Week 2: July 2 – July 6 (NO CLASSES Wednesday, July 4)	Short Hills, Scotch Plains, Chatham are open
Week 3: July 9 – July 13	All sites open except New Milford and Wayne
Week 4: July 16 – July 20	All sites open except Burlington, New Milford and Wayne
Week 5: July 23 – July 27	All sites open except Burlington and Wayne
Week 6: July 30 – Aug 3	All sites open except New Milford
Week 7: August 6 – August 10	All sites open Livingston, New Milford and Summit
Week 8: August 13 – August 17	Only Short Hills, Paramus, Scotch Plains and Somerset are open

Class times: AM: 9:00-12:30 PM: 1:30-5:00.

Our website is [www.iisummer.com](http://www.iisummer.com)



# International Ivy Summer Enrichment Parent Handbook 2018

<p>Introduction</p>	<p>Welcome to The International Ivy Summer Enrichment Program (also known as the Program)! Below is general information that will provide you with many of our policies and answers to your questions about the upcoming summer. We look forward to ensuring that your child has an exciting and safe learning experience. <b>WE SUGGEST YOU KEEP THIS HANDBOOK HANDY THROUGHOUT THE SUMMER.</b></p>
<p>Program Philosophy</p> <div data-bbox="152 886 425 1226" style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>MISSION</b></p> <p><b>EDUCATE</b></p> <p><b>ENCOURGE</b></p> <p><b>EMPOWER</b></p> </div>	<p>The Program experience should provide students with an opportunity to make new friends, learn new skills, exercise their creativity and build their self-esteem, while feeling safe and accepted. Students should leave each day better for their experience having felt accomplishment and growth.</p> <p>Children gain a sense of independence, learning to succeed and fail with dignity and sportsmanship. By watching and emulating their role models, children learn to display good manners, conduct themselves positively and challenge themselves to be better people.</p> <p>Most of all, the Program is a place where a child can be a child free from the worries of peer pressure, bullying and the search to be accepted. At the Program, every child will feel welcome and a part of a community.</p>
<p>Transportation</p>	<p>The Program does not provide transportation to and from the Program. Parents are responsible for bringing their child to and from the Program daily. Program staff may not transport any day child enrolled in the Program, for any reason.</p>
<p>Hours of Operations</p>	<p>The Program operates Monday through Friday from 9:00am-5:00pm.</p> <p><b>Half-day AM students:</b>          Drop-Off is from 8:30 am to 9:00 am.          Class runs from 9:00 am - 12:30 pm with a break at 10:30 am -11:00 am.          Pick-up is from 12:30 pm to 1:00 pm.</p> <p><b>Half-day PM students:</b>          Drop-Off is from 1:00 pm to 1:30 pm.          Class runs from 1:30 pm - 5:00 pm with a break at 3:00 pm -3:30 pm.          Pick-up is from 5:00 pm to 5:30 pm.</p> <p><b>(continue on the next page)</b></p>

## International Ivy Summer Program Parent Handbook

	<p><b>Full-day students:</b>  Drop-Off is from 8:30 am to 9:00 am.  The AM class runs from 9:00 am - 12:30 pm with a break at 10:30 am - 11:00 am.  Lunch is from 12:30 pm - 1:30 pm.  The PM class runs from 1:30 pm - 5:00 pm with a break at 3:00 pm - 3:30 pm.  Pick-up is from 5:00 pm to 5:30 pm.</p> <p><b>Extended AM Care:</b> 8:00 am to 8:30 am (must be registered in advance for the week) – only available in Chatham and Short Hills  <b>Extended PM Care:</b> 5:30 pm to 6:00 pm (must be registered in advance for the week) – only available in Chatham and Short Hills</p> <p><b>** Delayed Pick-up Penalty **</b> There is a \$1 per minute fee for each pick-up made after 5:30 pm. At least two members of our staff have to stay with the child if parents are late.</p>
<p>Registration and Enrollment</p>	<p>Registration is conducted on a first come, first serve basis. When a class is filled, parents can join the waiting list. Every effort will be made to place your child in the desired class as quickly as possible while maintaining proper staff to child ratios and observing optimal class sizes.</p> <p>For your child’s welfare, no child will be admitted to the Program without the following forms:</p> <ul style="list-style-type: none"> <li>• Registration Form (already completed upon registration)</li> <li>• Health History Form (on the registration system)</li> <li>• Medicine Release Form (if medicine is required to be administered by the Program)</li> </ul> <p>Forms can be found here: <a href="http://www.iisummer.com/forms/">http://www.iisummer.com/forms/</a></p>
<p>Health History Form</p>	<p><b>We must have a completed Health History Form on file for each student.</b> Parents can fill out the form without a physician. Please be thorough and honest with us about your child’s medical history, so we can provide the best possible health care during the summer. We ask you to complete the form on the registration system or submit the completed form via scan/email (<a href="mailto:admin@iisummer.com">admin@iisummer.com</a>); fax (908-636-1016) by June 1st or as soon as possible for those registered after June 1<sup>st</sup>. The form can be found here: <a href="http://www.iisummer.com/forms/">http://www.iisummer.com/forms/</a></p>
<p>Fees, Payment and Refund Policy</p>	<p>There is a \$50 registration fee per child for the entire summer, regardless of the number of classes taken. Tuition is \$390 per week for half-day and \$780 per week for full-day. Parents pay in full at the time of registration.</p> <p>Refunds are not given for any absences or unused part of the class. Our policy is <b>we do not offer any refunds</b> except when the Program cancels a class due to insufficient enrollment, in which case parents can (a) transfer a child to another class or (b) take a refund or credit. As a courtesy, we can transfer students to other weeks, other sites or other classes assuming there is</p>

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	<p>availability in the class being transferred to. All transfers must occur at least two weeks before the original class and the target class begins.</p> <p>We accept personal checks, MasterCard and Visa and cash. We do not accept American Express. Please make all checks payable to International Ivy LLC, 61 Maple Street, #636, Summit, NJ 07901.</p> <p>All registrations after June 1<sup>st</sup> must be paid by credit card, no checks accepted after this date.</p>
<p>Parent Drop Off and Pick Up Procedures</p>	<p>To provide students with the safest experience we require parents to adhere to drop-off and pick-up procedures and review the maps <b>specific to each site at the end of the handbook.</b></p> <p><b>DROP-OFF – 8:30AM to 9:00AM and 1:00PM to 1:30PM</b>          Parents have two options for dropping off their children in the morning and afternoon.</p> <ul style="list-style-type: none"> <li>• Drive-Thru.</li> <li>• Walk-To-Counselors.</li> </ul> <p>Please go to the back of the Parent Handbook for instructions and map related to specific sites.</p> <p><b>PICK UP PROCEDURES – 12:30PM to 1:00PM and 5:00PM to 5:30PM</b>          Only parents and authorized names on the registration form are permitted to remove a child from our care. Counselors will have a list of authorized adults who can pick up the child. Counselors may ask for your name or ask to see your identification.</p> <p>In an emergency situation, you may email the Site Director for someone who is not on file to pick up your child. No child will be released from the Program to an unauthorized person.</p> <p>Parents have two options for picking up their children.</p> <ul style="list-style-type: none"> <li>• Drive-Thru.</li> <li>• Walk-To-Counselors.</li> </ul> <p>Please go to the back of the Parent Handbook for instructions and map related to specific sites.</p> <p>Counselors are waiting at the designated areas only during the 30-minute window before and after class begins and ends, respectively. Outside of these designated times, please go to the Program Office.</p> <p>In the event of a change in the procedures for drop-off or pick-up, parents will be notified via email and notice will be posted on the home page of the website.</p> <p>Please be aware of the designated pedestrian walkways and crossings and observe the speed limits in the parking lot. If you need to speak with the Site Director, please pull into one of the parking spaces in the parking lot</p>

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	and go to the Program Office.
Late Arrivals	If you arrive late to the Program, please go to the Program Office. Staff will walk the student to their classroom.
Absences or Lateness	If your child will not be attending the Program or will be very late for any reason on a particular day, please call or email your Site Director (on the first page) and leave a message by 9 am. Tuition refunds and credits cannot be given for illness, vacation, inclement weather or holidays.
Early Pick Up	<p>If you plan to pick up before 12:30 pm (for the morning class) or before 5:00 pm (for the afternoon class), it is important that you follow the procedures below:</p> <ol style="list-style-type: none"> <li>1. Write a note to the Site Director of your site and give it to a counselor at drop-off or call/email your Site Director (contact information on the first page). Please provide the name of the child, date and time of early pick up.</li> </ol> <p><b>VERY IMPORTANT: You may not pick up your child at his/her classroom. You must meet your child at the Program Office at time of pickup and sign him/her out.</b></p>
Failure to Pick Up / Late Policy	<p>In the event that a child is left at the Program past 5:30 PM and is not registered for extended PM care, every effort will be made to contact one of the child’s parents to come and get them. The child will remain at the Program with at least two staff members.</p> <p>If the parent cannot be reached, one of the emergency contact persons (provided by the parents) will be called to come and collect the child. This person will be asked to provide identification upon arrival.</p> <p>Late charges will apply to any child left past pick up time. There is a \$1 per minute fee for each pick-up made after 5:30 pm. Please recognize at least two members of our staff have to stay with the child if parents are late. Please call the Site Director if you anticipate being late on any given day. Calling does not waive the late fees but does allow the Program to make arrangements for supervision of the child until the parent arrives.</p>
Activities	<p><b>We have planned activities during the 30-minute morning and afternoon breaks. The schedule of activities are:</b></p> <p><b>Mondays – Ice Breaker Team Challenges</b>  <b>Tuesdays – Sports Games</b>  <b>Wednesdays – Field Day</b>  <b>Thursdays – Sports Games / Theme Thursdays</b>  <b>Friday – Campers Wear Your Camp T-Shirt / Sharing Showcase</b></p> <p>Please note that due to weather and other reasons, the schedule above is</p>

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	<p>subject to change.</p> <p>We have also planned THEME THURSDAYS activities for students to exercise their creativity. Ivy Cards will be given to those who participate.</p> <p><b>THURSDAYS ARE SPECIAL</b></p> <p>Week 1 – Tacky Day (wear the most tacky clothes you can find)          Week 2 – Wacky Hair or Silly Hat Day (wear your hair crazy or a weird hat)          Week 3 – Pajamas Day (roll out of bed and wear your PJs to camp)          Week 4 – Halloween in July (where your favorite costume)          Week 5 – Sports Fan Day (wear your sports uniform or support a favorite team)          Week 6 – Backwards Day (whatever you do, do it backwards)          Week 7 – International Ivy Has Talent Day (sing, dance or play an instrument)          Week 8 – Mismatch Day (mismatch shirts, pants, socks, shoes, etc.)</p> <p><b>Please go to pages 15-16 of this Handbook for a calendar of activities.</b></p> <p>Other than the classes students signed up for, they may also participate in a number of activities during drop-off, pick-up, lunch and breaks, which are age appropriate and geared toward individual growth, physical/social development and fun.</p> <p>Below is a general listing of the activities that the children may participate in, including, but not limited to: Kickball, Capture the Flag, Dance, Singing Songs, Dancing, Arts and Crafts, Nature Walks, Field Games, Reading, Creative Writing, Drawing, Board Games, Legos, Computer activities and Science. Please notify the Program Director if your child is not permitted to participate in any of the above activities or other activities deemed unacceptable for your child to participate in.</p> <p>Most of the day your child will be in the classes they signed up for. By signing the waiver form at registration, you gave permission for your child to participate in all Program activities. Please notify your Site Director if your child is restricted from an activity and needs to opt out.</p>
Social Media	<p>Every week, we post pictures, blog entries and videos of our students to capture the special moments of the Program. We are sensitive to the privacy of our students so we ensure there are no names associated to people. Please go to these links (also on our home page <a href="http://www.iisummer.com">www.iisummer.com</a>) to experience the joy.</p> <p>Our YouTube channel - <a href="https://www.youtube.com/user/Internationalivy/playlists">https://www.youtube.com/user/Internationalivy/playlists</a></p> <p>Our blog - <a href="http://internationalivy.blogspot.com/">http://internationalivy.blogspot.com/</a></p>



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	<p>Our Photo Gallery  <a href="https://www.flickr.com/photos/98941311@N05/albums">https://www.flickr.com/photos/98941311@N05/albums</a></p> <p>- look in the albums which are categories by site and week.</p>
<p>Meals and Snacks</p>	<p>Full-day students can bring their own lunch or register for the purchased lunch program. Please inform the Program of all dietary restrictions or food allergies for your child to be considered in the preparation of snacks, parties, cooking or special occasions.</p> <p><b>Purchased lunch program – only available at Short Hills and Chatham</b>          Parents can register for the purchased lunch program on a weekly basis. The fee is \$50 per week. <b>NEW THIS YEAR: Parent must register for lunch using the online registration system by Friday Noon prior to the week lunch is desired.</b> (<a href="https://iisummer.campbrainregistration.com/">https://iisummer.campbrainregistration.com/</a>)  <b>After registration and payment, parents must make lunch selections by Friday 1PM prior to the week is ordered (link will be given to parents).</b>          Please see the last page for the lunch menu.</p> <p><b>Bring-your-own-lunch - all sites</b>          Please use a lunch bag clearly labeled with your child’s name. Lunches can be refrigerated – please clearly label “Need Refrigeration”. We suggest healthy balanced meals that provide children with the nutrition they need to run and play. Please do not send food that needs to be reheated.</p> <p>Snacks          Please send in snacks for the 30-minute breaks in the morning and afternoon. Please keep snacks separate from the lunch.</p> <p>Water bottles should be sent daily. NO glass bottles please!</p> <p><b>We are a nut-free program. We ask all parents to refrain from sending in any nut-related foods.</b></p>
<p>Supervision and Staffing</p>	<p>All staff are carefully screened and selected for their character, nurturing spirit and expertise. They undergo a face-to-face interview, reference checks, criminal background check and training.</p> <p>All Instructors and Adult Counselors are selected based upon their technical expertise, experience with children, their personal character, responsibility and enthusiasm. Junior counselors and CITs may be counted in the supervision ratio but only when supported by a teacher or adult counselor.</p> <p>The Site Directors are on site daily. Any student needs should be brought to their attention and will be addressed in a timely manner. The Site Director and Head Counselor are trained in first aid, CPR and AED. Counselors are trained in child abuse prevention, emergency procedures, and how to conduct Program activities.</p> <p>Our low staff to child ratios meets NJ State and American Camp Association</p>

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	<p>requirements. Small groups mean more individual attention for each child. Teachers, Counselors and Site Directors alike will foster a mentoring relationship with each child and work to create open and honest communication; working with parents to develop effective techniques for bringing out the best in every child.</p> <p>Staff Ratios:          1:4 3-4 year olds          1:6 5-6 year olds          1:8 7-12 year olds          1:10 13+ year olds</p> <p style="background-color: yellow;">There are no exceptions to the ratio specified above. Two staff members are required to be present at the Program at all times when Program is in session.</p>
<p>What to Bring Each Day</p>	<p>In order to make your child’s day at the Program a smooth and happy one; we ask that parents send the following items to the Program with their child. Please clearly label everything you send with your child’s name to ensure safe return.</p> <ul style="list-style-type: none"> <li>• Backpack</li> <li>• Water Bottle</li> <li>• Snack</li> <li>• Sunscreen</li> <li>• Bagged Lunch for full-day students if not purchasing lunch</li> <li>• Students should wear comfortable, cool clothing but have an extra layer if they get cold in the air-conditioning.</li> <li>• Closed toed shoes must be worn. Students may not have bare feet, sandals, open-toed shoes, “heelies” or flip-flops on Program grounds.</li> <li>• Hat/Bandana (optional)</li> <li>• Insect Repellent (optional)</li> </ul> <p>Appropriate clothing is a must. Parents please monitor your child’s clothing to ensure it is appropriate for the Program. Swimming suits, strapless shirts, spaghetti strap shirts, halter tops, or midriff shirts are not appropriate. Excessively short skirts or shorts are not acceptable attire. Wearing or displaying items of clothing, jewelry or accessories representative of/or encouraging the use of alcoholic beverages, drugs or tobacco is prohibited. Parents will be asked to bring in appropriate clothing or Program shirts will be available for sale if inappropriate dress is worn.</p>
<p>Prohibited Items</p>	<p>Toys, ipods/mp3 players, hand-held games (DS, PSP, etc.), and other personal items should not be brought to the Program because they interfere with the Program. These items will be confiscated by staff and returned to the parent/guardian at the end of the day.</p>

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	<p>Cell phones must be turned off and cannot be seen nor heard during the Program or they will be confiscated by staff and returned to the parent/guardian at the end of the day. Please share this information with your child.</p> <p>The Program is not responsible for lost, stolen or damaged items.</p> <p>Personal sports equipment, vehicles, animals and weapons are also prohibited from the Program.</p>
<p>Communication with Parents</p>	<p>Daily communication with the Site Director will be available, so parents can discuss their child’s progress at the Program. Please refer to the contact information on the first page. The Site Director is available for phone conferences if preferred.</p> <p>Be sure to call us with ANY phone number changes (cell, office, home).</p> <p>Please do call with questions, comments or concerns. We are always interested in hearing from you.</p>
<p>Program Rules and Discipline Policy</p>	<p>Staff members are encouraged to role model positive and appropriate behavior and handle discipline in a sensitive and reasonable manner. The Program is centered on the core values of Caring, Honesty, Respect, and Responsibility. We expect that all students and staff members adopt these values as the cornerstones of exemplary behavior.</p> <p>A priority is placed on the recognition and positive reinforcement of good behavior. We ask that parents work with us as part of a home-program partnership to help children be successful.</p> <p>A child, whose behavioral issues require more than a reasonable amount of the counselor’s or instructor’s time and attention, will be brought to the attention of the Site Director and the child’s parents. A plan for helping the child adjust will be established and communicated to the parent and child by the Site Director.</p> <p>Children may be asked to leave the Program for any of, but not limited to the following reasons: consistently disruptive behavior; dangerous or threatening behavior, posing a risk to the physical or emotional safety of another individual; bullying; repeated profanity; disrespect; bigotry; possession of a weapon of any kind; vandalism or destruction of property; sexual misconduct; possession or use of tobacco, alcohol or controlled substances. The Program reserves the right to suspend or expel any student who poses serious or continual discipline problems, whether or not all of the steps in the progressive discipline plan have been completed. Children may also be asked to leave the Program if the parent demonstrates dangerous, threatening or abusive behaviors towards staff.</p>
<p>Emergencies</p>	<p>Students can be reached by parents/guardians by calling our general number at (908) 899-1338 or the contact numbers for individual sites on</p>

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	<p>page 1.</p> <p>Parents will be contacted should an emergency involve their child.</p> <p>STUDENTS ARE NOT PERMITTED TO USE CELL PHONES DURING THE PROGRAM.</p>
Health Policy	<p>The Program is licensed and equipped to care for children in good health. Parents and staff, working together, promote the child’s total well-being. Each child enrolled in the Program must have up to date documented health records. This includes the Health History Form, which should be completed by the parent OR the child’s physician.</p> <p>The Program reserves the right to deny any child’s admittance on any given day for reasons of obvious illness. The Program may request early departure should symptoms become obvious during the course of the day. Tuition will not be adjusted due to absence. If a child contracts/exhibits any contagious illness, please report it to us immediately. The child may return with a physician’s note stating that the child presents no risk to himself/herself or others or 24 hours after the symptoms cease.</p> <p>When a child does develop symptoms while at the Program, he will be moved to an isolation area. A staff member will always be in close visual proximity. The parents will be called to the Program immediately to pick up the child.</p> <p>When the child’s parents cannot be reached, one of the emergency contacts will be called to come and retrieve the child. Please notify the Program Office when the emergency or pediatrician’s phone number changes. It is of the utmost importance in case of emergency.</p>
Accidents/Injuries	<p>Parents will be notified via phone by Program personnel if their child becomes ill or gets injured while at the Program. All injuries or illnesses will be communicated to the parent once proper first aid has taken place and the child made comfortable. The Program provides basic first aid. There is always a staff member on site who has been trained in CPR/AED/First Aid.</p> <p>In either cases of accidents or injuries, children will be allowed time to rest before returning to activities or being picked up by a parent if necessary. In severe injuries needing higher medical attention, the parent or guardian will be contacted immediately and arrangements made for further medical attention.</p> <p>If we cannot contact the parent or physician, we will call 911 for an ambulance to transport the child (and child’s file) to a hospital where a staff member will wait with the child until the parent or emergency contact arrives. An incident report will be completed and on file at the Program.</p>

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	<p>If your child has a pre-existing injury or condition, please notify the Program Director so that we can make arrangements to accommodate any special needs or restrictions. Please do not send your child to the Program if they are suffering from an illness that may be contagious. Once the symptoms dissipate the child may return to the Program.</p>
Insurance	<p>The Program does not carry or provide accident or medical insurance for the children participating in the International Ivy Summer Program. Your health insurance is the primary coverage for your child.</p>
Administration of Medication	<p>In order for medication to be given to a child at the Program, a signed Medicine Release Form (<a href="http://www.iisummer.com/wp-content/uploads/2015/11/medicine_release.pdf">http://www.iisummer.com/wp-content/uploads/2015/11/medicine_release.pdf</a>) must be on file at the Program for that specific medication, with dosage administration times clearly marked. This Form must be signed by the child’s parent or legal guardian. The medication must be delivered in and dispensed from the original pharmacy container clearly labeled with your child’s name and doctor’s instructions.</p> <p>The form applies to all over the counter and prescription medication brought to the Program. A separate signed form is required for each medication. Children should not carry medication at the Program. Exceptions will be made for epi-pens and inhalers when a doctor’s authorization is on file at the Program.</p> <p>Over-the-counter medication may be dispensed but only according to the instructions on the label. Recommended dosages for age, weight, and number of days to be administered will be followed unless a physician presents other specific instructions in writing. For example, you have a 4-year-old child that you want to have “Robitussin Cough Medicine” administered at noontime. If on the label on the bottle, it does not have instructions for administering to a 4-year old, then we will not do it unless we receive written instructions from the child’s physician. A physician may fax his/her instructions to (908) 363-1016 - Attention: Program Director.</p> <p>Medications will be administered by the Site Director or Head Counselor and will be documented. We ask parents to keep the Site Director informed daily about the continuing medical needs of their child and any changes in medical information.</p>
Sensitive Health Conditions	<p>We request that you inform the Program Director, if your child has the following conditions:</p> <ul style="list-style-type: none"> <li>• psychiatric problems</li> <li>• serious medical problems</li> <li>• organic problems who are off medication for the summer</li> <li>• hospitalized for physical or emotional reasons this past year</li> <li>• experiencing traumatic reaction to family issues such as parental separation, divorce or death,</li> </ul>

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	<p>In fairness to your child, our counselors, staff and other students, we need to make informed decisions about all of the young people in our Program and community. Our purpose in having pertinent health information, whether it is physical, emotional and/or mental, is to be able to better serve each child. We expect that parents or guardians of any child sent to the Program will provide us with all the necessary information we need to keep all children safe. There may be a circumstance where we have accepted a child with or without full knowledge of his or her problems and <b>have attempted to take all the necessary steps to make the experience successful</b>, but find that we are unable to do so. For the good of this child and/or the Program community, the child may be asked to leave.</p>
<p>Visitation Policy</p>	<p>The Program has an open door policy for the parents of all students. Parents wanting to visit their child during the Program day must first check in at the Program Office. All visitors must be accompanied by a staff member through the Program. While parent visits can be welcomed events, they may distract students and disrupt programs. We ask that parents be considerate of the schedule and if possible call ahead to schedule a visit. We will make every accommodation to schedule your visit at a mutually convenient time.</p>
<p>Birthdays</p>	<p>Birthdays are an important milestone in a child's life, and we like to celebrate them. Please speak to your Site Director ahead of time for any necessary planning and restrictions.</p>
<p>Lost &amp; Found</p>	<p>Lost and found will be cleared out and donated to those in need at the end of the Program. Please check the lost and found for any belongings your child/children may have misplaced. The Program assumes no responsibility for the loss of personal property. Lost and found will be displayed every Friday for parent to look for lost items.</p>
<p>Child Abuse Prevention and Reporting</p>	<p>The Program prohibits inappropriate touch and verbal and physical abuse. If it happens, the following prompt action will occur: The Site/Program Director will suspend the staff person from the Program pending an investigation. Reinstatement of the staff person will occur only after all allegations have been cleared to the satisfaction of the Program Director. A report in accordance with the New Jersey State Law will be made by the Program Director through the child abuse prevention hot line (24 hrs/day 1-800-792-8610) or local district office.</p> <p>Corporal punishment and neglect of children by staff are serious concerns, which will be treated as child abuse issues and reported. The parents or legal guardians of the child or children involved in the alleged incident will be notified by the Program Director.</p>
<p>Emergency Drills</p>	<p>To insure a safe program, the Program holds a number of safety drills throughout the summer. These drills include: Fire Drills (Once a Month) External Threat (Once a Month)</p>

## International Ivy Summer Program Parent Handbook

	<p>Lost Student Drill (Bi Weekly)</p> <p>Emergency drills allow staff and students to become familiar with emergency procedures in the event of a real crisis. Drill procedures are reviewed regularly with the Program staff to keep them up to date.</p>
Bullying	<p>At the International Ivy Summer Program, bullying is inexcusable, and we have a firm policy against all types of bullying. We work together as a team to ensure that students gain self-confidence, make new friends, and go home with great memories.</p> <p>Unfortunately, students who are bullied may not have the same potential to get the most out of their Program experience. Our leadership team addresses all incidents of bullying seriously, and trains staff to promote open communication with parents and students, teach an acceptance of diversity, and create an atmosphere of inclusion so that all staff and students will be comfortable.</p> <p>We stress to parents to communicate concerns immediately to the Site Director so that we can address any bullying at the Program. We want victims of bullying to return to the Program happy and free of fear and the bullies to face immediate consequences for their actions. Only with joint parent and staff involvement can we stomp out bullying altogether.</p>

**Thank you for reviewing the Parent Handbook thoroughly. We are committed to and excited about creating wonderful experiences and memories for your child.**

# International Ivy Summer Program Parent Handbook

## JUNE 2018 Camp Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>WEEK 1</b> Remember water and snacks for break each day	25  <b>Team Challenge – Marshmallow Tower Building</b>	26  <b>Sports Games</b>	27  <b>Field Day</b>	28  <b>Tacky Day (wear the most tacky clothes you can find)</b>	29  <b>Sharing Showcase</b>	30

## JULY 2018 Camp Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1  <b>WEEK 2</b> Remember water and snacks for break each day	2  <b>Team Challenge – Mute Line-up/ Human Firecrackers</b>	3  <b>Sports Games</b>	4  <b>HOLIDAY- NO CAMP TODAY</b>	5  <b>Wacky Hair or Hat Day (wear your hair crazy or a weird hat)</b>	6  <b>Sharing Showcase</b>	7
8  <b>WEEK 3</b> Remember water and snacks for break each day	9  <b>Team Challenge – Pictionary</b>	10  <b>Sports Games</b>	11  <b>Field Day</b>	12  <b>Pajamas Day (roll out of bed and wear your PJs to camp)</b>	13  <b>Sharing Showcase</b>	14
15  <b>WEEK 4</b> Remember water and snacks for break each day	16  <b>Team Challenge – Charades</b>	17  <b>Sports Games</b>	18  <b>Field Day</b>	19  <b>Halloween in July (wear your favorite costume)</b>	20  <b>Sharing Showcase</b>	22



# International Ivy Summer Program Parent Handbook

## JULY 2018 Camp Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22 <b>WEEK 5</b> Remember water and snacks for break each day	23 <b>Team Challenge –</b> Scavenger Hunt	24 <b>Sports Games</b>	25 <b>Field Day</b>	26 <b>Sports Day (wear your sports uniform or support a favorite team)</b>	27 <b>Sharing Showcase</b>	28

## AUGUST 2018 Camp Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29 <b>WEEK 6</b> Remember water and snacks for break each day	30 <b>Team Challenge –</b> Quiz Bowl	31 <b>Sports Games</b>	1 <b>Field Day</b>	2 <b>Backwards Day (whatever you do, do it backwards)</b>	3 <b>Sharing Showcase</b>	4
5 <b>WEEK 7</b> Remember water and snacks for break each day	6 <b>Team Challenge –</b> Statues / Catch the Leader / Baby Oh Baby	7 <b>Sports Games</b>	8 <b>Field Day</b>	9 <b>International Ivy Has Talent Day (sing, dance or play an instrument)</b>	10 <b>Sharing Showcase</b>	11
12 <b>WEEK 8</b> Remember water and snacks for break each day	13 <b>Team Challenge –</b> What Would You Do For A Klondike?	14 <b>Sports Games</b>	15 <b>Field Day</b>	16 <b>Mismatch Day (mismatch shirts, pants, socks, shoes, etc.)</b>	17 <b>Sharing Showcase</b>	18

# International Ivy Summer Program Parent Handbook

## BURLINGTON

Address: Doane Academy, 350 Riverbank, Burlington, NJ 08016

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

Pickup and Drop-off Directions:

- **Drive-Thru.**

Drive to the back of the building. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.

- **Walk-To-Counselors.**

Please park your car in the parking spaces in the back of the building and walk towards the entrance in the back of the building. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.



Front of the Building

Back of the Building where pick-up and drop-off takes place



Drop-off and Pick-up is here.

# International Ivy Summer Program Parent Handbook

## CHATHAM

Address: Chatham Day School, 700 Shunpike Road, Chatham, NJ 07928

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

Pickup and Drop-off Directions:

- **Drive-Thru.**

Drive to the front of the building. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.

\*\*Please note that there may be two camps running at the same time. Please ensure your child goes with the International Ivy counselors in shirts with "International Ivy" on the front of the t-shirts. The other camp is comprised of primarily 3 and 4 year olds so it will be apparent to our staff which children belong in which camp.\*\*

- **Walk-To-Counselors.**

Please park your car in the parking lot and walked towards the front of the building. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.

Entrance Seen from Shunpike Road



Image of Building



Drop-off and Pick-up is here.

# International Ivy Summer Program Parent Handbook

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## LIVINGTON

Address: Joseph Kushner Hebrew Academy, 110 S Orange Avenue, Livingston, NJ 07039

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

### Pickup and Drop-off Directions:

- **Drive-Thru.**

Please drive along the main entrance of Joseph Kushner Hebrew Academy. Please follow the “International Ivy” signs. You will see counselors in “International Ivy” t-shirts ready to collect your child at drop-off and escort your child to you at pick-up.

- **Walk-To-Counselors.**

Please park your car in the parking lot in front of the main entrance and walked towards the front of the building. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.



# International Ivy Summer Program Parent Handbook

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## NEW MILFORD

Address: French American Academy

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

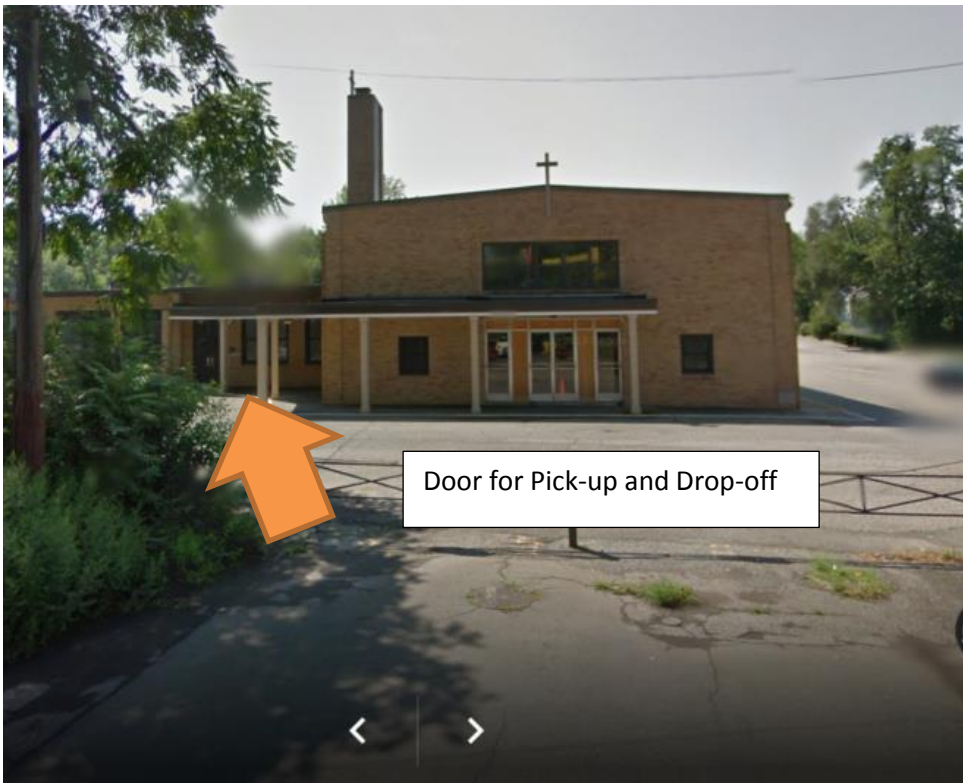
### Pickup and Drop-off Directions:

- **Drive-Thru.**

Please drive along the main entrance of Joseph Kushner Hebrew Academy. Please follow the “International Ivy” signs. You will see counselors in “International Ivy” t-shirts ready to collect your child at drop-off and escort your child to you at pick-up.

- **Walk-To-Counselors.**

Please park your car in the parking lot in front of the main entrance and walked towards the front of the building. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.



See Next Page for Map

# International Ivy Summer Program Parent Handbook



# International Ivy Summer Program Parent Handbook

## OAKLAND

Address: Academies at Gerrard Berman Day School, 45 Spruce Street, Oakland, N 07436

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

### Pickup and Drop-off Directions:

- **Drive-Thru.**

Please drive along the main entrance of Joseph Kushner Hebrew Academy. Please follow the “International Ivy” signs. You will see counselors in “International Ivy” t-shirts ready to collect your child at drop-off and escort your child to you at pick-up.

- **Walk-To-Counselors.**

Please park your car in the parking lot in front of the main entrance and walked towards the front of the building. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.



1<sup>st</sup> parking lot entrance

2<sup>nd</sup> parking lot entrance  
USE THIS ONE

# International Ivy Summer Program Parent Handbook

## PARAMUS

Address: Ridgewood Montessori School, 70 Eisenhower Drive, Paramus, NJ 07652

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

Pickup and Drop-off Directions:

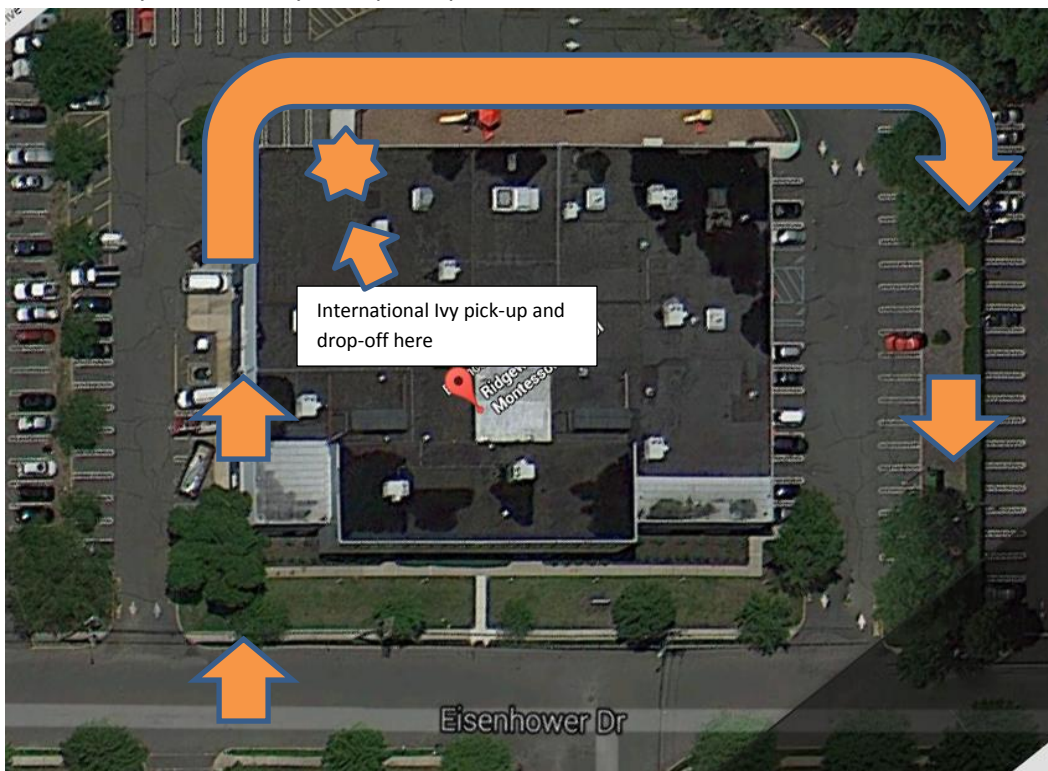
- **Drive-Thru.**

Please drive into left entrance to 70 Eisenhower Drive. The entrance to the Program is in the back. Please follow the “International Ivy” signs. You will see counselors in “International Ivy” t-shirts ready to collect your child at drop-off and escort your child to you at pick-up.

\*\*Please note the flow of traffic is to go around the building (enter on the left and exit on the right)

- **Walk-To-Counselors.**

Please drive into the left entrance to 70 Eisenhower Drive. Please park your car in the parking lot near the back and walk towards the back entrance. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.





# International Ivy Summer Program Parent Handbook

## PRINCETON

Address: Chapin School, 4101 Princeton Pike, Princeton, NJ 08540

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

Pickup and Drop-off Directions:



- **Drive-Thru.**

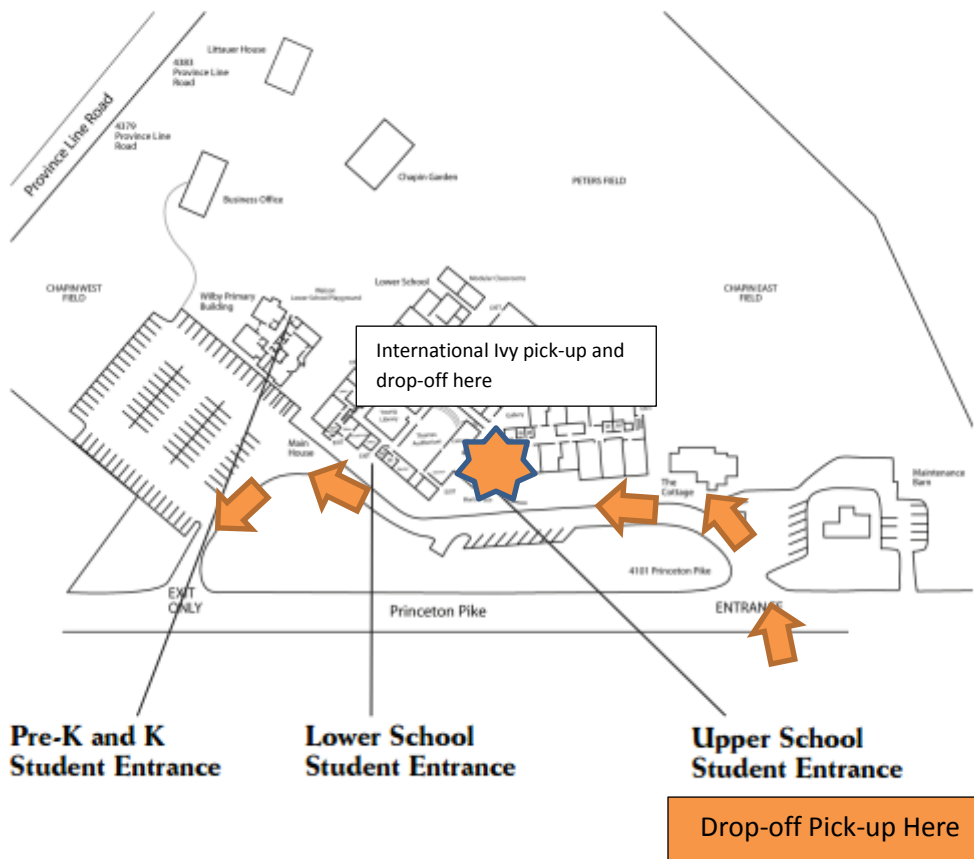
Please drive into Upper School Student Entrance. Please follow the “International Ivy” signs. You will see counselors in “International Ivy” t-shirts ready to collect your child at drop-off and escort your child to you at pick-up.

\*\*Please observe the flow of traffic (enter on the right and exit on the left)

- **Walk-To-Counselors.**

Please park your car in the parking lot in front of the Upper School Student Entrance. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.

## CHAPIN CAMPUS MAP



# International Ivy Summer Program Parent Handbook

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## SCOTCH PLAINS

Address: Language and Enrichment Center, 551 Park Avenue, Scotch Plains, NJ 07076

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

Pickup and Drop-off Directions:

- **PLEASE NOTE THERE IS NO DRIVE-THROUGH PICK-UP AND DROP-OFF at this location**
- **Walk-To-Counselors.**

Please park your car in the parking lot and walk towards the entrance of the building. You will see counselors waiting in the lobby to collect your child at drop-off and accompany your child at pick-up.

Image of the Center



# International Ivy Summer Program Parent Handbook

## SHORT HILLS

Address: The Pingry School, 50 Country Day Drive, Short Hills, NJ 07078

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

Pickup and Drop-off Directions:

- **Drive-Thru.**

Once you drive into The Pingry School (lower school) campus, please follow the “International Ivy” signs. You can go around the circular driveway for drive-thru drop-off and pick-up. You will see counselors in “International Ivy” t-shirts ready to collect your child at drop-off and escort your child to you at pick-up.

**\*\* There might be other camps operating at the same entrance. Please make sure your child goes to the International Ivy counselors\*\***

**\*\*Please note that The Pingry School has a campus in Short Hills for the lower school and a campus in Basking Ridge for the Upper School. Our Program is in Short Hills, not in Basking Ridge. \*\***

- **Walk-To-Counselors.**

Please park your car in the parking lot and walk towards the front of the building. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.

Image of the School



# International Ivy Summer Program Parent Handbook

## SOMERSET

Address: Rutgers Preparatory School, 1345 Easton Ave., Somerset, NJ 08873

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

Pickup and Drop-off Directions:

- **Drive-Thru.**

Once you drive into the Rutgers Preparatory School campus, please follow the “International Ivy” signs. You will see counselors in “International Ivy” t-shirts ready to collect your child at drop-off and escort your child to you at pick-up.

\*\*Please note that there may be other camps running at the same time. Please ensure your child goes with the International Ivy counselors \*\*

- **Walk-To-Counselors.**

Please park your car in the parking lot and walked towards the front of the building. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.



# International Ivy Summer Program Parent Handbook

## SUMMIT

Address: Kent Place School, 42 Norwood Ave, Summit, NJ 07901 \*\* Please pick and drop off using the 387-395 Morris Ave entrance where you can use the circular drive-way\*\*

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

Pickup and Drop-off Directions:

- **Drive-Thru.**

Once you drive into the Morris Avenue Entrance to Kent Place School, please look for the “International Ivy” signs and counselors in “International Ivy” t-shirts, ready to collect your child at drop-off and escort your child to you at pick-up.

\*\*Please note that there may be other camps running at the same time. Please ensure your child goes with the International Ivy counselors \*\*

\*\*Please note that students are gathered in the cafeteria during the pick-up and drop-off time but classes take place in a different building. For early pick-up or late drop-off, please call the Site Director (see page 1) who will go to the pick-up/drop-off area to meet you.\*\*

- **Walk-To-Counselors.**

Please park your car in the parking lot and walked towards the counselors. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.



# International Ivy Summer Program Parent Handbook

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## WAYNE

Address: Pioneer Academy, 164 Totowa Road, Wayne, NJ 07470

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

Pickup and Drop-off Directions:

- **Drive-Thru.**

Once you arrive at Pioneer Academy, please look for the “International Ivy” signs and counselors in “International Ivy” t-shirts, ready to collect your child at drop-off and escort your child to you at pick-up.

- **Walk-To-Counselors.**

Please park your car in the parking lot and walked towards the counselors. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.



# International Ivy Summer Program Parent Handbook

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## PURCHASED LUNCH OPTION FOR SHORT HILLS AND CHATHAM

For Short Hills and Chatham only, parents have the option of sending in lunch or buying lunch at \$50 per week. If purchasing, all lunches must be purchased for the entire week using the online registration system. After purchasing the lunch option, parents must use the link provided by the Program to make entrée and side selections by FRIDAY before **at the latest**.

This year, we have partnered with Simply Gourmet for entrees and sides offered on Tuesday through Friday and a local pizza shop for Monday.

<u>Monday</u>	<u>Tuesday</u> (Choose 1 entrée & 1 side)	<u>Wednesday</u> (Choose 1 entrée & 1 side)	<u>Thursday</u> (Choose 1 entrée & 1 side)	<u>Friday</u> (Choose 1 entrée & 1 side)
<b>Entrees</b> Pizza Bottle Water	<b>Entrees</b> Cheese Ravioli Popcorn Chicken Sunbutter and Jelly Sandwich  <b>Sides</b> Dannon Yogurt Cheezit Crackers Garlic Breadstick  <b>All lunches also include</b> Watermelon Cookie Bottle Water	<b>Entrees</b> All beef hot dog Chicken Ceasar Wrap Grilled Chicken Sliders  <b>Sides</b> Hummus and Carrots Potato Pierogies Kettle Chips  <b>All lunches also include</b> Grapes Cookie Bottle Water	<b>Entrees</b> Chicken Tenders Hamburger Mini Pancakes  <b>Sides</b> Tostito Chips & Salsa Soft Pretzel Bacon  <b>All lunches also include</b> Watermelon Cookie Bottle Water	<b>Entrees</b> Mixed Green with Chicken Baked Ziti Pizza Sticks  <b>Sides</b> String Cheese Pasta Salad Carrots with Ranch  <b>All lunches also include</b> Fresh Apple Cookie Bottle Water