



**International Ivy Summer Program
Parent
Handbook
2024**

iisummer.com

Contents

KEY CONTACTS	1
IN-PERSON CAMP - Addresses and Dates	2
ALL CAMP POLICIES	3-17
- SITE-SPECIFIC DROP-OFF and PICK-UP DIRECTIONS	18-25

Key Contacts

Role/Site	Name	Phone Number	Email
Program Director, All Sites	Lily Wong	908-899-1338	lily@ivyprograms.com
Assistant Program Director, All Sites	Jeff Lee	855-678-6335 x103	jeff@ivyprograms.com
Site Director, Basking Ridge	Kandace Halat	855-678-6335 x102	baskingridge@ivyprograms.com
Site Director, Chatham	Nicole Del Popolo	855-678-6335 x118	chatham@ivyprograms.com
Site Director, Saddle River	Michelle Krayner	855-678-6335 x105	saddleriver@ivyprograms.com
Site Director, Short Hills	Marissa Harrichand	855-678-6335 x116	shorthills@ivyprograms.com
Site Director, Somerset	Ryan Donegan	855-678-6335 x110	somerset@ivyprograms.com
Site Director, Summit	Sarah Blanton	855-678-6335 x126	summit@ivyprograms.com
Site Director, Wayne	Doreen Graizzaro	855-678-6335 x104	wayne@ivyprograms.com

ADDRESSES AND DATES

<p>BASKING RIDGE (BR) The Pingry School 131 Martinsville Road Basking Ridge, NJ 07920</p>	<p>July 8 – August 16, 2024 6 weekly sessions Afternoons only – 1:30 PM – 5:00 PM</p>
<p>CHATHAM (CH) Chatham Day School 700 Shunpike Road Chatham, NJ 07928</p>	<p>June 24 – August 16, 2024 8 weekly sessions Full-Day (9AM-5PM) or Half-Day (9AM-12:30PM or 1:30PM-5PM)</p>
<p>SADDLE RIVER (SR) Saddle River Day School 147 Chestnut Ridge Rd Saddle River, NJ 07458</p>	<p>July 8 – August 9, 2024 4 weekly sessions Full-Day (9AM-5PM) or Half-Day (9AM-12:30PM or 1:30PM-5PM)</p>
<p>SHORT HILLS (SH) The Pingry School 50 Country Day Drive Short Hills, NJ 07078</p>	<p>June 24 – August 16, 2024 8 weekly sessions Full-Day (9AM-5PM) or Half-Day (9AM-12:30PM or 1:30PM-5PM)</p>
<p>SOMERSET (SS) Rutgers Preparatory School 1345 Easton Avenue Somerset, NJ 08873</p>	<p>July 8 – August 9, 2024 6 weekly sessions Full-Day (9AM-5PM) or Half-Day (9AM-12:30PM or 1:30PM-5PM)</p>
<p>SUMMIT (SM) Kent Place School 42 Norwood Ave Summit, NJ 07901</p>	<p>July 15 – August 16, 2024 4 weekly sessions Full-Day (9AM-5PM) or Half-Day (9AM-12:30PM or 1:30PM-5PM)</p>
<p>WAYNE (WY) Immaculate Heart of Mary School, 580 Ratzer Road Wayne, NJ 07470</p>	<p>July 8 – August 16, 2024 6 weekly sessions Full-Day (9AM-5PM) or Half-Day (9AM-12:30PM or 1:30PM-5PM)</p>

The Program runs for a series of one-week sessions. Dates and times vary per site.

There is NO class on Thursday, July 4, 2024.

ANSWERS to FREQUENTLY ASKED QUESTIONS

Website: www.iisummer.com for class descriptions, class schedules and online registration.

Pick-up and Drop-off. There is always a free 30-minute pick-up and drop-off window before and after class. Pick-up and Drop-off is drive-through. Staff will be waiting to receive your children at the entrance and bring to your car. *****PLEASE GO TO THE BACK OF THIS HANDBOOK (PAGES 18-25) FOR SPECIFIC DIRECTIONS FOR DROP-OFF AND PICK-UP AT EACH LOCATION*****

Lunch: For full-day students, 12:30 to 1:30 is supervised lunch time. Parents need to send in lunch. There is no purchased lunch option.

What to Bring: Please send a beverage (no glass bottles), snacks (1 for half-day and 2 for full-day) and lunch (full-day only).

Healthcare Forms: due June 1, 2024. The health history form and immunization records are required to start at camp.

Please do read the remainder of the Parent Handbook.

International Ivy Summer Program Parent Handbook



International Ivy Summer Enrichment Parent Handbook 2024

Introduction	<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. WE SUGGEST YOU KEEP THIS HANDBOOK HANDY THROUGHOUT THE SUMMER.</p>
Program Philosophy	<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>
Teaching Philosophy	<p>We believe students learn best by doing! Classes usually start with 20-30 minutes of instructor-led discussion, demonstration or mini-lesson, followed by 60-70 minutes of an activity assigned to the students to practice their skills and share what they did. After the 30-minute break, the cycle repeats again with another 20-30 minutes of instructor-led discussion, demonstration or mini-lesson followed by a student activity.</p> <p>The Instructor is there to teach, answer questions, guide and encourage students, facilitate interactions with others in the class, help students with their assignments and create a positive community.</p>
Registration and Enrollment	<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">• Registration Form (already completed upon registration)

International Ivy Summer Program Parent Handbook

	<ul style="list-style-type: none"> • Health History Form (on the registration system) • Medicine Release Form (if medicine is required to be administered by the Program) <p>Forms can be found here: http://www.iisummer.com/forms/</p>
Health History Form	<p>We must have a completed Health History Form on file for each student. 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 (admin@iisummer.com); fax (908-636-1016) by June 1st or as soon as possible for those registered after June 1st. The form can be found here: http://www.iisummer.com/forms/</p> <p>If you are requesting exemption from Immunization Requirements, please complete and upload the following form: http://www.iisummer.com/wp-content/uploads/2019/06/Exemption_Immunization_Requirements.pdf</p> <p>International Ivy reserves the right to deny admission to the Program due to lack of immunization under certain circumstances (e.g. outbreak, state requirement).</p>
Fees, Payment and Refund Policy	<p>There is a \$50 registration fee per child for the entire summer, regardless of the number of classes taken. Tuition fees are per week for half-day or 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 we do not offer any refunds except (1) 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 or (2) when a child has tested positive for Covid-19. As a courtesy, we can transfer students to other weeks, other sites or other classes assuming there is 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 MasterCard and Visa. We do not accept American Express.</p>
Hours of Operations	<p>The Program operates Monday through Friday. All times are in EST.</p> <p>Full-day students: 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>Half-day AM students: 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>

International Ivy Summer Program Parent Handbook

	<p>Half-day PM students: 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>There is no extended care (before 8:30AM or after 5:30PM).</p> <p>** Delayed Pick-up Penalty ** There is a \$1 per minute fee for each pick-up made after the 30-minute pick-up period. At least two members of our staff must stay with the child if parents are late.</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 specific to each site at the end of the handbook.</p> <p>DROP-OFF – Parents are asked to stay in their car when they are dropping off their children in the morning and afternoon.</p> <p>We have drive-thru drop-off. We ask for your patience and ask you to plan for extra time.</p> <p>PICK UP PROCEDURES – 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 will be using the drive-thru system for picking up their children. We ask those picking up our campers to stay in the car.</p> <p>Please go to the back of the Parent Handbook (pages 18-25) 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 call 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 call or email the Site Director.</p>

International Ivy Summer Program Parent Handbook

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, holidays, scheduling conflicts, technology issues, early departures, etc.
Late Arrivals	If you arrive late to the Program, please call the Program Office. Staff will come to the designated entrance and walk the student to their classroom.
Early Pick Up	<p>If you plan to pick up before class ends, it is important that you follow the procedures below:</p> <ol style="list-style-type: none"> 1. Write a note to the Site Director of your site and give it to a staff member 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. <p>VERY IMPORTANT: You may not pick up your child at his/her classroom. You must meet your child at a designated entrance at time of pickup and sign him/her out.</p>
Failure to Pick Up / Late Policy	<p>In the event that a child is left at the Program past the designated pick-up time, 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 the designated pick-up time for that location. Please recognize at least two members of our staff have to stay with the child if parents are late.</p> <p>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>We have planned activities during the 30-minute morning and afternoon breaks.</p> <p>We have also planned THEME THURSDAYS activities for students to exercise their creativity. Ivy points will be given to those who participate.</p> <p>THURSDAYS ARE SPECIAL</p> <p>Week 1 – Sports Fan Day (wear your sports uniform or support a favorite team)</p>

International Ivy Summer Program Parent Handbook

	<p>Week 2 – Red White and Blue Day (wear our flag’s color for Independence Day)</p> <p>Week 3 – Superhero Day (dress up like your favorite superhero character or in real-life)</p> <p>Week 4 – Halloween in July (wear your favorite costume)</p> <p>Week 5 – Around the World Day (wear clothes to celebrate different countries)</p> <p>Week 6 – Color Wars Day (wear your designated color for field day games)</p> <p>Week 7 – Tropical Fun in the Sun Day (wear your sunglasses, Hawaiian shirts, etc. for a luau)</p> <p>Week 8 – Pajamas Day (roll out of bed and wear your PJs to camp)</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 via email 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 via email if your child is restricted from an activity and needs to opt out.</p>
Meals and Snacks	<p>Full-day students should bring their own lunch.</p> <p>Bring-your-own-lunch - all sites</p> <p>Please use a lunch bag clearly labeled with your child’s name. 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. We do not provide refrigeration.</p> <p>Snacks</p> <p>Please send in snacks for the 30-minute breaks in the morning and afternoon.</p> <p>Water bottles should be sent daily. NO glass bottles please!</p> <p>We are a nut-aware program. We ask all parents to refrain from sending in any nut-related foods.</p>

International Ivy Summer Program Parent Handbook

<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"> • Backpack • Water Bottle (no glass please) • Snack(s) • Bagged Lunch for full-day students • Students should wear comfortable, cool clothing but have an extra layer if they get cold in the air-conditioning. • Closed toed shoes must be worn. Students may not have bare feet, sandals, open-toed shoes, “heelies” or flip-flops on Program grounds. • Sunscreen (optional) • Hat/Bandana (optional) • Insect Repellent (optional) <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>Ivy Points and Treasure Chest</p>	<p>We want to encourage hard work, positive behavior and participation with Ivy Points. The Instructor will reward the student with an Ivy Point when they participate in class, finish their project, share their work with the class, help your fellow classmates, participate in Theme Thursdays, etc.</p> <p>The Treasure Chest is a store where campers can redeem their points for prizes.</p>
<p>Social Media</p>	<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 www.iisummer.com) to experience the joy.</p> <p>Our YouTube channel – https://www.youtube.com/user/Internationalivy/playlists?view=1&flow=grid</p> <p>Our blog - https://iisummer.com/blog/</p> <p>Our Photo Gallery https://www.flickr.com/photos/99351628@N03/albums</p>

International Ivy Summer Program Parent Handbook

	<p>- look in the albums which are categories by site and week.</p>
Transportation	<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>
Uber and Lift	<p>The Program does not permit Uber and Lift drivers to pick up campers unless there is an “authorized-to-pick-up” adult in the car.</p>
Walking Home	<p>If you would like your child to walk home, you must complete and sign the authorization form and email it to the Site Director in advance. The camper must be at least 12-years-old. http://www.iisummer.com/wp-content/uploads/2019/06/walking-home-release-form.pdf</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 case 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</p>

International Ivy Summer Program Parent Handbook

	<p>be contacted immediately, and arrangements made for further medical attention.</p> <p>If we cannot contact the parent or physician or if immediate medical attention is needed, 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> <p>If your child has a pre-existing injury or condition, please notify the Program Director to 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 (http://www.iisummer.com/wp-content/uploads/2015/11/medicine_release.pdf) 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 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. International Ivy may only administer oral medications. We do</p>

International Ivy Summer Program Parent Handbook

	<p>not have the ability to administer anal, intravenous or other types of medications.</p>
<p>Sensitive Health Conditions</p>	<p>We request that you inform the Program Director, if your child has the following conditions:</p> <ul style="list-style-type: none"> • psychiatric problems • serious medical problems • organic problems who are off medication for the summer • hospitalized for physical or emotional reasons this past year • experiencing traumatic reaction to family issues such as parental separation, divorce or death, <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 have attempted to take all the necessary steps to make the experience successful, 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>COVID-19 SAFETY PROTOCOLS</p>	<ul style="list-style-type: none"> ○ If your camper is not feeling well, please have them stay home and report their absence to the Site Director. THIS IS CRITICALLY IMPORTANT TO KEEP OUR COMMUNITY SAFE AND HEALTHY. ○ All campers and staff who test positive for COVID-19 must isolate, regardless of vaccination status. <p>Face Coverings, Infection Control and Social Distancing</p> <ul style="list-style-type: none"> ○ Face masks are optional for the summer 2024 season but masking rules subject to change depending on state and local government guidance. ○ Proper use of face masks includes the coverage of the nose and chin. ○ Surgical-type face masks will be provided by the camp if campers do not have them. ○ Campers are encouraged to sanitize their hands frequently during the day. ○ Campers will be bringing their own beverage, snacks and lunch (for full-day campers). ○ Hand-sanitizing is planned before and after meals and snacks. ○ Visitors are discouraged from entering the facilities. Visitors must be temperature-checked and wearing face masks at all times. ○ Snacks and lunches are held in the classrooms or outside.

International Ivy Summer Program Parent Handbook

	<p>When Someone Gets Sick</p> <ul style="list-style-type: none"> ○ A separate COVID isolation area will be maintained and separated from the Program Office. Campers will remain in this area if they are not feeling well or have a temperature above 100.4 until they are picked up. Campers will be supervised from a distance. ○ Campers who are suspected of having Covid-19 must show a negative PCR test before they can re-enter camp. ○ The Program Director will contact the local health department regarding any positive Covid-19 cases with information about close contacts. <p>Cleaning and Disinfection</p> <ul style="list-style-type: none"> ○ Staff will be wiping frequently-touched surfaces twice a day. ○ Staff will wipe keyboards and other materials before class begins ○ Teachers will set aside 15 minutes at the end of class each day for campers to clean up the classroom (put away materials) <p>High Risk and Special Needs Population</p> <ul style="list-style-type: none"> ○ Parents of campers are encouraged to work with their primary care provider and the Program Director to determine if camp is a reasonable safe option for them. <p>Vaccinations</p> <ul style="list-style-type: none"> ○ Parents are encouraged to vaccinate eligible campers. Please upload COVID-19 vaccination card to your child’s registration information.
Special Needs	<p>If your child requires an aid in school during the school year, please inform us during registration. Parents may be requested to provide an aid at the parents’ cost to assist the child in order for the child to participate in the Program if the Site Director deems it necessary. The aid must undergo criminal background and sex offender check before the aid can be present in the Program. Our goal is to be as inclusive as possible while ensuring that all campers are having a positive, learning experience at the Program.</p>
Prohibited Items	<p>Toys, hand-held games (WiiU,Switch,3DS, 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> <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>

International Ivy Summer Program Parent Handbook

	<p>Exceptions are made if cell phones are needed for medical reasons (e.g. monitoring glucose levels).</p> <p>Smart watches must be on “school mode” so not to be disruptive in class.</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>
Visitation Policy	<p>In order to minimize exposure to Covid-19 for our campers and staff, we ask parents and related adults to remain outside our facilities and address any questions or concerns with the Site Director at pick-up or drop-off or via phone or email.</p>
Birthdays	<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>
Lost & Found	<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>
Child Abuse Prevention and Reporting	<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>
Emergency Drills	<p>To ensure a safe program, the Program holds a number of safety drills throughout the summer. These drills include:</p> <ul style="list-style-type: none"> Fire Drills (Once a Month) External Threat (Once a Month) Lost Student Drill (Bi Weekly) <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>

International Ivy Summer Program Parent Handbook

Supervision and Staffing	<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 is 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 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: 1:8 5-7 year olds 1:10 8+ year olds</p> <p>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>
Communication with Parents	<p>The Program Director/Site Director is available to parents to discuss any questions or concerns 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>
Program Rules and Discipline Policy	<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 Respect, Safety, Caring, Honesty, 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</p>

International Ivy Summer Program Parent Handbook

	<p>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 page 1.</p> <p>Parents will be contacted should an emergency involve their child.</p>
<p>Bullying</p>	<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 stamp out bullying altogether.</p>
<p>Photography Policy</p>	<p>No names would be released with any pictures or videos of students. If parents do not want any pictures or videos of their child(ren) used for website usage or advertising, they must write a note to International Ivy before classes begin.</p>
<p>Waivers / Disclaimer</p>	<p>Assumption of Risk and Release of Claims: By allowing your child to participate in International Ivy Programs, you, the parents or guardians, agree to assume all the risks and responsibilities surrounding my child’s participation in the activities and in any independent activities undertaken as a participant. In consideration of your child being permitted to participate in</p>

International Ivy Summer Program Parent Handbook

	<p>International Ivy Programs, you have indicated your permission, on behalf of my child, yourself, your family, heirs, personal representatives. You also hereby voluntarily agree to release, waive, discharge, hold harmless and defend and indemnify International Ivy LLC and Ivy Virtual Programs, its respective owners, officers, directors, agents, employees and volunteers from any and all liabilities, claims, actions, or demands for damages, including reasonable costs and attorney's fees, for personal injury, disability, death, property loss or damage, wrongful death, loss of services, or other loss of any kind that your child or you may sustain as a result of your child's participation in International Ivy Programs, from any cause whatsoever, or for which you or your child may be liable to another person, caused by, deriving from, or associated with your child's participation in International Ivy Programs from any cause whatsoever.</p>
Privacy Policy	<p>We value the privacy of our participating families. International Ivy has strict standards of security to safeguard data. When International Ivy transfers and receives certain types of sensitive information such as financial or health information, it has appropriate security measures in place in its electronic and physical facilities to protect against the loss, misuse or alteration of information. Only authorized employees or representatives may view data and must follow established standards, procedures and laws. International Ivy does not share data about participating families with other firms, except as required by law, partners in delivering education content, host schools, our online registration system and financial payment systems.</p>
Other Policies	<p>Other policies can be found here: https://www.iisummer.com/policies</p>

International Ivy Summer Program Parent Handbook

BASKING RIDGE

Address: The Pingry School, 131 Martinsville Road, Basking Ridge, NJ 07920

***** The Pingry School has TWO campuses (Basking Ridge and Short Hills). International Ivy conducts camp at BOTH locations. Please make sure you know which campus your child is registered for camp. *****

***** Please be advised that parents will need a driver's license or some form of identification to enter the building at The Pingry School. *****

Drop-off Times: 1:00PM to 1:30PM

Pick-Up times: 5:00PM to 5:30PM

REGULAR Pickup and Drop-off Directions:

- **Drive-Thru.**

Drive to the Middle School entrance. After you enter the campus, make the first right, follow the road to the end, make left and another left. There will be signs to guide you and counselors in International Ivy t-shirts will be ready to collect your child at drop-off and escort your child to you at pick-up.



International Ivy Summer Program Parent Handbook



This is the middle school entrance for regular pick-up and drop off.

- **Walk-To-Program Office (during non-regular drop-off and pick-up times).**
When you are dropping off your child or picking up your child during NON-regular pickup and drop-off times, you must go to the main entrance (clock-tower entrance) and the camp will be called by the receptionist to pick-up your child or to bring your child to you.



This the main entrance (clock-tower entrance)

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.

Entrance Seen from Shunpike Road



Image of Building



Drop-off and Pick-up is here.

International Ivy Summer Program Parent Handbook

SADDLE RIVER

Address: Saddle River Day School, 147 Chestnut Ridge Rd, Saddle River, NJ 07458

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 pass the guard gate, just go straight. You will see a team member 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 team members ****



International Ivy Summer Program Parent Handbook

SHORT HILLS

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

***** The Pingry School has TWO campuses (Basking Ridge and Short Hills). International Ivy conducts camp at the SHORT HILLS location only this summer. Please make sure you go to the Short Hills campus *****

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****

Image of the School



International Ivy Summer Program Parent Handbook

SOMERSET

Address: Rutgers Preparatory School, Learning Commons Building, 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 **



International Ivy Summer Program Parent Handbook

SUMMIT

Address: ** Please pick and drop off using the 387-395 Morris Ave entrance where you can use the circular drive-way** Even though the official address of the Kent Place School is 42 Norwood Ave, Summit, NJ 07901, pick-up and drop-off is along a different street.

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

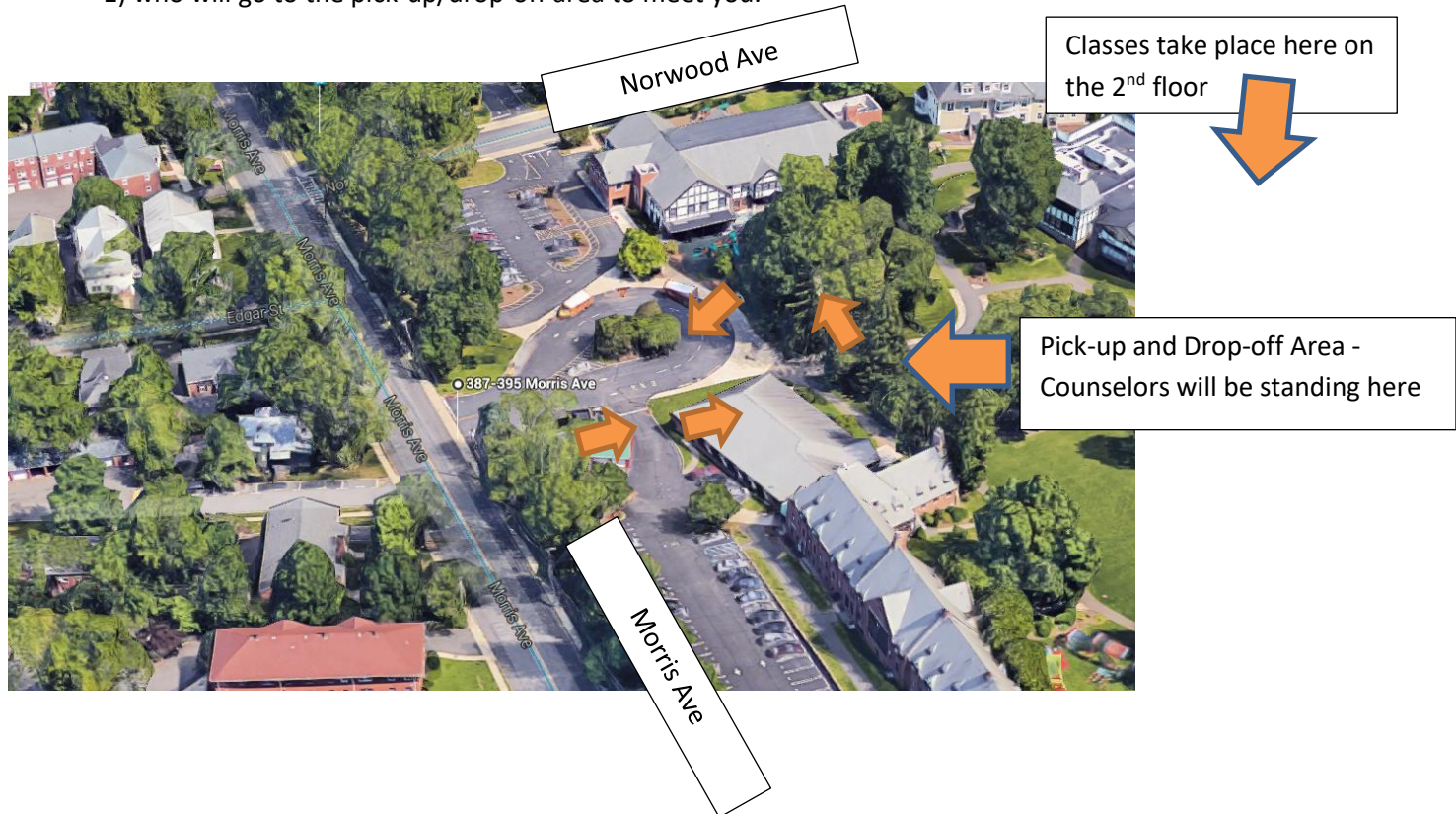
Pickup and Drop-off Directions:

- **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.



International Ivy Summer Program Parent Handbook

WAYNE

Address: Immaculate Heart of Mary (IHM) School, 580 Ratzer 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 drive into the IHM campus from Ratzer Rd, please stay to the right and loop around to the main entrance. 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 the main entrance of the school.



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

