

2026 Parent Handbook



Welcome to the International Ivy Summer Enrichment Program! This handbook contains everything you need to know for a smooth, fun, and safe summer. Please keep it handy throughout the season.

What's Inside This Handbook

This guide is your complete reference for the 2026 summer season. Whether you're a returning family or joining us for the first time, everything you need is organized here for easy access.

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Key Contacts

Program Director, Assistant Director, and all Site Director contact info

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All Camp Policies

Health, safety, drop-off/pick-up, meals, discipline, and more

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Addresses, session dates, and hours for all 8 sites

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Site-Specific Directions

Drop-off and pick-up maps and instructions for each location

ANSWERS to FREQUENTLY ASKED QUESTIONS

Website: 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. For most sites, Pick-up and Drop-off is drive-through. Staff will be waiting to receive your children at the entrance at drop-off and bring them to your car at pick-up. ***PLEASE GO TO THE BACK OF THIS HANDBOOK (page 32) 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, 2026. The health history form and immunization records are required to start at camp.

Please do read the remainder of the Parent Handbook.

Key Contacts

Our team is always here to help. For general questions, reach out to our Program Director. For site-specific concerns, contact your Site Director directly.

All phone extensions use the main line **855-678-6335**.

Role / Site	Name	Phone	Email
Program Director, All Sites	Lily Wong	908-899-1338	lily@ivyprograms.com
Asst. Program Director, All Sites	Jeff Lee	x103	jeff@ivyprograms.com
Site Director, Basking Ridge	Jeff Drylewicz	x102	baskingridge@ivyprograms.com
Site Director, Chatham	Nicole Del Popolo	x118	chatham@ivyprograms.com
Site Director, Princeton	Sarah Blanton	x107	princeton@ivyprograms.com
Site Director, Saddle River	Doreen Graizzaro	x105	saddleriver@ivyprograms.com
Site Director, Scotch Plains	Sarah Rodis- Rybak & Jessica Picciano	x106	scotchplains@ivyprograms.com
Site Director, Short Hills	Jeff Jacome & Connor Tully	x116	shorthills@ivyprograms.com
Site Director, Somerset	Ryan Donegan & Kenny Criley	x110	somerset@ivyprograms.com
Site Director, Summit	Sarah Rodis-Rybak	x126	summit@ivyprograms.com
Site Director, Wayne	Kandace Halat	x104	wayne@ivyprograms.com

Welcome to International Ivy

We are so thrilled to have your family join us for another incredible summer! The International Ivy Summer Enrichment Program is designed to be a place where every child feels welcome, challenged, and celebrated. Our goal is simple: to send your child home each day having learned something new, made a friend, and had genuine fun.

Our Program Philosophy

Camp is about more than just classes. It's where children build independence, discover new passions, and learn to handle success and setbacks with grace. We create a community free from peer pressure and bullying — a place where every child belongs.

Our Teaching Philosophy

We believe students learn best by doing. Each class follows a rhythm: 20–30 minutes of instructor-led discussion or demonstration, followed by 60–70 minutes of hands-on student activity. After a break, the cycle repeats. Instructors guide, encourage, and celebrate every student's progress.

Camp Locations & Session Dates

International Ivy operates at nine premier locations across New Jersey in 2026. Sessions are weekly — you may register for one week or many. All sites offer both Full-Day and Half-Day options.

▲ No Class on Friday, July 3, 2026 in observation of Independence Day.

Site	Address	Dates	Sessions
Basking Ridge	The Pingry School 131 Martinsville Rd Basking Ridge, NJ 07920	July 6 – Aug 14	6 weeks
Chatham	Chatham Day School 700 Shunpike Rd Chatham, NJ 07928	June 22 – Aug 14	8 weeks
Princeton	Princeton Montessori School 487 Cherry Valley Rd Princeton, NJ 08540	July 20 – July 31	2 weeks
Saddle River	Saddle River Day School 147 Chestnut Ridge Rd Saddle River, NJ 07458	July 6 – Aug 7	5 weeks
Scotch Plains	Creative Kids, 551 Park Ave, Scotch Plains, NJ 07076	June 22 – July 24	5 weeks
Short Hills	The Pingry School, 50 Country Day Dr, Short Hills, NJ 07078	June 22 – Aug 14	8 weeks
Somerset	Rutgers Preparatory School 1345 Easton Ave Somerset, NJ 08873	June 29 – Aug 14	7 weeks
Summit	Kent Place School 42 Norwood Ave Summit, NJ 07901	July 13 – Aug 7	4 weeks
Wayne	IHM School, 580 Ratzler Rd, Wayne, NJ 07470	July 6 – Aug 14	6 weeks

Daily Schedule at a Glance

We offer three enrollment options to fit your family's schedule. All times are Eastern Standard Time (EST). The program runs Monday through Friday, with no extended care before 8:30 AM or after 5:30 PM.

Full Day



- Drop-Off: 8:30 – 9:00 AM
- AM Class: 9:00 AM – 12:30 PM
- Break: 10:30 – 11:00 AM
- Lunch: 12:30 – 1:30 PM
- PM Class: 1:30 – 5:00 PM
- Break: 3:00 – 3:30 PM
- Pick-Up: 5:00 – 5:30 PM

Half Day AM

- Drop-Off: 8:30 – 9:00 AM
- Class: 9:00 AM – 12:30 PM
- Break: 10:30 – 11:00 AM
- Pick-Up: 12:30 – 1:00 PM

Half Day PM

- Drop-Off: 1:00 – 1:30 PM
- Class: 1:30 – 5:00 PM
- Break: 3:00 – 3:30 PM
- Pick-Up: 5:00 – 5:30 PM

  **Late Pick-Up Fee:** A **\$1 per minute** charge applies for any pick-up made after the 30-minute window. At least two staff members must remain with the child, so please plan ahead and call if you expect to be late.

Registration & Enrollment

Enrollment is on a first-come, first-served basis. Waitlists are available for full classes and we make every effort to place your child as quickly as possible while maintaining appropriate staff-to-child ratios. Visit www.iisummer.com for class descriptions, schedules, and online registration.

Required Forms

Your child cannot begin the program without the following documents on file. All forms are due by **June 1, 2026**, or as soon as possible for late registrants.



Registration Form

Completed automatically at time of online registration.



Health History Form

Completed by parent (no physician required). Submit via the registration system, or scan/email to admin@iisummer.com, or fax to 908-636-1016.



Medicine Release Form

Required only if your child needs medication administered at camp. One form per medication.

All forms available at: <https://iisummer.com/forms/>

Fees, Payment & Refund Policy

Registration Fee	Tuition	Accepted Payment
\$50 per child for the entire summer, regardless of the number of classes or weeks enrolled.	Charged per weekly class (1 class for half-day or 2 classes for full-day). Payment is due in full at registration.	MasterCard and Visa accepted. American Express is not accepted.

Refund & Transfer Policy

Refunds are not provided for absences or unused portions of a class. The only exception is when the Program cancels a class due to insufficient enrollment — in that case, you may transfer to another class or receive a full refund or credit. As a courtesy, we can also transfer students to other weeks, sites, or classes, provided space is available and the transfer is requested **at least two weeks before** the original class begins.

- ❑ Tuition will not be adjusted for illness, vacation, holidays, inclement weather, scheduling conflicts, early departures, or technology issues.

Drop-Off & Pick-Up Overview

Safe, efficient transitions at the start and end of each day are one of our top priorities. Please review the general procedures below, then refer to the **site-specific directions** at the end of this handbook for exact maps and instructions for your location.

Drive-Thru Sites

At Chatham, Short Hills, Saddle River, Somerset, Summit, and Wayne, we use a drive-thru system. Please **stay in your car**. Staff will come to you at drop-off and bring your child to your car at pick-up. Plan for extra time during busy windows.

Park & Walk Sites

At Basking Ridge, Princeton and Scotch Plains, please park your car and walk your child to the entrance. International Ivy staff in program t-shirts will be stationed at the door to receive and release campers.



Authorized Pick-Up Only. Only adults listed on the registration form may collect a child. Staff may ask for your name or photo ID. If someone not on file needs to pick up your child in an emergency, email the Site Director in advance. No child will ever be released to an unauthorized person.

Absences, Late Arrivals & Early Pick-Up

Life happens — here's how to handle common schedule changes smoothly so your child's day is as uninterrupted as possible.

Reporting an Absence

Call or email your Site Director **by 9:00 AM** on the day of the absence. Contact information is on page 3 of this handbook. This helps us manage supervision ratios and keeps our records accurate.

Arriving Late

Call the Program Office before arriving. A staff member will meet you at the designated entrance and walk your child to their classroom. Do not send your child in unaccompanied.

Leaving Early

Write a note to your Site Director and hand it to a staff member at morning drop-off, OR call/email ahead of time. Include your child's name, date, and planned early pick-up time. **You may not go to the classroom.** Meet your child at the designated entrance and sign them out.

What to Bring Each Day

To keep your child comfortable, energized, and focused throughout the day, please pack the following items each morning. Label **everything** clearly with your child's full name.



Backpack & Gear

- Backpack
- Water bottle — no glass please
- Sunscreen (optional)
- Hat or bandana (optional)
- Insect repellent (optional)



Food & Snacks


- 1 snack for half-day students
- 2 snacks for full-day students
- Bagged lunch for full-day students only
- No glass bottles
- No food requiring refrigeration or reheating



Clothing

- Comfortable, cool clothing
- An extra layer for air-conditioned rooms
- Closed-toe shoes required at all times
- No sandals, flip-flops, open-toe shoes, or hee-lies



 **Nut-Aware Program:** We ask all families to refrain from sending any nut-related foods. Thank you for keeping our community safe!



Dress Code

We want campers to feel comfortable and confident. Appropriate attire ensures everyone can participate fully in all activities. Parents, please review these guidelines with your child before camp begins.

✔ Appropriate Attire

- Comfortable, cool, casual clothing
- Closed-toe shoes (sneakers recommended)
- An extra layer for indoor air conditioning
- Theme Thursday outfits on Thursdays — get creative!

✘ Not Permitted

- Swimsuits, strapless tops, spaghetti straps, halter tops, or midriff shirts
- Excessively short skirts or shorts
- Sandals, flip-flops, open-toe shoes, or heeled shoes
- Clothing referencing alcohol, drugs, or tobacco

If a camper arrives in inappropriate attire, parents will be asked to bring a change of clothing. Program shirts may be available for purchase on-site.

Meals & Nutrition

Full-day campers enjoy a supervised lunch period from **12:30 PM to 1:30 PM**. There is no purchased lunch option at any site — please send a packed lunch daily in a clearly labeled bag.

Lunch Guidelines

Pack a healthy, balanced meal that gives your child the energy to run, create, and play all afternoon. No refrigeration or microwave access is available, so plan accordingly. Lunches are enjoyed in classrooms or outdoors depending on the site.

Snack Guidelines

Send 1 snack for half-day campers and 2 snacks for full-day campers. Snacks are eaten during the 30-minute morning and afternoon breaks. Healthy choices are encouraged.

Beverages

Send a water bottle every day. **No glass bottles** of any kind. Hand sanitizing takes place before and after all meals and snacks.

Theme Thursdays

Every Thursday is a special themed day where campers express their creativity and earn **Ivy Points** for participating. It's one of the most beloved traditions of the summer — dress up, have fun, and make memories!

Week 1 — Sports Fan Day

Show your team spirit! Wear your favorite sports uniform or team gear.

1

Week 2 — Superhero / Favorite Character Day

Suit up as your favorite superhero — fictional or real-life!

2

Week 3 — Pajamas Day

Roll out of bed and head straight to camp in your coziest PJs!

3

Week 4 — Country Western Day

Yeehaw! Cowboy hats, boots, plaid shirts, and country flair encouraged.

4

Week 5 — Halloween in July

Rock your favorite costume and enjoy a spooky summer celebration!

5

Week 6 — Color Wars Day

Wear your team color and bring your competitive spirit to Field Day!

6

Week 7 — Tropical Fun Day

Beach vibes all day! Hawaiian shirts, sunglasses, and tropical gear.

7

Week 8 — Wacky Tacky Day

Wear mismatched clothes, backwards outfits or crazy socks/hats/glasses.

8

Activities & Ivy Points

Beyond the classes your child signed up for, we've packed the day with fun activities during drop-off, pick-up, lunch, and breaks. These activities are age-appropriate, focused on social development, and — most importantly — a great time.

Break & Lunch Activities Include:



Field Games

Kickball, Capture the Flag, and team sports



Creative Arts

Arts & Crafts, Drawing, Creative Writing



Quiet Time

Reading, Board Games, Legos and Nature Walks



Performing Arts

Singing, Dancing, and Playing.

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.

Ivy Points & the Treasure Chest

Instructors award Ivy Points for participation, completing projects, helping classmates, sharing work, and dressing up for Theme Thursdays. Students can redeem their points at the **Treasure Chest** — our in-camp store filled with prizes. Hard work and good behavior always pay off!

Health Policy

The health and safety of every child in our program is our highest priority. We require up-to-date health records for all enrolled students, and we work closely with parents to support each child's well-being throughout the summer.

→ Health Records Required

A completed Health History Form must be on file before your child's first day. Parents may complete this form themselves — no physician signature required. Please be thorough and accurate so we can provide the best possible care.

→ Illness at Camp


If a child shows symptoms of illness during the day, they will be moved to an isolation area with a staff member nearby. Parents will be called immediately to pick up the child. If parents cannot be reached, emergency contacts will be notified.


→ Returning After Illness

A child may return to camp either with a physician's note stating they present no risk to others, OR 24 hours after all symptoms have ceased. If your child contracts a contagious illness, please notify us immediately.

→ Pre-Existing Conditions

Please notify the Program Director of any pre-existing injuries, serious medical conditions, or emotional/behavioral history so we can accommodate your child's specific needs before the summer begins.

 The Program does not carry or provide accident or medical insurance. Your personal health insurance is the primary coverage for your child.

 The Program is licensed and equipped to care for children in good health. 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.

Medication Administration

We want to support every child's health needs during the program day. If your child requires medication to be administered during the camp day, please follow these procedures carefully to ensure safe and proper administration.

1

Step 1: Complete the Medicine Release Form

A signed Medicine Release Form is required for every medication — both prescription and over-the-counter. A separate form is needed for each medication. Download the form at:

iisummer.com/forms

2

Step 2: Provide Medication in Original Container

Medication must be delivered in its original pharmacy container, clearly labeled with your child's name and doctor's instructions. Children should not carry medication themselves. Exceptions: epi-pens and inhalers, with a doctor's authorization on file.

3

Step 3: Confirm Dosage Instructions

Over-the-counter medications will be administered per label instructions for the child's age and weight. If a physician has different instructions, written documentation must be provided. Fax physician instructions to (908) 363-1016, Attn: Program Director.

- International Ivy may only administer **oral medications**. We cannot administer anal, intravenous, or other non-oral medication types. Medications are administered and documented by the Site Director.

COVID-19 Safety Protocols

We remain committed to keeping our community healthy. The following protocols are in effect for Summer 2026 and may be updated based on state and local health guidance.

Face Coverings

Face masks are optional for Summer 2026. Masking rules may change based on state and local guidance. Surgical-type masks are available if needed.

Hygiene



Campers sanitize hands frequently throughout the day, especially before and after meals and snacks. Staff wipe frequently-touched surfaces twice daily.

If Someone Gets Sick

Campers with symptoms or a fever above 100.4°F will be isolated and supervised until picked up. Those who test positive for COVID-19 must isolate regardless of vaccination status and provide a negative PCR test before returning.

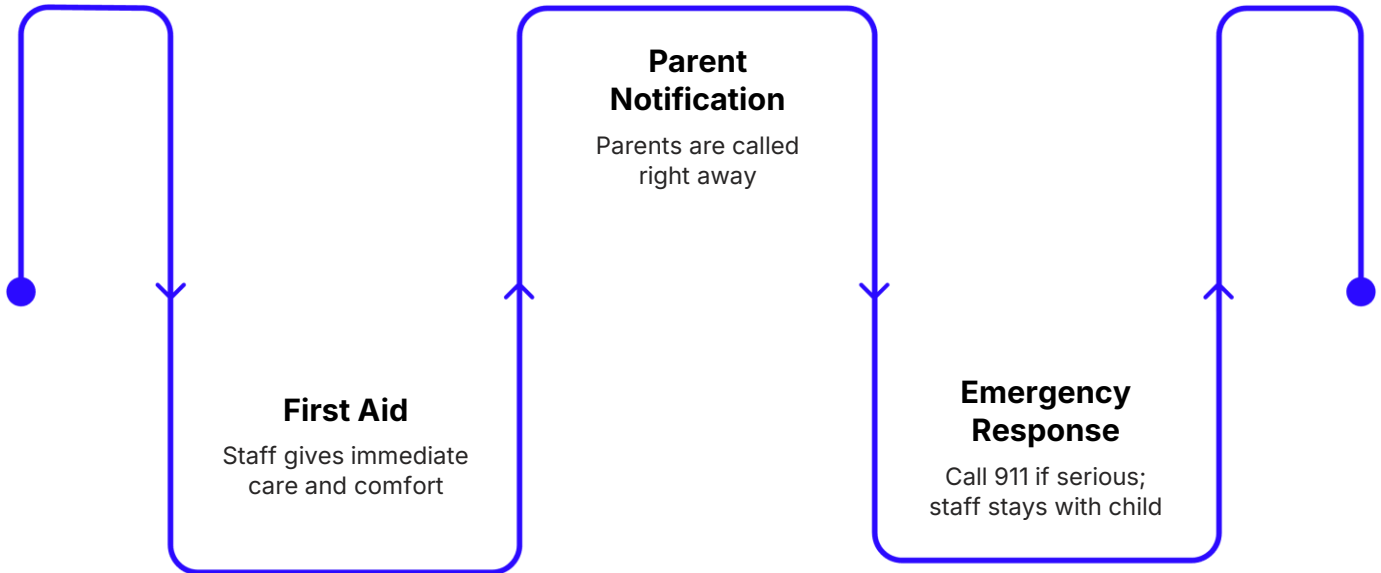
Visitors

Visitors are discouraged from entering facilities. Visitors who must enter require a temperature check and face mask at all times.

  **Stay Home if Sick.** If your camper is unwell, please keep them home and notify your Site Director. This is critically important for protecting our entire community.

Accidents & Injuries

Our site directors are trained in first aid, CPR, and AED operation. A certified staff member is always on site. In the event of any injury or illness, here's exactly what to expect.



An incident report will be completed for every injury or illness and kept on file at the Program. In all but the most serious cases, children are given time to rest before returning to activities or being picked up. If immediate medical attention is needed and parents cannot be reached, an ambulance will be called and a staff member will accompany the child to the hospital.

Special Needs & Accommodations

Our goal is to be as inclusive as possible while ensuring that every child — including yours — has a positive and enriching experience. We welcome children of all abilities and are committed to working with families to find the right fit.

Informing Us in Advance

If your child requires an aide during the school year, please let us know at registration. Parents may be asked to provide an aide at their own cost if the Site Director determines it is necessary for successful participation. Any aide must pass a criminal background and sex offender check before being present at the Program.

Sensitive Health Conditions

Please inform the Program Director if your child has experienced any of the following: psychiatric or serious medical conditions, hospitalization for physical or emotional reasons in the past year, traumatic reactions to family events (separation, divorce, death), or is off medication for the summer. This information helps us serve every child with care and intentionality.

There may be rare circumstances where, despite every effort, we are unable to meet a child's needs within the program structure. In such cases, for the well-being of the child and the broader community, the child may be asked to leave.

Prohibited Items

To keep the program environment focused, safe, and fair for all campers, certain items are not permitted on Program grounds. Please review this list with your child before the first day.

Electronics

Cell phones must be turned off and out of sight during the program day. Handheld games (Switch, 3DS, PSP, etc.) and personal electronics are also prohibited. Items will be confiscated and returned to parents at end of day. *Exception: cell phones needed for medical monitoring (e.g., glucose levels).*

Smart Watches


Smart watches must be set to "school mode" to prevent disruption during class time.

Toys & Personal Items

Toys and personal items interfere with the program and will be confiscated. The Program is not responsible for lost, stolen, or damaged personal items.

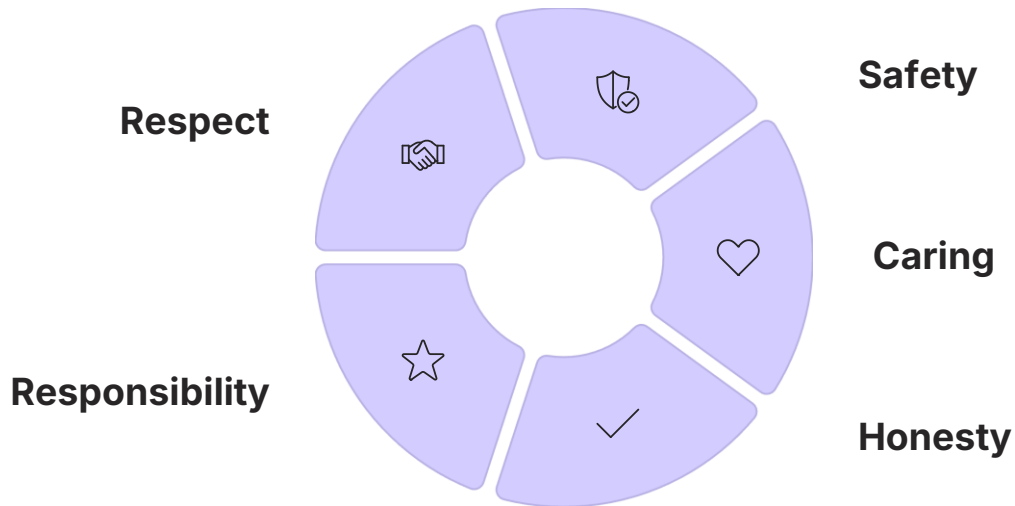
Strictly Prohibited

Personal sports equipment, vehicles, animals, and weapons of any kind are never permitted on Program grounds.

 The Program is not responsible for lost, stolen or damaged items.

Program Rules & Discipline

The International Ivy Summer Program is built on five core values that guide the behavior of every camper and staff member throughout the summer. We believe that a safe, respectful community makes everything else possible.



Staff focus on positive reinforcement and role-modeling. When behavioral issues arise, the Site Director and parents will be informed and a support plan developed collaboratively. Children may be asked to leave the program for serious violations including dangerous or threatening behavior, bullying, possession of weapons, vandalism, disrespect, bigotry, sexual misconduct, or substance possession. The Program reserves the right to suspend or expel any student posing serious or ongoing 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.

Bullying Prevention

At International Ivy, bullying is **inexcusable**. We maintain a firm, zero-tolerance policy against bullying of any kind — physical, verbal, or social. Our leadership team takes every report seriously and responds swiftly.

Our goal is for every camper to go home each day happier, more confident, and more connected than when they arrived. Bullying has no place in that story.

Our staff are trained to promote open communication, celebrate diversity, and build an atmosphere of genuine inclusion. We encourage parents to communicate concerns to the Site Director **immediately** so that issues can be addressed before they escalate. We want victims to feel safe returning to camp, and we want those who bully to face meaningful, immediate consequences. Only through true parent-staff partnership can we stamp out bullying altogether.

Supervision, Staffing & Safety

Every staff member at International Ivy is carefully selected for their expertise, character, and passion for working with young people. Our hiring process is rigorous and our ongoing training is comprehensive.



Hiring Process

Face-to-face interview, reference checks, criminal background check, and comprehensive training before the first day.



First Aid Certified

Site Directors are trained in First Aid, CPR, and AED. All staff are trained in child abuse prevention and emergency procedures.



Low Staff-to-Child Ratios

1:8 for ages 5–7 and 1:10 for ages 8+. Small groups mean more individual attention for every child. Two staff members are always present when the program is in session.

Emergency Drills

To ensure preparedness, the Program conducts regular safety drills throughout the summer: **Fire Drills** (once a month), **External Threat Drills** (once a month), and **Lost Student Drills** (bi-weekly). Drill procedures are reviewed regularly with all staff.

Communication & Community

We believe great outcomes for children happen when parents and staff work as true partners. Our team is always available and always interested in hearing from you — whether it's a question, a concern, or a celebration.



Call or Email

Contact your Site Director at any time. Phone and email details are on the first page of this handbook. Please update us immediately with any phone number changes.



Social Media & Blog

We post weekly photos, videos, and blog entries. No names are ever associated with student images. Visit our [website](#), [YouTube channel](#), [blog](#), and [Flickr photo gallery](#).



Birthdays & Milestones

We love to celebrate our campers! Please speak with your Site Director ahead of time to plan any birthday celebration. Some restrictions may apply.



Photography Policy: No student names are released with any photos or videos. If you do not want your child featured in Program materials or advertising, please notify International Ivy in writing before classes begin.

Transportation

The Program does not provide transportation to or from any site. Parents and guardians are responsible for bringing their child to and from camp each day. Program staff may not transport enrolled children under any circumstances.

Rideshare Services (Uber/Lyft)

Uber and Lyft drivers are **not permitted** to pick up campers unless an authorized adult listed on the registration form is physically present in the vehicle.

Walking Home

Campers aged 12 and older may walk home with a completed and signed authorization form submitted to the Site Director in advance. Download the form here: [Walking Home Release Form](#)

Lost & Found and Visitation

Lost & Found

Lost and found items are displayed every Friday for campers to browse. Any unclaimed items at the end of the Program will be donated to those in need. Please label everything with your child's name to ensure safe return. The Program assumes no responsibility for lost personal property.

Visitation Policy

To minimize health risks for campers and staff, parents and visitors are asked to remain outside our facilities. Any questions or concerns should be addressed with the Site Director at drop-off, pick-up, or via phone or email.

Child Abuse Prevention & Reporting

The safety and dignity of every child in our program is non-negotiable. International Ivy has a strict zero-tolerance policy against inappropriate touch and any form of verbal or physical abuse.

Immediate Response

Any staff member accused of inappropriate behavior will be immediately suspended from the Program pending a full investigation. Reinstatement only occurs after all allegations have been cleared to the satisfaction of the Program Director.

Mandatory Reporting

The Program Director will report all incidents in accordance with New Jersey State Law through the Child Abuse Prevention Hotline: **1-800-792-8610** (24 hours/day). Corporal punishment and neglect are treated as child abuse issues and reported accordingly.

Parent Notification

Parents or legal guardians of any child involved in an alleged incident will be notified promptly and directly by the Program Director.

Waivers, Privacy & Other Policies

By enrolling your child in International Ivy Programs, you agree to our Assumption of Risk and Release of Claims waiver, which covers participation in all program activities. Please review the full waiver text on our website at [iisummer.com/policies](https://www.iisummer.com/policies).

Assumption of Risk

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 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 the host schools, its 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.

Privacy Policy

International Ivy values the privacy of all 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.

Additional Policies

For a complete listing of all Program policies, please visit: <https://www.iisummer.com/policies>

Drop-Off & Pick-Up: Site Directions

The following pages provide specific instructions and maps for each of our nine locations. Please read the directions for your site carefully before the first day of camp. Look for staff wearing **International Ivy t-shirts** at all locations — they'll guide you through the process!



Basking Ridge

Park & Walk



Short Hills

Drive-Thru



Chatham

Drive-Thru



Somerset

Drive-Thru



Princeton

Park & Walk



Summit

Drive-Thru



Saddle River

Drive-Thru



Wayne

Drive-Thru



Scotch Plains

Park & Walk

Basking Ridge — Drop-Off & Pick-Up

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

⚠️ Two Pingry Campuses: The Pingry School has campuses in both Basking Ridge and Short Hills. Please confirm which location your child is registered for before the first day!

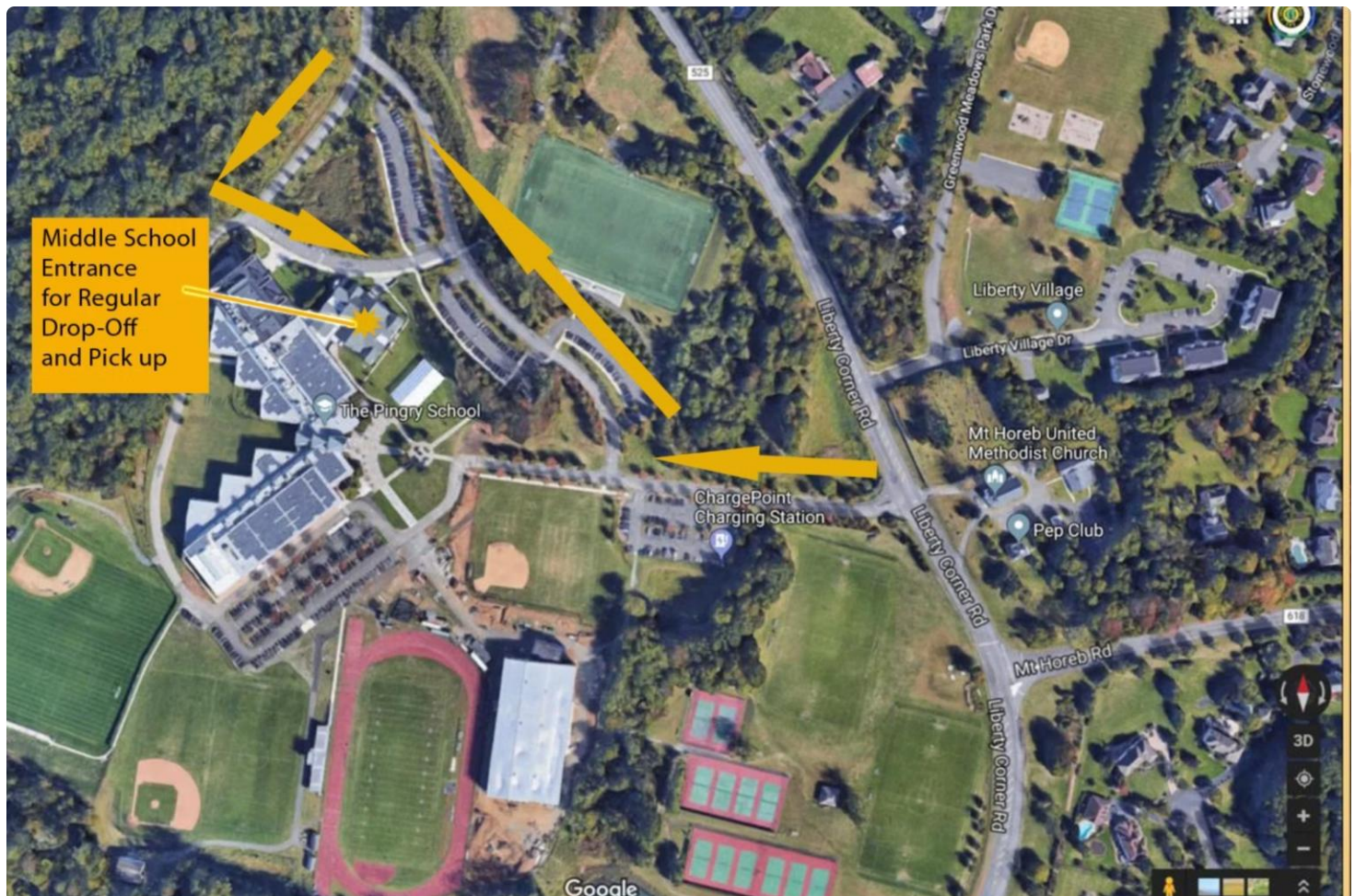
Drop-Off Times	8:30–9:00 AM and 1:00–1:30 PM
Pick-Up Times	12:30–1:00 PM and 5:00–5:30 PM
Method	Park & Walk

Directions

Drive to the **Hostetter Arts Building** next to the **Middle School entrance**. After entering the campus, make the first right, follow the road to the end, then turn left and left again. Park your car and walk your child to the entrance. Signs will guide you, and International Ivy staff will be stationed at the entrance to receive and release campers.

Non-Regular Hours

For drop-off or pick-up outside the standard windows, proceed to the **main (clock-tower) entrance**. The school receptionist will call the camp to meet you there.





This is the Hostetter Arts Building entrance for regular pick-up and drop off.



This the main entrance (clock-tower entrance)

Chatham — Drop-Off & Pick-Up

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

Drop-Off Times	8:30–9:00 AM and 1:00–1:30 PM
Pick-Up Times	12:30–1:00 PM and 5:00–5:30 PM
Method	Drive-Thru — stay in your car

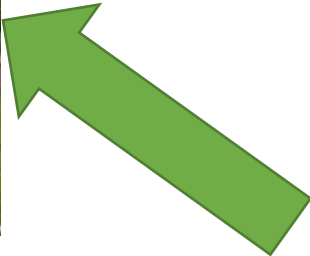
Directions

Drive to the front of the building. International Ivy counselors will be ready to receive your child at drop-off and escort them back to your car at pick-up. Please remain in your vehicle at all times.

📌 📍 Another camp may be operating at the same location. Please make sure your child goes with **International Ivy counselors wearing "International Ivy" t-shirts**. The other camp primarily serves 3 and 4 year olds, so the distinction will be clear.



Image of Building
Drop-off and Pick-up is here.



Saddle River — Drop-Off & Pick-Up

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

Drop-Off Times	8:30–9:00 AM and 1:00–1:30 PM
Pick-Up Times	12:30–1:00 PM and 5:00–5:30 PM
Method	Drive-Thru — stay in your car

Directions

Pass through the guard gate and continue straight and turn to the left. Please go to the entrance where you see four columns. International Ivy team members will be visible and ready to receive your child at drop-off and escort them back to your car at pick-up. Other camps may be operating simultaneously — please ensure your child connects with **International Ivy staff only**.



Scotch Plains — Drop-Off & Pick-Up

Address: Creative Kids, 551 Park Avenue, Scotch Plains, NJ 07076

Drop-Off Times	8:30–9:00 AM and 1:00–1:30 PM
Pick-Up Times	12:30–1:00 PM and 5:00–5:30 PM
Method	Park & Walk

⊗ **No Drive-Thru at This Location.** You must park and walk your child to the entrance. Do not attempt drive-thru at Scotch Plains.

Directions

Park your car in the parking lot and walk toward the entrance of the building. International Ivy counselors will be waiting in the lobby to receive your child at drop-off and accompany them out to you at pick-up.



Short Hills — Drop-Off & Pick-Up

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

⚠️ Two Pingry Campuses: The Pingry School has campuses in both Basking Ridge and Short Hills. Please confirm which location your child is registered for before the first day!

Drop-Off Times	8:30–9:00 AM and 1:00–1:30 PM
Pick-Up Times	12:30–1:00 PM and 5:00–5:30 PM
Method	Drive-Thru — stay in your car

Directions

Drive into The Pingry School (Lower School) campus and follow the **International Ivy signs**. Use the circular driveway for drive-thru drop-off and pick-up. Counselors in International Ivy t-shirts will be ready for you. Other camps may share the entrance — please direct your child to the International Ivy team only.



Somerset — Drop-Off & Pick-Up

Address: Rutgers Preparatory School, 1345 Easton Avenue, Somerset, NJ 08873

Drop-Off Times	8:30–9:00 AM and 1:00–1:30 PM
Pick-Up Times	12:30–1:00 PM and 5:00–5:30 PM
Method	Drive-Thru — stay in your car

Directions

Drive into the Rutgers Preparatory School campus and follow the **International Ivy signs**. Counselors in International Ivy t-shirts will be stationed to receive your child at drop-off and escort them to your car at pick-up. Multiple camps may operate simultaneously — always connect your child with International Ivy staff only.



Summit — Drop-Off & Pick-Up

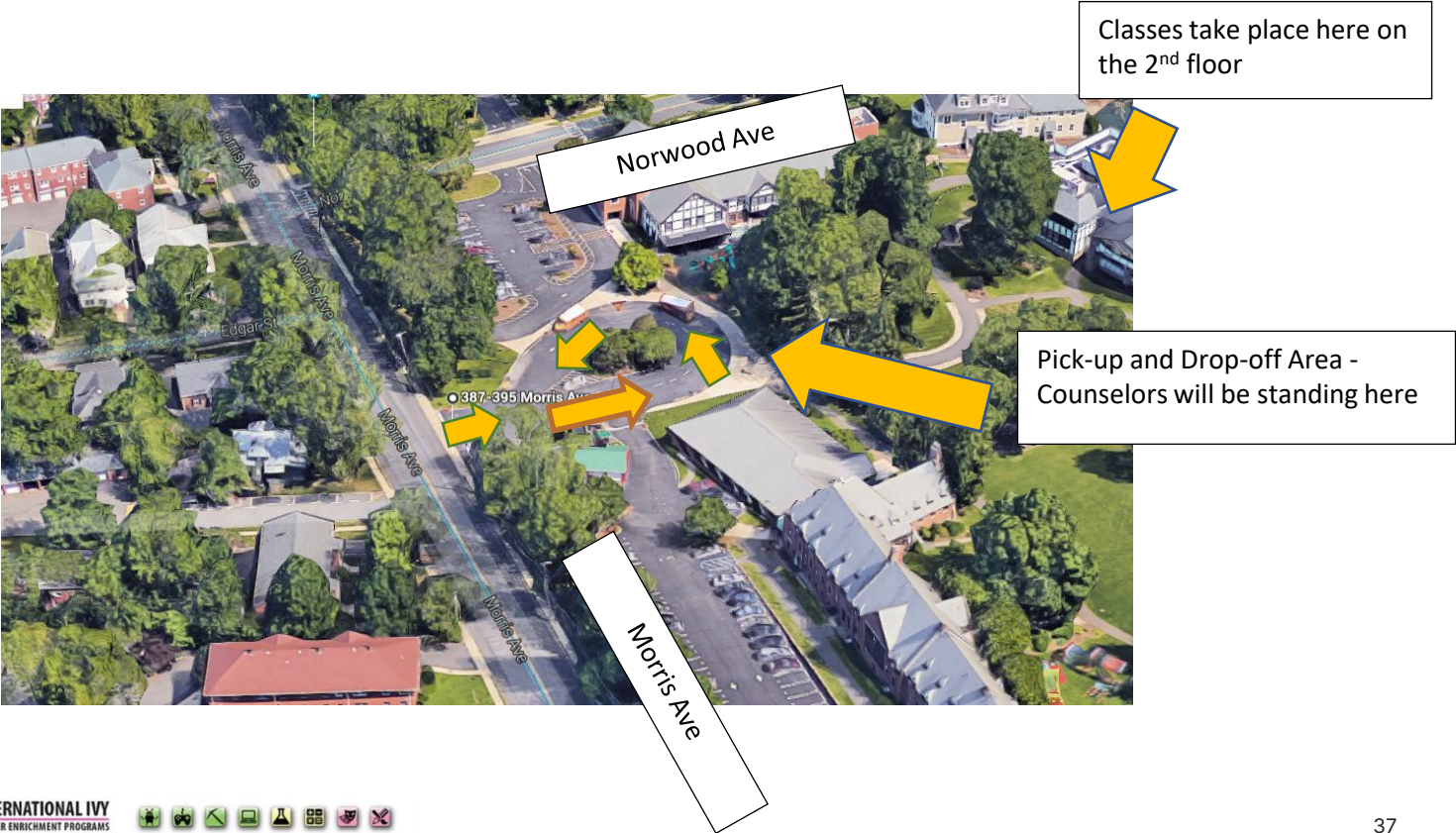
Address: Kent Place School, 42 Norwood Ave, Summit, NJ 07901

⚠️ Use the Morris Avenue Entrance. Even though the official school address is on Norwood Ave, pick-up and drop-off takes place at the **387–395 Morris Avenue entrance** where you can use the circular driveway.

Drop-Off Times	8:30–9:00 AM and 1:00–1:30 PM
Pick-Up Times	12:30–1:00 PM and 5:00–5:30 PM
Method	Drive-Thru at Morris Ave — stay in your car

Directions

Use the Morris Avenue entrance to Kent Place School. Look for International Ivy signs and counselors in program t-shirts. For early pick-up or late drop-off, call the Site Director — students gather in the cafeteria during regular pick-up/drop-off windows, but classes are held in a separate building.



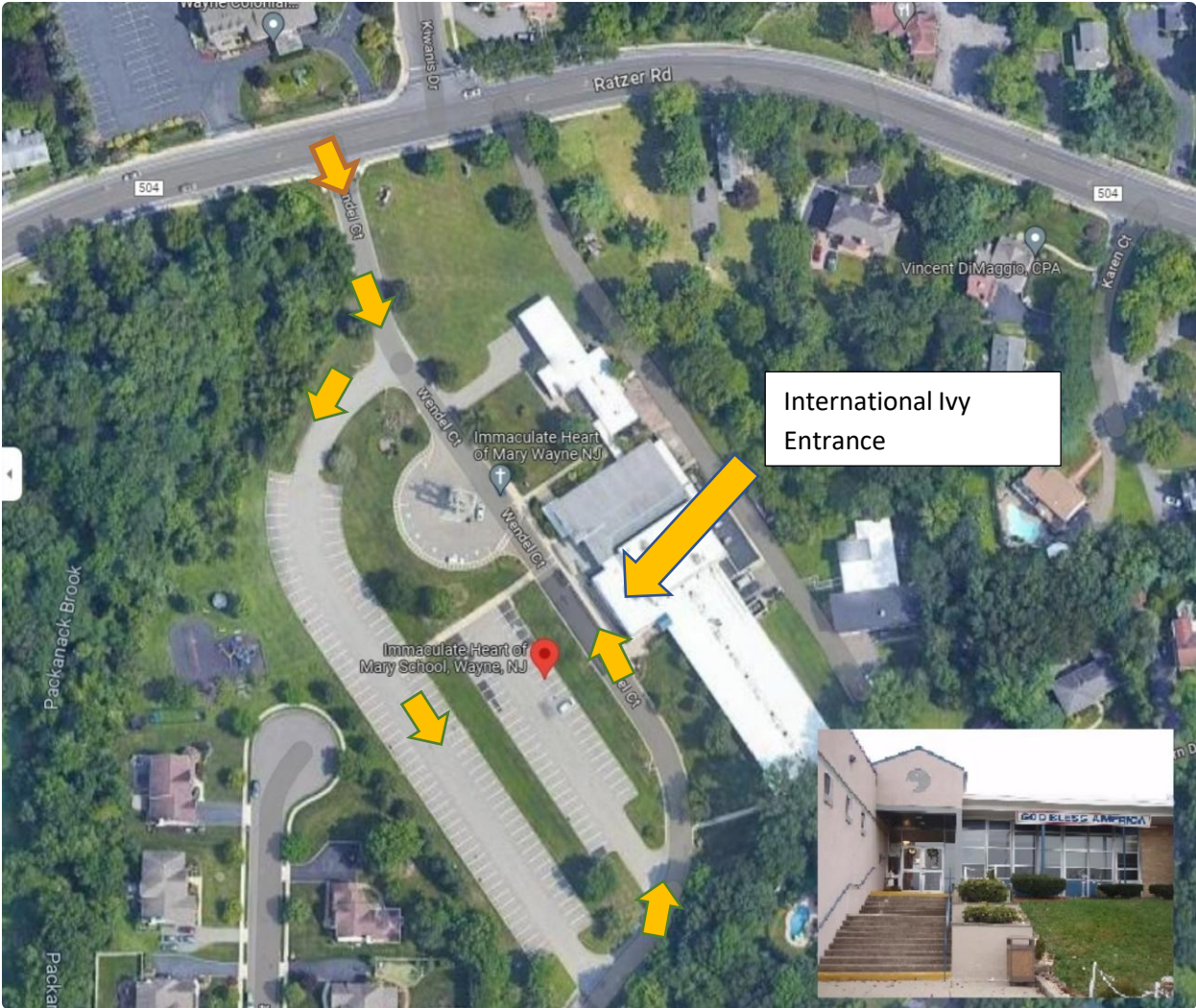
Wayne — Drop-Off & Pick-Up

Address: Immaculate Heart of Mary (IHM) School, 580 Ratzer Road, Wayne, NJ 07470

Drop-Off Times	8:30–9:00 AM and 1:00–1:30 PM
Pick-Up Times	12:30–1:00 PM and 5:00–5:30 PM
Method	Drive-Thru — stay in your car

Directions

Drive into the IHM campus from Ratzer Road and **stay to the right**, looping around to the main entrance. Follow the International Ivy signs. Counselors in program t-shirts will be ready to receive and release your child at the main entrance of the school.



Thank You for Being Part of Our Community

We are deeply committed to creating a summer your child will never forget — full of learning, laughter, new friendships, and growth. Thank you for trusting us with the most important thing in your life.

General Line

908-899-1338

Website

iisummer.com

Forms

iisummer.com/forms

Admin Email

admin@iisummer.com

Have a wonderful, enriching summer. We can't wait to see you! — The International Ivy Team