

# Pinecrest Summer Pavilion Policies & Procedures

---

## Registration Process and Policies

### Registration

Registration begins Monday, January 23, 2012, for Pinecrest School students and former Pinecrest Summer Pavilion families, and it opens to the general public on Monday, January 30, 2012. Registration is on a first-come, first-served basis. Registration remains open throughout the summer for classes that are not full. You are welcome to register or add a class at any time.

### Registration Process and Fees

Registrations are processed in the order they are received. A separate registration form must be completed for each child. **A non-refundable, non-transferable \$40 registration fee per child and a non-refundable, non-transferable \$200 deposit per child** must be paid at the time of registration. The deposit amount will be deducted from the total amount due. You will receive an e-mail statement in early May with your balance. **The balance is due by Wednesday, May 16, 2012.** If the final balance payment is not received by then, your child's space in the camp class(es) may be forfeited. There will be a \$25 charge for final balance payments received after Thursday, May 31, 2012.

***If you are only registering for one class, you pay the registration fee and the full amount of the class at the time of registration.***

***If you register after May 16, 2012, full payment and all forms are due at the time of registration.***

Pinecrest Summer Pavilion accepts checks only. Please make checks payable to Pinecrest School and put camp on the subject line. There will be a \$25 charge for returned checks. Fees will not be pro-rated for partially-attended sessions. Please see the Checklist for Registration (in the Forms section) for a step-by-step guide to registering and a list of important dates.

### Sibling Discount

Pinecrest Summer Pavilion is pleased to offer a sibling discount. Families with multiple children enrolled at the camp will pay full camp fees for the child with the highest balance. For each additional child, a discount of \$10 per class will be taken off the total balance. The discount will be reflected in the e-mail statement parents/guardians receive in early May.

### Cancellations

Pinecrest Summer Pavilion reserves the right to cancel classes due to lack of sufficient enrollment. Any cancellations will be announced by Friday, June 1, 2012. If a class is cancelled,

parents/guardians will be contacted to make an alternate choice or offered the option to request a refund (in full). Instructors are subject to change and are not guaranteed. In the unlikely event that we must cancel a class due to unforeseen circumstances after June 1, 2012, Pinecrest Summer Pavilion will guarantee a choice of a full refund for the cancelled class or alternative arrangements within our program.

### **Refund/Withdrawal/ Dropped Class(es) Policies**

The deposit and registration fees are non-refundable and non-transferrable. Any parent wishing to withdraw his/her child from a camp class must submit a request in writing. E-mail is acceptable. No drops will be allowed and no refunds will be given after Friday, April 20, 2012. Before that date you may withdraw from a program but there will be an administrative fee of \$20 per class for each class dropped beyond two. Refunds will not be given for partially attended sessions. A full refund will be granted if we cannot accommodate your request for a class or if a class is cancelled due to insufficient enrollment or unforeseen circumstances.

### **Schedule Changes**

Class changes to your child's schedule may be requested any time before Friday, April 20, 2012, as long as the total number of sessions in which your child is enrolled remains the same or is increased. A \$20 per class administrative fee will be charged for each schedule change made after April 20, 2012. Requests for changes must be submitted in writing and must be received at least two weeks prior to the start date of the class. E-mail is acceptable. All changes will be subject to class availability. Unfortunately, if there are no classes remaining open at the time of your request, we will not be able to accommodate your change or offer a refund.

### **Proof of Identity and Age**

In accordance with Commonwealth of Virginia licensing requirements, parents/guardians must verify a child's identity. To do this, guardians will need to present one of the following: a certified copy of a birth certificate, a birth registration card, a passport, or an original school report card. This information must be presented in person at the Pinecrest School office by Wednesday, May 16, 2012. Children who do not satisfy Virginia's proof of identity requirements will not be allowed to attend camp. Parents/guardians of children who attend or have previously attended Pinecrest School or have previously attended Pinecrest Summer Pavilion do not need to provide this information as it is already on file.

### **School Entrance Health Form**

In accordance with Commonwealth of Virginia licensing requirements, parents/guardians must submit a complete Commonwealth of Virginia School Entrance Health Form including immunization record by Wednesday, May 16, 2012. This form must be signed by a physician or his/her designee, a registered nurse, or an official of a local health department. If a child is under six years old, the exam must have taken place within the last year. Failure to provide a complete health history will result in forfeiture of deposit, and the child will not be permitted to attend camp.

Parents/guardians of children over six years old who currently attend Pinecrest School or have previously attended Pinecrest Summer Pavilion do not need to submit this form. A Virginia Health History Form is already on record.

### Medical/Emergency Care Form

A complete medical/emergency care form with a parent/guardian signature must be submitted at the time of registration. Medical/emergency care forms that are not filled out completely or accurately will be returned.

### Medication Administration Form

Parents/guardians of any child requiring medication during the camp day are required to submit an Authorization to Administer Medication form, **which must be completed by the child's parents/guardians and physician.** This form is available in the Forms section of the camp website. **We can only accept the Pinecrest School/Summer Pavilion Authorization to Administer Medication form.** Please see the Health and Safety section of the Pinecrest Summer Pavilion Camp Handbook for more detailed information on the administration of medication.

### Confirmation of Registration

Once a child's application (including registration form, medical/emergency care form, registration fee, and deposit) has been processed, parents/guardians will receive confirmation of registration via e-mail. In early May, parents/guardians will receive an e-mail statement with the balance due. Once the balance has been paid and the child's health form and proof of identity have been received (due by Wednesday, May 16, 2012), the child's application will be complete and parents/guardians will again receive an e-mail notice. Camp welcome packets will arrive by mail in early June. This mailing will include the Pinecrest Summer Pavilion Camp Handbook as well as any necessary initial information specific to the class(es) the child is taking, detailed drop-off and pick-up arrangements, carpool placards and more.

## General Policies and Procedures

### Forms/Proof of ID

By the start of camp each camper should have satisfied Virginia's proof of identity requirement as well as have submitted a registration form, medical/emergency form with parent signature and a completed a Commonwealth of Virginia School Entrance Health Form including immunization record and doctor signature. Campers not in compliance will not be admitted to camp.

### Fourth of July Holiday

Pinecrest Summer Pavilion will be closed on Wednesday, July 4, 2012. There will be no camp or after-care on this day.

## **Lunch/Snack**

Pinecrest Summer Pavilion does not provide lunch, and refrigeration and microwaves are not available. Campers attending both morning and afternoon sessions should pack a bag lunch and drink. Lunch boxes/bags must be clearly labeled with the student's name and date. (This is a Social Services requirement.) All full-day campers will participate in a supervised lunch/play period and will then be taken to their afternoon sessions. Afternoon-only campers should eat lunch before arriving at Pinecrest Summer Pavilion.

There will be a mid-morning and a mid-afternoon break and snack time. Please have your child bring a small snack from home to eat. Please bring it in a lunchbox or bag labeled with your child's name and the date. (This is a Social Services requirement.)

Pinecrest Summer Pavilion is not a nut-free environment. We are, however, very sensitive to children with allergies and will work to accommodate your child and address any parent/guardian concerns about this or any other allergy.

## **Dress Code**

Students should come to camp comfortably and appropriately dressed in clothes that reflect modesty and self-respect. "Roller sneakers" or similar such shoes/sneakers are not to be worn to camp with the wheels on. Hats are not to be worn inside the building.

## **T-shirts**

Each camper will receive one Pinecrest Summer Pavilion t-shirt as a part of his/her registration. Shirts will be distributed on the first day of the session your child attends. If your child's class is going on a field trip, we ask that s/he wear the t-shirt on that day. The t-shirt is not a camp uniform. One day a week we will have a spirit day. We would love for all of the children to wear their t-shirts on that day as well as any other time they would like. General guidelines for the Gildan t-shirt sizes we order are as follows: XS - 4, S - 6, M - 7/8, L - 10/12. We also offer adult sizes S, M, and L. These guidelines are approximate so please use your own judgment when choosing the best size for your child.

## **Backpacks/Bags**

It is very helpful if your child comes to camp with a bag or backpack that s/he can use to transport his/her snack/lunch as well as any camp items that need to come home.

## **Field Trips and Special Events**

Some classes will be taking field trips. Transportation will be provided either by the Pinecrest School bus or in cars driven by school/camp staff. Field trips will be announced in advance. We ask that your child wear his/her camp t-shirt on field trip days. Campers may also attend special assemblies conducted by guest performers or end-of-week shows given by fellow campers.

## **Lost and Found**

Pinecrest Summer Pavilion staff will keep a lost and found area in the camp office. If your child is missing something, please let us know and we will be glad to check for it.

## **Transportation**

There is no bus service to and from Pinecrest Summer Pavilion. Transportation on field trips will be provided by the Pinecrest School bus or in cars driven by school/camp staff.

## **Personal Property**

All personal items such as collectibles, Nintendo DS, iPods and/or other listening devices, cellular or smart phones, et cetera should be kept at home while your child is at camp. Teachers of some classes may give special permission for children to bring in items that pertain to the camp that they are in. Any items brought in at the teacher's request should be clearly labeled with your child's name. Pinecrest School/Summer Pavilion is not responsible for any items lost or damaged that have been brought into camp for any reason.

## **Visiting Policy**

You are welcome to visit any of our camp classes. Many of the teachers have special activities planned to share with the parents at week's end and they will let you know any details at the beginning of the camp week. There is a sign-in sheet in the front office for all parents/guardians and any other visitors to the school. This must be completed when all parents/guardians and any other visitors arrive and exit for any purpose.

## **Receipts**

If you would like a receipt please submit a request in writing to our Business Manager, Karen Tamayo, at [karentamayo@pinecrestschool.org](mailto:karentamayo@pinecrestschool.org). Advanced notice is required. Receipts will be processed as soon as possible. Patience is appreciated.

## **Suspected Child Abuse**

As mandated reporters, camp staff members are legally obligated to report instances of suspected child abuse and neglect to Child Protective Services (CPS). Parental permission is not needed for the child to be interviewed by Child Protective Services staff. Parental permission is not needed to release information that relates to or documents concerns about abuse and neglect.

## **Staff**

Pinecrest Summer Pavilion staff members are carefully screened through a process of interviews, reference verifications, and background checks. The core of our teaching team consists of professional educators and experienced instructors. They are a talented, creative, and enthusiastic group of professionals who love working with children and who are dedicated to providing a fun

and enriching summer for each camper. Assisting our teachers are an equally passionate, dedicated and energetic group of young adults in college or high school who love the experience of working in a small, nurturing environment where they can really get to know all the campers.

### **Established Lines of Authority for Staff**

The Camp Director is responsible for supervising every aspect of the camp program and reports directly to the Head of School. In the Camp Director's and/or Head of School's absence, a qualified back-up leader will be appointed. Lead teachers report to the Camp Director and assistants to the teacher they assist as well as the Camp Director.

### **Non-Discrimination Policy**

Pinecrest Summer Pavilion admits students of any sex, race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the camp.

### **Inclement Weather/Emergency Closing**

If Pinecrest Summer Pavilion programs need to be canceled, delayed, or closed early due to weather or emergency, parents will be notified via email through our list-serv, *PinecrestSummerPavilion@yahoogroups.com*. A message will also be left on our school voice mail greeting at 703.354.3446.

Pinecrest School has a comprehensive Emergency Preparedness plan, including how to communicate with parents as well as evacuation and shelter-in-place procedures. A copy of this plan is available upon request. Our first evacuation site is Westminster School at 3819 Gallows Road and our back-up is Annandale High School at 4700 Medford Drive, both in Annandale.

### **Licensing and School Affiliations**

Pinecrest School's preschool, kindergarten, after-care programs, and camp program are licensed and inspected semi-annually by the Commonwealth of Virginia (Department of Social Services). Pinecrest School is fully accredited by the Southern Association of Colleges & Schools (SACS).

### **Communication**

You may communicate with the Camp Director via e-mail at any time. Pinecrest Summer Pavilion also uses a reflector/list-serv to communicate with its constituency. E-mail addresses of members of the camp community are automatically subscribed to the list. Then, when an e-mail message is sent to the list, it reaches everyone. This list is used to communicate news/notes, updates, reminders, and other valuable information. Additionally, the list will be used in any emergency situations when parents need to be reached quickly. The only people with access to the list are those who are subscribed to the list; therefore, it is a safe channel of communication. The list is *PinecrestSummerPavilion@yahoogroups.com*.

## Contact Information

Pinecrest Summer Pavilion at Pinecrest School  
Mrs. Beth Hartzler, Camp Director  
[summercamp@pinecrestschool.org](mailto:summercamp@pinecrestschool.org)  
[www.pinecrestschool.org](http://www.pinecrestschool.org)  
7209 Quiet Cove, Annandale, VA 22003  
703.354.3446 phone • 703.354.0502 fax

## Arrival and Departure Procedures

### Daily Schedule

#### Hours of Operation/Daily Routine

8:30 a.m.	Staff arrival
8:45 – 9:00 a.m.	Camper arrival
9:00 a.m.	Morning camp classes begin
12:00 p.m.	Morning campers dismissed
12:00 – 12:45 p.m.	Full-day campers have supervised lunch and outdoor play
12:40 – 12:45 p.m.	Afternoon campers arrive
12:45 p.m.	Afternoon camp classes begin
3:45 p.m.	Afternoon/Full day campers dismissed
3:45– 6:00 p.m.	After-care

Pinecrest is a small school with limited parking. As much as possible we will be using a “kiss-and-ride” approach for both morning drop-off and afternoon pick-up. This means that in the morning you should remain in your car with your child in a carpool line until a staff member greets you at the mailbox and assists your child out of the car, and in the afternoon please wait in the carpool line until a staff member puts your child in your or a designated driver’s car. Please do not get out of your car at any time to assist your child while in the carpool line.

If you do want/need to park to bring your child in or pick him/her up, you may use the auxiliary parking lot, which is on the left as you come up the driveway. Please remain in the carpool line until you reach the lot. Do not pass other drivers to get to it.

Drop-off is between 8:45 and 9:00 a.m. for morning campers and at 12:40 p.m. for afternoon only campers. Pick-up is at 12:00 p.m. for morning-only campers and 3:45 p.m. for afternoon campers.

We appreciate your patience as we work to safely bring your children in and return them to you. Please be assured that if what we have planned is not working, we will make a new and improved plan and notify you as to the change.

## Drop-off Procedures

### Arrival (9:00 a.m. or 12:45 p.m.)

- Cars line up on the right side of the driveway. The first car should pull up and wait on the right side of the driveway opposite the mailbox. Students should remain in their car with a parent.
- At 8:45 a.m. or 12:40 p.m., a staff member will come out to the mailbox.
- Cars can swing around the circle, stopping at the mailbox and a staff member will help children out of the car.
- Your child's presence will be recorded on a clipboard and s/he will walk into the building where another staff member will be stationed at the door and will guide him/her to his/her class.

### Late Arrival

All children who are late to camp must be brought to the office by a parent to sign in at the front desk before proceeding to class.

## Pick-up Procedures

### Pick-up Placards

You will receive a pick-up placard in your welcome packet. Pick-up placards will be used to ensure we match children to the people who are supposed to pick them up. Please keep the placard in your car and be ready to show it to camp staff at pick-up time. The placard will have your child's name, our camp logo and the signature of the camp director. If you do not have your placard and we do not know you we will ask for ID at pick up time. If your child will be picked up in different cars, just let us know and we will be happy to give you an extra placard.

### Pick-up Authorization

Unless otherwise notified, we assume each camper will be picked up by a parent or designated driver who will be displaying that child's pick-up placard. If a child is to ride home with anyone other than a parent or designated driver, we require notification in writing. You may bring in one note with the plan for the week or do it on a day-by-day basis. E-mail is sufficient also – please send to [office@pinecrestschool.org](mailto:office@pinecrestschool.org) or [summercamp@pinecrestschool.org](mailto:summercamp@pinecrestschool.org). If you are carpooling with another camper, please let us know the name of the child your child will be going with and name of the person who will be picking up. If it is not another camper, please let us know the name and relation of the person picking up your child. School/camp personnel may ask for an ID of the person picking the child up to be sure it matches the name given to the school/camp by the parent.

### Dismissal (12:00 p.m. and 3:45 p.m.)

- Carpool drivers stop and line up along the right side of the driveway across from the school's mailbox. Please keep your pick-up placard handy.
- Children will come outside and wait in front of the school.

- Carpool drivers pull into the circle three or four at a time (the first one stopping at the fire lane/no parking sign). Children will be helped into their parent's or designated driver's car by a staff member.

### Early Departure

Students should bring their teachers a signed note from their parents/guardians on the day they need to leave early. To pick up a student early, sign the child out at the front desk in the office. A staff member will go to the classroom and bring your child to you.

### Late Pick-up

Please note that children must be picked up from camp at the designated time. If an unavoidable delay occurs and you are late, your child will be escorted to the office (for morning campers) or after-care (for afternoon campers). A charge of \$10 will be assessed for late pick-ups (anytime after 12:10 p.m. for morning campers or 3:55 p.m. for afternoon or full-day campers). If you know that you will be late, please call the school office (703.354.3446) if possible so that we can let your child know not to worry.

### Absences

If your child will be absent due to illness, vacation or any other reason, we ask that you send a note ahead of time, or call the school (703.354.3446) or email ([office@pinecrestschool.org](mailto:office@pinecrestschool.org)) the morning of the absence to let us know. If the parent of an absent child does not call to notify the school, someone on the camp staff will call the parent to verify the child's absence.

### After-care

After-care runs from 3:45 – 6 p.m. all days that camp is in session and is available to any camper attending Pinecrest Summer Pavilion. Snack will be provided and campers will participate in a variety of supervised activities and games. The after-care fee is \$90/week or \$10 an hour (whichever is less). For families with multiple children the rate is \$10/hour for the first child and \$5/hour for each additional child. Campers not pre-registered may still attend after-care as needed on a drop-in basis. Please see the after-care section of the website for more details.

### Release of Students and Custody Restrictions

The camp will assume that both parents have equal legal custody of their children and will release students to either parent unless provided with a copy of legal documentation to the contrary.

Communication With Camp in Joint Custody Situations – If a parent who does not have legal custody of a student wishes to be sent camp communications regarding his or her child, s/he must request, in writing, that all such information be sent to him/her separately at his/her current address.

## **Health and Safety Policies**

### **Illness**

Parents must keep their children home from camp when they are ill. A child is considered ill when s/he has a temperature of 100 degrees or higher, has recurrent diarrhea or vomiting, or has contracted one of the diseases on the Communicable Disease Reference Chart for School

Personnel. When a student becomes ill at camp, a parent or emergency contact person will be called to pick up the student as soon as possible. Students should remain home until all signs of the illness are gone. If the child has been sick during the night, please keep him home the next day even if s/he seems well by morning. Students should be fever-free for at least 24 hours before they return to camp. If your child becomes ill with a contagious disease (e.g., chicken pox, strep throat) or contracts head lice, please notify the school immediately. We will alert the other parents so they may take the appropriate action. Children with lice cannot return to school until their hair is nit-free.

### **Reportable Communicable Diseases**

Parents/guardians must inform Pinecrest Summer Pavilion within 24 hours or the next business day after his/her child or any member of his/her immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, which must be reported immediately.

### **Injury/Medical Emergencies**

Minor accidents or injuries will be treated at camp and you will be notified of any such incidents and the treatment administered. If an injury, illness, or allergic reaction is serious enough to require more than standard treatment, the school will immediately call 911 and the child's parents or the emergency contact representative.

### **Insect Repellent**

If you wish for your child to wear insect repellent, please apply it before s/he comes to camp. We will not apply insect repellent at camp.

### **Sunscreen**

On a daily basis we will spend most of our time indoors with only short periods of outdoor play. If you would like for your child to wear sunscreen, please apply it before s/he comes to camp.

An exception to this rule will be made on designated water play days. On those days campers may bring their own sunscreen providing the following conditions are met:

Sunscreen must be in the original container labeled with the child's name and the parent must have filled out the Pinecrest Summer Pavilion Permission to Apply Sunscreen section on the registration form or have sent in a written parent authorization with the sunscreen giving permission to use it and noting any known adverse reactions. Manufacturer's instructions for age, duration and dosage shall be followed. Camp staff will keep a record including child's name, date of use, frequency of application, and any adverse reactions.

## Medical Forms

All students must have a Commonwealth of Virginia School Entrance Health form, signed by a licensed physician, registered nurse or official of a local health department, on file at the school prior to the first day of camp. An immunization record including the month and date of each vaccine must be included. Parents must also complete a separate Medical/Emergency Care Form for each child.

## Medication Administration

Parents/guardians of any child requiring prescription medication during the camp day are required to submit an Authorization to Administer Medication form that has been completed by parents/guardians and the child's physician. This form is available in the forms section of the camp website and needs to be turned in to the school office. We can only accept the Pinecrest School/Summer Pavilion Authorization to Administer Medication Form.

Medication should be brought in to the school office at the beginning of the week by a parent and must be picked up at the end of the week by a parent. Children may not transport their own medication. All medication must be in the original container, with the child's name, the name of the medication, and the dose of the medication indicated on the prescription label. All medications are placed in a locked location in the school office and may be dispensed only by the Camp Director, Head of School, or other authorized personnel.

Students may not self-administer any medication, including cough drops or syrup, nasal spray, aspirin, insect repellent, sunscreen, or lip balm.

Non-prescription medicine will not be administered. Please arrange dispensing times so that medication is not required during the hours your child will attend camp.

## Children with Allergies and Chronic Conditions

Parents must list on the Medical/Emergency Care Form their child's allergies and other chronic conditions. **Please be very specific and give us as much information as possible.** Note if the allergy or condition will affect school performance and what activities or food(s) must be avoided during school hours. Please describe all possible reactions your child may exhibit if exposed to an allergen and delineate the specific procedural instructions the school must follow if the child is exposed to an allergen. Parents are responsible for keeping the school informed as quickly as possible of any changes in the student's health or restrictions. We are very willing to work with you to learn more about your child's allergy and/or condition and to address any concerns you may have.

## Special Procedures for Medicating Students with Life-Threatening Allergies or Medical Conditions

If a child has a life-threatening allergy or condition, parents must meet with the Camp Director prior to camp to discuss it and its implications. The Camp Director and at least one other member

of the staff will be trained to administer necessary medication or to use medical equipment correctly and to follow any required emergency procedures. The parents are responsible for keeping the school updated on changes in the student's condition. Parents of children who need to be medicated at camp must complete a Pinecrest School/Summer Pavilion Medical Authorization Form. This form must be signed by both the child's doctor and the child's parent(s).

### **Supervision**

Between 8:45-9:00 a.m., or at 12:40 p.m., each child is removed from his/her parent's car by a camp staff member. If a child arrives before 8:45 a.m. for a morning session or before 12:40 p.m. for an afternoon session s/he must remain under his/her parent's care until greeted and collected by a staff member. Children walk to the newer building or to the older building classrooms under the sight supervision of a staff member. Once in his/her classroom, the camp teacher is responsible for the child until dismissal at 12:00 p.m. or 3:45 p.m. Each teacher must know where the children in his/her class are at all times.

### **Insurance**

Accident insurance is provided for each student. Pinecrest School has a policy issued by Utica National Insurance Group. It is the school's practice to notify the parents whenever it is felt that the terms of this policy apply in specific instances. The policy is available for review in the school office.

### **Behavior/Conduct Policies**

#### **Behavior**

Campers are expected to exhibit safe, positive, appropriate and socially-acceptable behavior at all times, adhering to the Behavior Accountability Plan established by Pinecrest School. Failure to comply will result in dismissal from the camp program. No refund will be granted in the event of a dismissal for inappropriate or unsafe conduct.

#### **General Student Expectations**

Pinecrest School and Pinecrest Summer Pavilion promote interpersonal courtesy, cooperation and respect. It is expected that students will demonstrate self-discipline, honesty and integrity. Teasing others is not tolerated. We do not accept bullying, cruelty, or inappropriate touching between students. Students should always act with consideration for the feelings of others. Showing interest, being polite, and caring will help make Pinecrest a positive school and camp community. We rely on the cooperation and support of our parents in upholding these standards. Discuss the following behavior guidelines with your students regularly:

- Students must be on time and prepared for class and other daily responsibilities.
- Students should not run, roughhouse, or make excessive noise in the hallways, on sidewalks, or on buses.

- During school assemblies, students should sit quietly and be respectful of the performer(s) and other students.
- Deliberate rudeness to any adult or student will not be tolerated.
- Physical or verbal abuse, harassment of others, fighting, or destructive misconduct will not be tolerated.
- Students should not use foul language, including offensive slang, profanity, or gestures.
- Students must take care of school property, including buildings and classrooms. Older students should clean up after themselves. Littering or defacing the school property in any way is not allowed. Families of students responsible for damage will be liable for the cost of repairs.
- Students may never leave the school buildings or grounds without permission.
- Possession, distribution, or use of substances such as tobacco, alcohol, or illegal drugs at school is grounds for expulsion. Guns and knives are prohibited.
- Students may not bite, kick, or hit.
- No chewing gum is allowed at school.

### **Behavior Accountability Plan**

Pinecrest School's Accountability Plan includes student behavior at school, camp, and at any related school/camp functions including, but not limited to field trips, bus rides, and after-care.

Pinecrest School believes that students must learn to conduct their lives in an ethical manner that contributes to their personal growth and allows those that they encounter to learn from their example. Students are expected to treat classmates, faculty, staff, parents, and visitors with respect and courtesy.

The goals of Pinecrest School's Accountability Plan are to:

- encourage a child's feelings of self-worth and self-esteem
- guide a child toward self-discipline and self-control
- teach a child to relate appropriately toward others
- help a child to grow toward emotional maturity
- help a child grow in moral development
- help a child understand the value and importance of his/her role in a community
- enable a child to begin forming a sense of personal values and positive morals

Each child can expect a safe learning environment at Pinecrest School. Behaviors that can threaten this environment include such things as:

- inappropriate use of supplies, materials, and equipment
- use of inappropriate language or verbal aggression
- loss of self-control and/or lack of self-regulation
- disrespect or dishonesty
- physical harm or aggression towards another individual (including, but not limited to hitting, kicking, biting, and scratching)
- non-observance of school/classroom understandings and expectations

- bullying
- tampering with or stealing school or others' property

Should a child exhibit any of these behaviors or struggle in meeting these expectations, it is the classroom or camp teacher's responsibility, in conjunction with the Head of School and/or Camp Director, to implement the following consequences when appropriate:

- remove the child from the learning environment
- arrange for the child to visit the Head of School and/or Camp Director's office
- document inappropriate behavior
- contact the parents
- hold a teacher/parent conference
- conference with Head of School and/or Camp Director
- set up a system of intervention and/or action plan to discourage repeat offenses
- loss of classroom or school-wide privileges
- suspend the child

## Discipline

Behavioral guidance shall be constructive in nature, age and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflicts. If a camper is acting inappropriately with others or having difficulty following the established rules, the camp class teacher will talk with the camper to determine what actions they can take together to help the camper participate more successfully. If behavior continues to be a problem, the camper will meet with the Camp Director or the Head of School to discuss the issue and parents will be informed.

## Prohibited Actions of Faculty/Staff

The following actions by faculty/staff members are prohibited:

- Physical punishments such as spanking, forcing a child to assume an uncomfortable position; restraining to restrict movement through binding or tying; enclosing in a confined space, box, or similar cubicle; and using exercise as punishment are prohibited.
- A child may not be shaken.
- A faculty/staff member may not force a child to eat or withhold food from a child.
- A child may not be punished for a toileting accident.
- A child may not be touched in any way whatsoever that could be construed to be sexually inappropriate.