

MIDWEST CHRISTIAN MONTESSORI ACADEMY

Thank you for sending your child to summer camp! MCMA's summer program runs from June 6th through July 29th. Remember that you can still add individual weeks throughout the summer. The following will review some of our summer procedures and policies.

Drop Off and Pick Up: FRONT DOOR

8:45-8:55am drop-off **12:00 – 12:10pm pick up** **OR** **3:00-3:10pm pick up**

Drop-off and pick-up times should be prompt, but no more than 10 minutes before or after class. Childcare charges will be added after the 10-minute pick up window.

For class/camp in the morning, staff will greet students at the front doors from 8:45am – 8:55am. Students should be in class by 9am. Late arrivals disturb the flow of class time, so please be prompt. If arriving late, you may ring the bell for admittance, or call the office phone so that staff may meet you at the door.

At the 12:00 and 3:00pm pick-up times, students will be released from the front doors. Parents/guardians may use the pick-up lane by the sidewalk. (See the drop-off, pick-up lane map) Teachers will release children to parents/guardians from the doors when they recognize the authorized pick-up person. Please only allow students to enter the car at the curb or with your guidance.

Covid safety guidelines: Students and staff will wear face masks in the building, except at snack, lunch and outdoor time. **Students should have a spare face mask with them each day.** Hand washing, physical distancing and cleaning protocols will be maintained as usual.

Snack: Please send small portions of finger foods for your child's snack in a labeled, sealable container; no liquid or messy items. Sealable water bottles should be brought for each individual student's use. Occasionally there may be special snacks brought by the teacher or sent from another family. In this case, all nuts and nut products will be avoided. Please advise the office of allergies or special requirements for your child on the blue *Student Information* sheet.

Lunch: If your child is staying past 12:00, please pack a lunch with ready-to-eat foods. We can heat up leftovers or quick-heat foods in the microwave.

Clothing: ***Indoor shoes are required and may be stored at school.*** Our classrooms are air conditioned and may be cool at times. **Please make sure your child has a sweater or sweatshirt and also a complete change of clothing to be stored here.**

We plan to go outside for daily recess and outdoor projects, depending on the weather. It is recommended that you apply sunscreen on your child in the morning. It can be reapplied if you send an extra supply marked with your child's name and a request for staff to assist your child.

Cancellation and Schedule Changes:

We will occasionally have special projects planned. For this reason, advance notice is required to change your child's scheduled attendance. An email and/or written note will be sent home to announce special plans such as outdoor water-play or any off-campus trips.

Thank you for your understanding and cooperation.