



**HUDSON** | MONTESSORI  
SCHOOL

## **Hudson Montessori School's Summer Programs Handbook Informational Guide for Summer 2025**

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## SUMMARY

We are excited to have you join us this summer. We look forward to meeting you as we aim to provide you with the most enriching and positive summer experience possible. To those returning families, welcome back! Summer is a time for children to explore, create, and discover; a time for them to make new friends and to reconnect with old ones. We realize that there is a wide selection of summer opportunities for your child, and we are honored that you have chosen our programs. We hope that this handbook will give you guidance and some knowledge that will be useful to have as you prepare for the summer ahead.

### About HMS

Thinking critically, acting globally and making connections across disciplines. Persisting through problem solving. Working on teams and independently. Hudson Montessori students practice these skills at a young age. In our closeknit community, students are known and learn at their own pace. Challenged to achieve their personal best, students leave well-prepared for meaningful lives and responsible global citizenship.

### Campus

Our campus just north of Hudson, Ohio is designed to be child-friendly and to inspire young minds to discover the world around them firsthand. Our school is situated on 12-acres, equipped with an indoor gymnasium and a contained playground area with age-appropriate equipment. Our enclosed back woods feature additional outdoor enrichment opportunities. We are also fortunate to be located close to off-campus attractions and parks.

### Summer Staff

Our programs are staffed by talented and dedicated camp counselors and staff who are passionate about working with children -- many of whom are also HMS faculty, staff, or alumni. Our summer staff also receives first aid and CPR/AED training and exposure. Enrichment Camps are staffed independently by leaders in their respective fields that inspire children to create, discover, and explore the world around them.

### Contact Information for Families

Most of our communication will be done via email or notifications via Homeroom, the registration platform used when enrolling in camps at HMS. Below is additional contact information to speak with us directly at any time.

- Director of Auxiliary Programs: Tim McQuait
  - Email: [camp@hudsonmontessori.org](mailto:camp@hudsonmontessori.org)
  - Auxiliary Programs' Cell Phone: 330.267.9883
    - Available: 8:00am – 5:00pm, Monday - Friday
    - Please text if contacting outside camp hours or during the weekend.
  - School's Front Office Phone: 330.650.0424; Available: 8:00am – 3:00pm, Monday - Friday

## SUMMER PROGRAMS ARE MONTESSORI INSPIRED

The Montessori method is based on a philosophy and pedagogy developed more than a century ago by Dr. Maria Montessori, the first female physician to graduate from the University of Rome. Her dynamic theories of education stemmed from her observations and experience with young children in Italy in the early 1900's. The Montessori method emphasizes the potential of the child and develops this potential through the use of a carefully prepared environment rich in specially designed materials. This provides experiences contributing to the child's intellectual, emotional, spiritual and physical growth. Children are grouped in mixed-age classes that offer an opportunity for peer mentoring, collaborative work, and social interaction.

The teacher acts as a facilitator in the learning process. Through observation of the child, the teacher directs him/her to meaningful activity. Emphasis is on inner motivation, using the child's natural curiosity and delight in discovery. All of this occurs in a nurturing environment, which builds upon the child's interests and offers activities that fit each individual's needs.

Not all of our camps are led by trained Montessorian educators, but our camps focus on putting the child at the forefront of our programming and encouraging children to pursue interaction and collaboration among their peers. Our approach during the school year inspires us during the summer as well.

## CAMPER CONDUCT AND CELL PHONE POLICY

We have three rules at camp that we think build a good setting for campers' summer enrichment: 1) Respect Yourself, 2) Respect Others, and 3) Respect the Environment. Since HMS is a place to learn, grow, and enjoy friendships, we also discourage the use of cell phones; campers should not have cellular devices out during the camp day as we want them to enjoy the moment. Summer camp offers the opportunity to build relationships and create lifelong memories – we want campers to take advantage of this while at HMS.

Any camper behavioral misconduct will result in a discussion between the child and teacher and an incident report will be sent home after a warning has been granted. We work with our campers and families to help create the best environment for all, as we want every child to see HMS as a second home.

## ABSENCE AND/OR ARRIVING LATE TO CAMP

Any time a child is going to be absent or late arriving to school, please text Tim McQuait at 330.267.9883 or e-mail [camp@hudsonmontessori.org](mailto:camp@hudsonmontessori.org) to advise us of the upcoming absence. The parent/guardian must notify the school by 9:30am on the day a student is absent unless previous notification has been given. This allows us to have an accurate account of the children on our campus each day of camp.

## CREATE-YOUR-DAY CAMPS OVERVIEW

### Dates

Monday, June 9 – Friday, August 8, 2025 (Weekly, Monday – Friday; No camp June 30 – July 4)

### Hours

Camp Hours: 9:00am – 4:00pm daily

Assisted Arrival: 9:00 – 9:15am

Assisted Departure: 3:45 – 4:00pm

### Lead Staff Members

Jordan Franz, Director

Amanda Hedrick, Curriculum Designer

Chris Frantz, Camp Guide

Leah Evans, Camp Guide

Beth Morris, Camp Guide

Katie Bayer, Camp Guide

Alana Wallack, Camp Guide

### Locations

Each family will be notified of their camp's room assignment. Possibilities include:

- Ms. Angelini's Room, Ms. Householder's Room, The Auxiliary Room, Ms. Case's Room, and Ms. Irvine's Room.

### Camp Room Assignments

Each family will be notified of their camp's room and lead teacher assignments by the Friday before each new week of camp. We try to keep each child with the same lead teacher throughout the summer to build camaraderie and establish a relationship with you and your family. Each classroom is compromised of approximately 20-25 students with 3-4 camp staff. We also have a Director of Create Your Day that circulates among the camp rooms.

### Communication and Contact Information for Families

Most of our communication will be done via email or notifications via Homeroom, the registration platform used when enrolling in camps at HMS. Informational emails will be sent out on the Friday before each new week of camp with details on the upcoming week. Below is additional contact information to speak with us directly at any time.

- Director of Auxiliary Programs: Tim McQuait
  - Email: [camp@hudsonmontessori.org](mailto:camp@hudsonmontessori.org)
  - Auxiliary Programs' Cell Phone: 330.267.9883
    - Available: 8:00am – 5:00pm, Monday - Friday
    - Please text if contacting outside camp hours or during the weekend.

- School's Front Office Phone: 330.650.0424; Available: 8:00am – 3:00pm, Monday – Friday

## **Curriculum and Structure of Camp**

Create-Your-Day Camp offers the opportunity to learn new ideas and interact with your fellow campers on a daily basis. Each week has its own transformative theme designed with an emphasis on encouraging campers to step outside their comfort zone. Campers will be guided by our experienced staff through a Montessori-inspired curriculum. Each morning and afternoon has its own lesson that is accompanied by an activity and craft that enriches it. Following the completion of the lesson and follow-up activities, we then try to spend time outdoors to encourage student interaction and play outside of the classroom. The process mirrors our Montessori-inspired work cycle, that is usually 2-3 hours during the regular school year. Campers come from all surrounding communities, not just those that just attend HMS during the school year, so children will interact with a wide range of students in the Greater Hudson area.

## **Snack and Lunch**

- Each camper is responsible for bringing a packed lunch, 1-2 snacks, and a water bottle.
- Snack will be eaten at a designated “Snack Table” just as we have done in the past.
- Whenever possible, lunch will occur outside in one of many outdoor areas: courtyard, picnic table area, side access driveway, and the back wooded area.

## **What to Bring to Create-Your-Day Camp?**

- Packed Lunch
  - Lunchbox should also contain 1-2 snacks to eat during the day
- Water bottle
- A complete change of clothes
- Prepare to Be Outdoors
  - We spend a lot of time outside to take advantage of the opportunity to have students interact who may not be in the same homeroom of camp; we also have many activities that occur outside utilizing our 12-acre campus.
  - Please bring the following each day and/or have your campers leave these in their respective cubbies for the remainder of the week at camp:
    - Raincoat
    - Hooded jacket/sweatshirt for cooler mornings/days
    - Boots/shoes that can get muddy and are water-resistant
    - Water shoes like crocs
    - Sunscreen and a sunhat if needed

## **Assisted Arrival and Departure**

### **Arrival Carline in the Morning (9:00 – 9:15am)**

- Assisted arrival for CYD Camp takes place from 9:00 – 9:15am each day

- Please refrain from using cell phone and other mobile devices.
- You may also park and walk your child up to the front door.
- Each child should be screened for any health concerns by the parent prior to arrival
  - Please note, if the child does not look well, or appears to be sick, we reserve the right to not allow camp attendance.
- Lunchbox/backpack items go under/in-front/immediately beside the car seat where the child is seated
- Forming a carline behind the other families, please drive your car alongside the curb closest to the building.
  - Carline will form at the main front door of the building
    - Should it be raining heavily or inclement weather, we will continue to use the front door as it is a covered area, along with the sidewalk that runs alongside it; this will allow campers to get into the building faster and they will be guided by staff members stationed in the school.
- A member of our staff will come to your car and greet you and the student. Please both remain seated and buckled in at this time
- As soon as your child has exited the vehicle and is accompanied by one of our staff, you may begin to exit the driveway.
- Staff members will guide the child to wash and clean their hands thoroughly upon arrival.

#### **Late Arrival (After Carline Ends at 9:15am)**

- As soon as you know you will be arriving late, contact the Auxiliary Programs Office with the exact time of your arrival.
  - Auxiliary Programs' Cell (please call or text) – 330.267.9883; front desk will answer 8:00am – 3:00pm at HMS: 330.650.0424.
- At the late arrival time, please pull up alongside the curb closest to the building and stop at the side access driveway that is right before you reach the main building.
  - A staff member will be waiting for your arrival and will come out as soon as your vehicle is visible outside. They will follow the same arrival carline procedures outlined in the previous section, and they will then take your child into HMS.

#### **Departure Carline for Campers Departing after a Morning in CYD Camp (11:30am or Noon)**

- Assisted departure for morning campers takes place at 11:30am (if you choose to have your child leave before eating lunch) or at Noon (if you choose to pickup your child after they eat lunch) – please inform Tim McQuait at [camp@hudsonmontessori.org](mailto:camp@hudsonmontessori.org) for your preference during camp
  - For those campers who are attending other camps in the afternoon at HMS but attending morning CYD prior to going to those camps, they will be guided to their other camp once their previous CYD camp concludes by a camp staff member.

- Please refrain from using cell phone and other mobile devices.
- You may also park and walk your child up to the front door.
- Please wait in the car as your child will be walked to your car once you have reached the front of the carline.
- Once your child is in your vehicle, please pull up to the designated “buckle-up” location that is designated by the sign in front of the HMS Middle School building.

#### **Arrival Carline for Campers Arriving for an Afternoon in CYD Camp (Noon)**

- Assisted arrival for afternoon campers takes place at Noon
  - For those who are attending other camps in the morning at HMS and then attending CYD camps in the afternoon, they will be guided to CYD camp once their previous camp concludes by a camp staff member.
- Each child should be screened for any health concerns or temperature by the parent prior to arrival
  - Please note, if the child does not look well, or appears to be sick, we reserve the right to not allow camp attendance.
- Lunchbox/backpack items go under/in-front/immediately beside the car seat where the child is seated
- Forming a carline behind the other families, please drive your car alongside the curb closest to the building.
  - Carline will form at the main front door of the building
    - Should it be raining heavily or inclement weather, we will continue to use the front door as it is a covered area, along with the sidewalk that runs alongside it; this will allow campers to get into the building faster and they will be guided by staff members stationed in the school.
- A member of our staff will come to your car and greet you and the student. Please both remain seated and buckled in at this time
- As soon as your child has exited the vehicle and is accompanied by one of our staff, you may begin to exit the driveway.
- Staff members will guide the child to wash and clean their hands thoroughly upon arrival.

#### **Departure Carline in the Afternoon (3:45 – 4:00pm)**

- Assisted departure for CYD Camp takes place from 3:45 – 4:00pm each day
- Please refrain from using cell phone and other mobile devices.
- Please remain in your car and join the carline
- You may also park and walk up to pick up your child.
- Please wait in the car as your child will be walked to your car once you have reached the front of the carline.
- Once your child is in your vehicle, please pull up to the designated “buckle-up” location that is designated by the sign in front of the HMS Middle School building.

### **Early Departure (Before Carline Begins at 3:45pm)**

- Please notify Auxiliary Programs Office if you need to pick-up your child early with your exact time of departure.
  - Auxiliary Programs' Cell (please call or text) – 330.267.9883; front desk will answer 8:00am – 3:00pm at HMS: 330.650.0424.
- The office will help coordinate the necessary arrangements with camp staff to insure your child is ready for departure.
- When your departure time arrives, please pull up alongside the curb closest to the building and stop at the side access driveway that is right before you reach the main building. Wait until the staff and your child come outside.
  - A staff member will be waiting for your arrival and will come out as soon as your vehicle is visible outside. They will follow the same departure carline procedures outlined in the previous section.

### **Drop-Off for Before-Care Hours or Pick-Up for After-Care CYD Camp Hours**

- *Dropping off campers before 9:00am or picking up campers after 4:00pm is not permitted, unless you are signed up for Before and/or After-Care in advance*
  - Ms. Irvine's Room will be the location for both before and after-care.
  - Our staff members use the 8:30 – 9:00am and 4:00 – 4:30pm timeslots to appropriately clean and prepare the classroom environment for the day ahead, so please only plan on attending before/after-care if you are already signed up for it.
- **Before-Care Drop-off (7:30 – 9:00am)**
  - requires parents to bring their child directly to the after-hours entrance, which is the last door on the right on the north fire lane, after you turn the corner around the building. You may park your car along the main drive, or in the parking lot if you prefer.
  - A member of our staff will meet you at the door and help your child into the room.
- **After-Care Pick-Up (4:00 – 5:30pm)**
  - requires parents to bring their child directly to the after-hours entrance, which is the last door on the right on the north fire lane, after you turn the corner around the building. You may park your car along the main drive, or in the parking lot if you prefer.
  - A member of our staff will meet you at the door and help your child prepare to leave
    - Most days, we will be outside on the playground playing – there will be a sign on the door directing you to come to the playground for pickup instead



## CAMP EXPLORE OVERVIEW

### Dates

Monday, June 16 – Friday, July 25, 2025 (Weekly, Monday – Friday; No camps June 30 – July 4)

### Hours

Camp Hours:

- Complimentary Before-Care & Arrival: 7:30 – 9:00am
- Camp Explore: 9:00am – 4:00pm
- Complimentary After-Care & Departure: 4:00 – 5:30pm

### Locations

The Middle School's Garden Lane Building – which is dedicated to mathematics, science, and the Middle School's microeconomy business during the school year. It is the first building on the right when turning onto Garden Lane from Darrow Road (Route 91)

Before/After-Care will take place in the main building in Ms. Irvine's room.

### Lead Staff Members

Joe Slanina, Director

Lisa Pierce, Camp Guide

Aidan McStay, Senior Camp Counselor

### Communication and Contact Information for Families

Most of our communication will be done via email or notifications via Homeroom, the registration platform used when enrolling in camps at HMS. Informational emails will be sent out on the Friday before each new week of camp with details on the upcoming week. Below is additional contact information to speak with us directly at any time.

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  - Auxiliary Programs' Cell Phone: 330.267.9883
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    - Please text if contacting outside camp hours or during the weekend.
  - School's Front Office Phone: 330.650.0424; Available: 8:00am – 3:00pm, Monday – Friday

### Curriculum and Structure of Camp

Camp Explore offers the opportunity for campers to discover the world around them, while also enjoying traditional camp favorites. Over the course of each week, campers will explore the rich history and culture of Northeast Ohio. Every week will have its own transformative theme meant to enlighten and illuminate a new aspect of our surrounding community. In addition to exploring the new theme for each week, students will participate in traditional camp outings.

The excursions will vary week-to-week like hiking, biking, wilderness skills, and more among others in the Cuyahoga Valley National Park, but we will kayak once each week. Even when partaking on these adventures, the opportunity to engage the content never ends. Through the many field trips and excursions, campers will be able to make further connections to the place they call home. This camp is designed to build off the natural curiosity of our campers. Geared towards children ages 8 years and above, we want to fully capture what it is to be a native Ohioan while also enjoying the hallmarks of a traditional summer camp — all while staying in your backyard. Camp will be limited to 16 campers/week to foster an intimate learning environment.

### **What to Bring to Create-Your-Day Camp?**

- Packed Lunch
  - Lunchbox should also contain 1-2 snacks to eat during the day
- Water bottle
- A complete change of clothes
- Prepare to Be Outdoors
  - Camp Explore is designed to take trips and excursions off-site to explore Northeast Ohio.
  - Please bring the following each day and/or have your campers leave these in their respective cubbies for the remainder of the week at camp:
    - Raincoat
    - Hooded jacket/sweatshirt for cooler mornings/days
    - Boots/shoes that can get muddy and are water-resistant
    - Sunscreen and a sun hat if needed
- Swimsuits/Water Clothes for Kayaking (We will tell you days Kayaking will occur so you are prepared – these are generally on Tuesdays)
  - This includes swimsuit and closed toe footwear with heel strapping/coverage (ie, no flip flops but Crocs would be okay as long as they are secure.)

### **Snack and Lunch**

- Each camper is responsible for bringing a packed lunch, 1-2 snacks, and a water bottle.
- Snack will be eaten at a designated “Snack Table” just as we have done in the past.
- Whenever possible, lunch will occur outside one of many outdoor areas that are suitable for lunchtime: courtyard, picnic table area, side access driveway, back wooded area.

### **Assisted Arrival and Departure from Camp**

#### **Arriving for Camp Explore**

- Arrival may occur anytime between 7:30am and 9:00am, because before-care is complimentary and included with tuition. Before-Care is available in the main building of HMS

- requires parents to bring their child directly to the after-hours entrance, which is the last door on the right on the north fire lane of the main building, after you turn the corner around the building. You may park your car along the main drive, or in the parking lot if you prefer.
- Otherwise, if just coming to the main camp day of Camp Explore, please come directly to Garden Lane where Camp Explore is held
  - Camp is located at our Garden Lane building, which serves as the kitchen and math/science lab for our Middle School during the school year. ***(The physical/GPS address to navigate to is 2000 Garden Lane, Hudson, Ohio 44236 – the mailing address for the building would be 7589 Darrow Road as it faces Route 91, but Garden Lane is the way to access the building).*** Upon turning into Garden Lane, which is the first right when coming from Hudson after passing our main building, or the last road on the left just before you pass the main building if coming from Twinsburg, our Garden Lane building will be the first building on the right. When arriving/departing, please pull alongside the lane in front of the building. There is a gravel driveway there that leads to the building's two double-door back entry, followed by a sidewalk/stepping stones that lead around to the front of the building (South Side). Please come around to the front, south side of the building and hit the doorbell to enter.
- Families may park along the lane and walk their camper(s) to the door there where they will be greeted by a member of our staff
- Please refrain from using cell phone and other mobile devices.
- Each child should be screened for any health concerns by the parent prior to arrival
  - Please note, if the child does not look well, or appears to be sick, we reserve the right to not allow camp attendance.
- Staff members will guide the child to wash and clean their hands thoroughly upon arrival.

#### **Late Arrival (After Carline Ends with Camp's Start Time)**

- As soon as you know you will be arriving late, contact the Auxiliary Programs Office with the exact time of your arrival.
  - Auxiliary Programs' Cell (please call or text) – 330.267.9883; front desk will answer 8:00am – 12:30pm at HMS: 330.650.0424.
- At the late arrival time, please pull up alongside the building on Garden Lane and walk up to the door with your camper(s)
  - A staff member will be waiting for your arrival and will come out as soon as your vehicle is visible outside. They will follow the same arrival carline procedures outlined in the previous section.

#### **Departing Camp Explore**

- If picking up directly from Camp Explore at Garden Lane, please arrive between 4:00 – 4:15pm.

- Families may park along Garden Lane and walk up to the Garden Lane building to the door there where they will be greeted by a member of our staff and receive their camper(s).
- If planning to have your camper stay for after-care, you may arrive 4:15-5:30pm at the main HMS building where after-care is being held camp-wide in Ms. Irvine's Room (last door on the right on the north fire lane, around the corner of the building).
- As a reminder, after-care is complimentary with tuition.

#### **Early Departure (If leaving before the end of the camp day)**

- Please notify Auxiliary Programs Office if you need to pick-up your child early with your exact time of departure.
  - Auxiliary Programs' Cell (please call or text) – 330.267.9883; front desk will answer 8:00am – 12:30pm at HMS: 330.650.0424.
- The office will help coordinate the necessary arrangements with camp staff to insure your child is ready for departure.
- When your departure time arrives, please pull up alongside the Garden Lane building on Garden Lane. Please park and come to the door of Garden Lane
  - A staff member will be waiting for your arrival. They will follow the same departure carline procedures outlined in the previous section.

#### **Camper Conduct and Cell Phone Policy**

We have three rules at camp that we think build a good setting for campers' summer enrichment: 1) Respect Yourself, 2) Respect Others, and 3) Respect the Environment. Since HMS is a place to learn, grow, and enjoy friendships, we also discourage the use of cell phones; campers should not have cellular devices out during the camp day as we want them to enjoy the moment. Summer camp offers the opportunity to build relationships and create lifelong memories – we want campers to take advantage of this while at HMS.

Any camper behavioral misconduct will result in a discussion between the child and teacher and an incident report will be sent home after a warning has been granted. A copy will be sent home. We work with our campers and families to help create the best environment for all, as we want every child to see HMS as a second home.

Since Camp Explore takes excursions and trips offsite, it is imperative that campers conduct themselves appropriately by being on their best behavior and listening to the instruction of their counselors. Going on field trips is an exciting and rewarding part of Camp Explore but it relies upon campers respecting themselves, others, and the environment in order to fully appreciate the opportunity. Campers who repeatedly struggle with behavior offsite, after warnings from the teacher and staff conversations with parents, may be asked to pursue other summer opportunities at HMS that stay onsite instead.

## ENRICHMENT, ACTIVITY, AND OUTDOOR CAMPS OVERVIEW

### Dates

Monday, June 9 – Friday, August 8, 2025 (No camps June 30 – July 4)

### Hours

Camp Hours: Vary According to Individual Camp

***Assisted Arrival for Morning or All-Day Camps:*** Begins 15 minutes prior to camp's start time

***Assisted Arrival for Afternoon Camps:*** Begins 15 minutes prior to camp's start time

***Assisted Window Departure:*** 15 minutes after conclusion of camp (For Morning, Afternoon, and All Day Camps)

### Locations

Each family will be notified of their camp's room assignment. Possibilities include:

- Art Room
- Ms. DeBroka's Room
- Ms. Blatnik's Room
- Clay Studio
- Ms. Wargo's Room
- Ms. Wexler's Room
- Gymnasium
- Library

### Communication and Contact Information for Families

Most of our communication will be done via email or notifications via Homeroom, the registration platform used when enrolling in camps at HMS. Informational emails will be sent out on the Friday before each new week of camp with details on the upcoming week. Below is additional contact information to speak with us directly at any time.

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  - Email: [camp@hudsonmontessori.org](mailto:camp@hudsonmontessori.org)
  - Auxiliary Programs' Cell Phone: 330.267.9883
    - Available: 8:00am – 5:00pm, Monday - Friday
    - Please text if contacting outside camp hours or during the weekend.
  - School's Front Office Phone: 330.650.0424; Available: 8:00am – 3:00pm, Monday – Friday

### Snack and Lunch

- Each camper is responsible for bringing a packed lunch (if in an all-day camp or if wanting to stay for lunch in CYD), 1-2 snacks, and a water bottle.
  - An email will be sent to parents prior to camp if any additional materials are needed that are specific to that particular camp
- Snack will be eaten at a designated "Snack Table" just as we have done in the past.

- Whenever possible, lunch will occur outside one of many outdoor areas that are suitable for lunchtime: courtyard, picnic table area, side access driveway, back wooded area.

## **Assisted Arrival and Departure from Camp**

### **Assisted Arrival Carline (15 Minutes Before Start of Camp)**

- Assisted arrival for non-CYD camps takes place from 15 minutes prior up to the start of that camp
  - for example, if a camp begins at 9:30am, campers may arrive as early as 9:15am and as late as 9:30am to join carline
- Please refrain from using cell phone and other mobile devices.
- You may also park and walk your child up to the front door.
- Each child should be screened for any health concerns by the parent prior to arrival
  - Please note, if the child does not look well, or appears to be sick, we reserve the right to not allow camp attendance.
- Lunchbox/backpack items go under/in-front/immediately beside the car seat where the child is seated
- Forming a carline behind the other families, please drive your car alongside the curb closest to the building.
  - Carline will form at the main front door of the building
    - Should it be raining heavily or inclement weather, we will continue to use the front door as it is a covered area, along with the sidewalk that runs alongside it; this will allow campers to get into the building faster and they will be guided by staff members stationed in the school.
- A member of our staff will come to your car and greet you and the student. Please both remain seated and buckled in at this time.
- As soon as your child has exited the vehicle and is accompanied by one of our staff, you may begin to exit the driveway.
- Staff members will guide the child to wash and clean their hands thoroughly upon arrival.

**Late Arrival (After Carline Ends with Camp's Start Time)**

- As soon as you know you will be arriving late, contact the Auxiliary Programs Office with the exact time of your arrival.
  - Auxiliary Programs' Cell (please call or text) – (330)267-9883
- At the late arrival time, please pull up alongside the curb closest to the building and stop at the main door.
  - A staff member will be waiting for your arrival and will come out as soon as your vehicle is visible outside. They will follow the same arrival carline procedures outlined in the previous section, and they will then take your child into HMS.

**Departure Carline (11:45am – Noon or 3:15 – 3:30pm)**

- Assisted departure for non-CYD camps takes place from 11:45am – Noon for Morning Camps and 3:15 – 3:30pm for All-Day Camps each day
- Please refrain from using cell phone and other mobile devices.
- You may also park and pick up your child by the front door in person.
- Please wait in the car as your child will be walked to your car once you have reached the front of the carline.
- Once your child is in your vehicle, please pull up to the designated “buckle-up” location that is designated by the sign in front of the HMS Middle School building.

**Early Departure (If leaving before the end of the camp day)**

- Please notify Auxiliary Programs Office if you need to pick up your child early with your exact time of departure.
  - Auxiliary Programs' Cell – (330)267-9883 (Please call or text)
- The office will help coordinate the necessary arrangements with camp staff to insure your child is ready for departure.
- When your departure time arrives, please pull up alongside the curb closest to the building and stop at the side access driveway that is right before you reach the main building. Wait until the staff and your child come outside.
  - A staff member will be waiting for your arrival and will come out as soon as your vehicle is visible outside. They will follow the same departure carline procedures outlined in the previous section.

### Drop-Off Before Camp Hours or After-Care Camp Hours

- Dropping off campers before the 15 minute window of the start of camp or picking up campers 15 minutes after camp is not allowed, *unless you are signed up for Before and/or After-Care in advance*
  - Ms. Irvine's Room will be the location for both before and after-care.
- **Before-Care Drop-off** (as early as 7:30 – start of camp at 9:00am or 9:30am)
  - requires parents to bring their child directly to the after-hours entrance, which is the last door on the right on the north fire lane, after you turn the corner around the building. You may park your car along the main drive, or in the parking lot if you prefer.
  - A member of our staff will come to greet you at the door and take your student into before-care
- **After-Care Pick-Up** (3:00pm to as late as 5:30pm)
  - requires parents to bring their child directly to the after-hours entrance, which is the last door on the right on the north fire lane, after you turn the corner around the building. You may park your car along the main drive, or in the parking lot if you prefer.
  - A member of our staff will come to greet you and help your child to prepare to leave
    - Most days, we will be outside on the playground playing – there will be a sign on the door directing you to come to the playground for pickup instead

### Attending Multiple Camps in Day?

- In certain instances, students may attend multiple camps in a day
  - For example, one could go to a morning enrichment camp then go to CYD until the afternoon when their parents could pick them up then; or, a camper could go to CYD for the morning and then enrichment camp in the afternoon
    - In either case, the student would be led between the two camps by a HMS staff member; arrival/departure rules for the carline would still apply for the beginning and ending of their respective camp days



## OVERVIEW OF HEALTH PROCEDURES

Hudson Montessori School has gone to great lengths to create the most thoroughly prepared plan as possible, given guidance given to us by the State of Ohio and the Summit County Department of Health. These protocols have been created to serve as a complement to our existing programming while mitigating risks and insuring safety for all families, campers, and staff.

### Staff Training

Summer Staff review all of the information contained within this document and will refer to this document throughout the summer.

- During preparations leading up to the beginning of camp, staff members will be thoroughly rehearsed in the procedures including practicing scenarios and camp day walk-through exercises.

### Inter- and Intra- Communication Among Summer Staff

Staff members will rely heavily on walkie talkies to communicate movements with other camps.

- Examples:
  - Going out for recess
  - Moving outside for an activity/lesson
  - Using the gym if there is sustained inclement weather
  - Potential lockdowns, fire drills, storm drills

Staff members practice and rehearse situations like lockdowns, fire drills, and storm drills as part of their roles in summer camps at HMS.

### Health Screenings

A vital keystone in the safety process is conducting daily screenings each day and observing any changes to the overall condition of each child and staff member throughout the day

### Communicable Diseases

- Please Do not send your child to school if he/she:
  - has symptoms of an illness
  - is in the initial nasal discharge stage associated with a cold
  - has a temperature elevated above normal (your child needs to be fever free without medicine for 24 hours prior to returning to school)
  - has a rash or unusual spots
  - has vomited prior to school attendance
  - has discharge from eyes and/or ears.
- If in doubt, please keep your child at home. Children who arrive at school with symptoms of an illness will be sent home. Parents must notify the school if their child has been exposed to a communicable disease. The school will notify parents when children are exposed to a communicable disease.

- A child who contracts a communicable disease such as whooping cough, chicken pox, viral hepatitis (to name a few) must stay home for a period of time prescribed by the child's physician or by the local health department. A note from the doctor stating that the child is able to return to school may be required upon return. If in doubt regarding proper procedure, please consult with your doctor, the Summit County Health Department office at 330.923.4891, or call Hudson Montessori School.

### **Self-Screening**

- Staff will self-screen prior to arrival each day and will be screened upon their arrival by other staff members.
- Parents should self-screen and also screen their children each day prior to their arrival.
- Throughout the day, staff will observe and note any changes to the appearance or any changes to the overall condition of each child and fellow staff member.
  - We reserve the right to request anyone to return home if they are perceived to be ill, even if they do not have an elevated temperature.

### **Suspected Illness at School**

#### **Children Exhibiting Illness or Potential Symptoms of Illness**

- Students who become ill will need to go home as soon as possible; please be accessible on the numbers given to us in the summer camp health release form.
- They will be removed from the general student populace and placed in the office to await pickup by a parent/guardian
- Parents will be contacted immediately by summer and/or main office staff.
  - A staff member will supervise the child until the parent's arrival, and they will meet the parent with the child at the external door of the office upon their parent's arrival.
- After the child is under the care of their parent/guardian, the sitting area will be sanitized and cleaned accordingly.
- This past spring, the CDC updated their guidance for individuals that have a positive case of COVID-19. After consultation with our Medical Consultant, Dr. Vishvas Hegde, M.D., we have updated our COVID-19 Protocols. The top-line changes are that there is no longer a pre-determined period of isolation for a positive COVID-19 case. Using the guidance of the CDC, we ask that a person with COVID-19 stay home and away from others until at least 24 hours after both their symptoms are getting better overall and are fever free without the use of a fever-reducing medicine. These changes can be reviewed in full in our COVID-19 Protocols document by [clicking on this link](#). If you have questions you can reach out by calling (330)650-0424.

**Staff Exhibiting Illness and/or COVID-19 Symptoms**

- Staff who become ill will need to go home immediately and follow the same standards as above that are in place for children.

**Potential Exposure to COVID-19 Within School**

- As of March 7, 2024, we will no longer be making the community aware of positive COVID cases on an individual level. The school may notify if the number of cases in a particular room or throughout the school warrants it. In addition, HMS will seek the appropriate counsel and guidance from the State of Ohio and Summit County Health Departments. HMS will conduct a cleaning and sanitizing process of the room(s) in question if warranted.

**Exclusion Period from Summer Camps for Common Illnesses**

- Diarrhea:
  - According to the ODH's Communicable Disease chart – 2022, diarrhea is defined as three or more loose stools within a 24-hour period. In these instances, a child should be excluded from school until the diarrhea has ceased for a 24-hour period. We ask that if your child has had loose stools ahead of coming to school that you inform your classroom teacher so they use that information to determine if the above threshold for exclusion is met. Alternatively, if we observe loose stools at school, we will let you know so you can also determine if the threshold for exclusion is met.
- Flu-like Illnesses
  - According to the ODH's Communicable Disease chart – 2022, those with flu-like illness should stay home for at least 24 hours after they no longer have a fever, without use of fever-reducing medicines and regardless of whether or not they are using antiviral drugs.
    - Those who are sick should stay in the home during this period, except to seek necessary medical care and should avoid contact with others.
    - Students and staff who appear to have flu-like illness will be sent to a room separate from other students and will be sent home.
- Vomiting
  - In these instances, a child should be excluded from school until the vomiting has ceased for a 24-hour period.

## Handwashing

The state of Ohio and Summit County Department of Health has long stated that handwashing is one of the best ways to mitigate and prevent the potential contraction of communicable diseases. To that end, handwashing will be prioritized heavily throughout the day.

- Instances Where Handwashing Would Occur:
  - Arriving to the classroom
    - Both at the beginning of the day and returning to the classroom from recess, outdoor activity, etc.
  - Transitions between Activities/Materials in the Classroom
  - Before/After Handling Food
  - If touching eyes/nose/mouth area since that is entry way for the virus into our bodies.
- The CDC recommends [five steps to effectively wash hands correctly](#):
  - **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  - **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
  - **Rinse** your hands well under clean, running water.
  - **Dry** your hands using a clean towel or air dry them.
- The CDC also provides the [science behind handwashing](#) as well on its website.
- HMS is well-equipped to make regular handwashing very feasible since each classroom has age-appropriately sized sinks in both the main classroom and the bathroom.

Using hand sanitizer is another option when handwashing is not as feasible; it also requires 20 seconds of rubbing the gel/alcohol product until the entire hand is moistened then dried through rubbing.

## MEDICATION AND HEALTH EMERGENCIES

If your child must take medication during school hours on a daily schedule during the summer, an [Administration of Medication](#) form (available from the office, sent to you leading up to camp if you indicated medication must be taken, or available by [clicking here](#).) must be on file in the office. This applies to prescription and non-prescription drugs given by an adult to a student. All students needing medication of any kind, must present a new form at the beginning of each summer. Medications are administered by an adult in the office. An adult must deliver all medications to the school office. Children should not carry medication on their person or in their backpacks or lunchboxes, unless instructed by a doctor to do so (like in the case of an epi-pen or inhaler) via documentation from their doctor.

- Asthma Inhalers
  - Students are allowed, by State law, to self-administer inhalers in schools. An authorization form, "[Administration of Prescription Medication](#)" is available in the office, sent to you via email (if you indicated your student has asthma), or by [clicking here](#). This form must be signed by the parent/guardian, physician and kept on file in the office, along with the inhaler for the school to keep in the office should it be needed. Please also let us know if the camper can/cannot self-carry.
- Epi-Pens for Anaphylaxis
  - Students are allowed, by State law, to self-administer inhalers in schools. An authorization form, "[Administration of Prescription Medication](#)" is available in the office, sent to you via email (if you indicated your student has asthma), or by [clicking here](#). This form must be signed by the parent/guardian, physician and kept on file in the office, along with the epi-pen for the school to keep in the office should it be needed. Please also let us know if the camper can/cannot self-carry.
- Sunscreen
  - We recommend that parent/guardian(s) apply sunscreen on your child at home prior to attending the camp day. Should your child require additional applications during the day, please check the box in your Homeroom registration that sunscreen may be applied by our summer staff. As a note, the sunscreen will need to be provided by the family to have for your child to use at school. We also recommend having a sun hat or cap sent with your child if they are sensitive to summertime sun exposure.
- Emergencies
  - In the event of an illness or serious accident, the family of the child will notified as soon as possible. We use the contact information collected from Homeroom when you registered for summer programs at HMS. Please make HMS aware of any changes to your contact information. The school reserves the right to call 911 if it deems it necessary.

## DISINFECTING, SANITIZING, AND CLEANING

HMS will continue to adhere to its standards of routine cleaning, sanitizing, and disinfecting procedures. Many of the same procedures are a part of our regular care of the environment, as inspired by the Montessorian approach, will continue to serve us well in this pandemic climate.

Cleaning materials will consist of disinfectants that are proven to be effective in killing viruses like COVID-19. We utilize several different ones in accordance with the environment and material that needs sanitizing. We follow the EPA's criteria when choosing the right [EPA-registered](#) disinfectant to use and the correct application associated with each. One of the substances we possess has been regularly used by us for end-of-day cleaning for years.

### Routine Cleaning

- The following will be cleaned at least once per day per the most recent recommendations:
  - Surfaces that are frequently touched.
  - All bathrooms
  - True to the Montessori method, we will rely upon observation to determine additional areas/materials that need cleaning as the day progresses. It will be a continuous monitoring process.
- At the conclusion of the day, the room will be thoroughly cleaned by our staff prior to leaving; later, a professional cleaning company will further clean the room in the evening. Then again upon returning in the morning, our staff will wipe and clean down high-touch common areas to prepare the safest environment for incoming campers.

### Cleaning and Use of Playground Equipment

- Per consultation with the Summit County Department of Health, being outside is one of the best ways to stave off viruses; the COVID-19 virus, for example, has a maximum lifespan of 10 minutes outside given summer sunlight, temperature, and air-flow. As a result, contracting it outside is very minimal.
  - this will allow the natural sanitation of our equipment without the use of cleaning materials

## CRISIS PLAN, FIRE DRILLS, AND TORNADO DRILLS

HMS has an Emergency Preparedness Plan. This plan reflects the recommendations of experts in all areas of crisis preparedness and has been reviewed by the local Fire and Police Departments. Staff members are trained in the implementation of crisis planning procedures. The school conducts regular fire and tornado drills and periodic lockdown drills, including during the summer. HMS is regularly inspected for fire and tornado safety by official fire, police or state inspectors.

In the unlikely event of a schoolwide emergency situation, you will be notified by our school mass notification system through either email, voicemail and/or text message of how we will proceed with any emergency response and action plan. Therefore, it is important that you keep the school informed of any changes in your Emergency Contact information.

## CONCLUDING THOUGHTS

We hope you have found this operating manual for Summer 2025 comprehensive and detailed in its nature; it is our intent to make as many unknowns known for you this upcoming summer. It is our intent to make this summer one of our best yet, because we treasure our role in providing a nurturing environment for you children, where they can interact with their peers in the supportive, safe, and familiar setting of Hudson Montessori School.

If you have any questions or comments concerning the information contained here within, we welcome your feedback and input. Please contact Tim McQuait, the Director of Auxiliary Programs via email at [camp@hudsonmontessori.org](mailto:camp@hudsonmontessori.org), by phone at (330)267-9883 (between 8:00am – 5:00pm during the summer), or via text on the Auxiliary Programs' Cell at (330)267-9883 after-hours. We envision this document will be edited and revised as we go throughout the summer as we continue to heed information passed on to us by the appropriate organizations and as we observe the best practices firsthand as Montessori professionals.

Should we need guidance in handling any situation that may arise, we will use the current [Parent Handbook](#) utilized by HMS and its families during the school year as well as an additional resource.