



International Ivy Summer Program

Parent

Handbook

2021



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Key Contacts

Role/Site	Name	Phone Number	Email
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Assistant Program Director, All Sites and Virtual	Elaine Eng	855-678-6335 x103	elaine@ivyprograms.com
Site Director, Chatham	Nicole Del Popolo	855-678-6335 x118	chatham@ivyprograms.com
Site Director, Princeton	Joshua Smith	855-678-6335 x124	princeton@ivyprograms.com
Site Director, Short Hills	John Sanders	855-678-6335 x116	shorthills@ivyprograms.com
Site Director, Somerset	Ryan Donegan	855-678-6335 x110	somerset@ivyprograms.com
Site Director, Summit	Jeff Drylewicz	855-678-6335 x126	summit@ivyprograms.com

ADDRESSES AND DATES

CHATHAM (CH) Chatham Day School 700 Shunpike Road Chatham, NJ 07928	June 28 – August 20, 2021, 8 weekly sessions
PRINCETON (PT) Chapin School 4101 Princeton Pike Princeton, NJ 08540	July 5 – August 13, 2021, 6 weekly sessions
SHORT HILLS (SH) The Pingry School 50 Country Day Drive Short Hills, NJ 07078	June 28 – August 13, 2021, 7 weekly sessions
SOMERSET (SS) Rutgers Preparatory School 1345 Easton Avenue Somerset, NJ 08873	July 5 – August 13, 2021, 6 weekly sessions
SUMMIT (SM) Kent Place School 42 Norwood Ave, Summit, NJ 07901	July 19 – August 13, 2021, 4 weekly sessions

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


*****PLEASE GO TO THE BACK OF THE HANDBOOK FOR SPECIFIC DIRECTIONS FOR DROP-OFF AND PICK-UP AT EACH LOCATION*****

The Program runs for a series of one-week sessions beginning on Monday, June 21st and ending on Friday, August 20th. Dates vary per site.

There is class on Monday, July 5, 2021.

Class times: AM: 9:00-12:30, PM: 1:30-5:00 and Period 3 is 6:00-9:30 PM EST. There is always a free 30-minute pick-up and drop-off window before and after class. For full-day students, 12:30 to 1:30 is supervised lunch time.

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	<h2>International Ivy Summer Enrichment Parent Handbook 2021</h2>
<p>Introduction</p>	<p>Welcome to The International Ivy Summer Enrichment Program (also known as the Program)! Below is general information that will provide you with many of our policies and answers to your questions about the upcoming summer. We look forward to ensuring that your child has an exciting and safe learning experience. WE SUGGEST YOU KEEP THIS HANDBOOK HANDY THROUGHOUT THE SUMMER.</p>
<p>Program Philosophy</p> <div data-bbox="152 848 425 1188"><p>MISSION</p><p>EDUCATE</p><p>ENCOURGE</p><p>EMPOWER</p></div>	<p>The Program experience should provide students with an opportunity to make new friends, learn new skills, exercise their creativity and build their self-esteem, while feeling safe and accepted. Students should leave each day better for their experience having felt accomplishment and growth.</p> <p>Children gain a sense of independence, learning to succeed and fail with dignity and sportsmanship. By watching and emulating their role models, children learn to display good manners, conduct themselves positively and challenge themselves to be better people.</p> <p>Most of all, the Program is a place where a child can be a child free from the worries of peer pressure, bullying and the search to be accepted. At the Program, every child will feel welcome and a part of a community.</p>
<p>Teaching Philosophy</p>	<p>We believe students learn best by doing! Classes usually start with 20-30 minutes of instructor-led discussion, demonstration or mini-lesson, followed by 60-70 minutes of an activity assigned to the students to practice their skills and share what they did. After the 30-minute break, the cycle repeats again with another 20-30 minutes of instructor-led discussion, demonstration or mini-lesson followed by a student activity.</p> <p>The Instructor is there to teach, answer questions, guide and encourage students, facilitate interactions with others in the class, help students with their assignments and create a positive community.</p>
<p>Hours of Operations</p>	<p>The Program operates Monday through Friday. All times are in EST</p> <p>In-Person Half-day AM students: Drop-Off is from 8:30 am to 9:00 am. Class runs from 9:00 am - 12:30 pm with a break at 10:30 am -11:00 am. Pick-up is from 12:30 pm to 1:00 pm.</p> <p>In-Person Half-day PM students: Drop-Off is from 1:00 pm to 1:30 pm.</p>

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	<p>Class runs from 1:30 pm - 5:00 pm with a break at 3:00 pm -3:30 pm. Pick-up is from 5:00 pm to 5:30 pm.</p> <p>In-Person Full-day students: Drop-Off is from 8:30 am to 9:00 am. The AM class runs from 9:00 am - 12:30 pm with a break at 10:30 am - 11:00 am. Lunch is from 12:30 pm - 1:30 pm. The PM class runs from 1:30 pm - 5:00 pm with a break at 3:00 pm - 3:30 pm. Pick-up is from 5:00 pm to 5:30 pm.</p> <p>There is no extended care (before 8:30AM or after 5:30PM) this year.</p> <p>** Delayed Pick-up Penalty ** There is a \$1 per minute fee for each pick-up made after 5:30 pm. At least two members of our staff have to stay with the child if parents are late.</p> <p>Virtual AM students: Class runs from 9:00 am - 12:30 pm with a break at 10:30 am -11:00 am. During break, the Zoom meeting will be disconnected, and campers will rejoin the Zoom after break.</p> <p>Virtual PM students: Class runs from 1:30 pm - 5:00 pm with a break at 3:00 pm -3:30 pm. During break, the Zoom meeting will be disconnected, and campers will rejoin the Zoom after break.</p> <p>Virtual Period 3 students: Class runs from 6:00 pm - 9:30 pm with a break at 7:30 pm -8:00 9m. During break, the Zoom meeting will be disconnected, and campers will rejoin the Zoom after break.</p>
Registration and Enrollment	<p>Registration is conducted on a first come, first serve basis. When a class is filled, parents can join the waiting list. Every effort will be made to place your child in the desired class as quickly as possible while maintaining proper staff to child ratios and observing optimal class sizes.</p> <p>For your child's welfare, no child will be admitted to the Program without the following forms:</p> <ul style="list-style-type: none"> • Registration Form (already completed upon registration) • Health History Form (on the registration system) • Medicine Release Form (if medicine is required to be administered by the Program) <p>Forms can be found here: http://www.iisummer.com/forms/</p>
Fees, Payment and Refund Policy	<p>There is a \$50 registration fee per child for the entire summer, regardless of the number of classes taken. Tuition fees are per week for half-day or full-day. Parents pay in full at the time of registration.</p>

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	<p>Refunds are not given for any absences or unused part of the class. Our policy is we do not offer any refunds except when the Program cancels a class due to insufficient enrollment, in which case parents can (a) transfer a child to another class or (b) take a refund or credit. As a courtesy, we can transfer students to other weeks, other sites or other classes assuming there is availability in the class being transferred to. All transfers must occur at least two weeks before the original class and the target class begins.</p> <p>We accept MasterCard and Visa. We do not accept American Express.</p>
Health History Form	<p>We must have a completed Health History Form on file for each student.</p> <p>Parents can fill out the form without a physician. Please be thorough and honest with us about your child's medical history, so we can provide the best possible health care during the summer. We ask you to complete the form on the registration system or submit the completed form via scan/email (admin@iisummer.com); fax (908-636-1016) by June 1st or as soon as possible for those registered after June 1st. The form can be found here: http://www.iisummer.com/forms/</p> <p>If you are requesting exemption from Immunization Requirements, please complete and upload the following form: http://www.iisummer.com/wp-content/uploads/2019/06/Exemption_Immunization_Requirements.pdf</p> <p>International Ivy reserves the right to deny admission to the Program due to lack of immunization under certain circumstances (e.g. outbreak, state requirement).</p>
Absences or Lateness	<p>If your child will not be attending the Program or will be very late for any reason on a particular day, please call or email your Site Director (on the first page) and leave a message by 9 am. Tuition refunds and credits cannot be given for illness, vacation, inclement weather, holidays, scheduling conflicts, technology issues, early departures, etc.</p>
Ivy Points and Treasure Chest	<p>We want to encourage hard work, positive behavior and participation with Ivy Points. The Instructor will reward the student with an Ivy Point when they participate in class, finish their project, share their work with the class, help your fellow classmates, participate in Theme Thursdays, etc.</p> <p>The Treasure Chest is a store where campers can redeem their points for prizes.</p>
Social Media	<p>Every week, we post pictures, blog entries and videos of our students to capture the special moments of the Program. We are sensitive to the privacy of our students so we ensure there are no names associated to people. Please go to these links (also on our home page www.iisummer.com) to experience the joy.</p> <p>Our YouTube channel –</p>

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	<p>https://www.youtube.com/user/Internationalivy/playlists?view=1&flow=grid</p> <p>Our blog - http://www.iisummer.com/blog</p> <p>Our Photo Gallery https://www.flickr.com/photos/98941311@N05/albums</p> <p>- look in the albums which are categories by site and week.</p>
Supervision and Staffing	<p>All staff are carefully screened and selected for their character, nurturing spirit and expertise. They undergo a face-to-face interview, reference checks, criminal background check and training.</p> <p>All Instructors and Adult Counselors are selected based upon their technical expertise, experience with children, their personal character, responsibility and enthusiasm. Junior counselors and CITs may be counted in the supervision ratio but only when supported by a teacher or adult counselor.</p> <p>The Site Directors are on site daily. Any student needs should be brought to their attention and will be addressed in a timely manner. The Site Director and Head Counselor are trained in first aid, CPR and AED. Counselors are trained in child abuse prevention, emergency procedures, and how to conduct Program activities.</p> <p>Our low staff to child ratios meets NJ State and American Camp Association requirements. Small groups mean more individual attention for each child. Teachers, Counselors and Site Directors alike will foster a mentoring relationship with each child and work to create open and honest communication; working with parents to develop effective techniques for bringing out the best in every child.</p> <p>Staff Ratios: 1:4 3-4 year olds 1:6 5-6 year olds 1:8 7-12 year olds 1:10 13+ year olds</p> <p>There are no exceptions to the ratio specified above. Two staff members are required to be present at the Program at all times when Program is in session.</p>
Communication with Parents	<p>The Program Director/Site Director is available to parents to discuss any questions or concerns at the Program. Please refer to the contact information on the first page. The Site Director is available for phone conferences if preferred.</p> <p>Be sure to call us with ANY phone number changes (cell, office, home).</p> <p>Please do call with questions, comments or concerns. We are always interested in hearing from you.</p>
Program Rules and Discipline Policy	<p>Staff members are encouraged to role model positive and appropriate behavior and handle discipline in a sensitive and reasonable manner. The</p>

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	<p>Program is centered on the core values of Caring, Honesty, Respect, and Responsibility. We expect that all students and staff members adopt these values as the cornerstones of exemplary behavior.</p> <p>A priority is placed on the recognition and positive reinforcement of good behavior. We ask that parents work with us as part of a home-program partnership to help children be successful.</p> <p>A child, whose behavioral issues require more than a reasonable amount of the counselor's or instructor's time and attention, will be brought to the attention of the Site Director and the child's parents. A plan for helping the child adjust will be established and communicated to the parent and child by the Site Director.</p> <p>Children may be asked to leave the Program for any of, but not limited to the following reasons: consistently disruptive behavior; dangerous or threatening behavior, posing a risk to the physical or emotional safety of another individual; bullying; repeated profanity; disrespect; bigotry; possession of a weapon of any kind; vandalism or destruction of property; sexual misconduct; possession or use of tobacco, alcohol or controlled substances. The Program reserves the right to suspend or expel any student who poses serious or continual discipline problems, whether or not all of the steps in the progressive discipline plan have been completed. Children may also be asked to leave the Program if the parent demonstrates dangerous, threatening or abusive behaviors towards staff.</p>
Emergencies	<p>Students can be reached by parents/guardians by calling our general number at (908) 899-1338 or the contact numbers for individual sites on page 1.</p> <p>Parents will be contacted should an emergency involve their child.</p> <p>STUDENTS ARE NOT PERMITTED TO USE CELL PHONES DURING THE PROGRAM.</p>
Bullying	<p>At the International Ivy Summer Program, bullying is inexcusable, and we have a firm policy against all types of bullying. We work together as a team to ensure that students gain self-confidence, make new friends, and go home with great memories.</p> <p>Unfortunately, students who are bullied may not have the same potential to get the most out of their Program experience. Our leadership team addresses all incidents of bullying seriously, and trains staff to promote open communication with parents and students, teach an acceptance of diversity, and create an atmosphere of inclusion so that all staff and students will be comfortable.</p> <p>We stress to parents to communicate concerns immediately to the Site Director so that we can address any bullying at the Program. We want victims of bullying to return to the Program happy and free of fear and the</p>

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	bullies to face immediate consequences for their actions. Only with joint parent and staff involvement can we stomp out bullying altogether.
Photography Policy	No names would be released with any pictures or videos of students. If parents do not want any pictures or videos of their child(ren) used for website usage or advertising, they must write a note to International Ivy before classes begin.
Waivers / Disclaimer	Assumption of Risk and Release of Claims: By allowing your child to participate in International Ivy Programs, you, the parents or guardians, agree to assume all the risks and responsibilities surrounding my child's participation in the activities and in any independent activities undertaken as a participant. In consideration of your child being permitted to participate in International Ivy Programs, you have indicated your permission, on behalf of my child, yourself, your family, heirs, personal representatives. You also hereby voluntarily agree to release, waive, discharge, hold harmless and defend and indemnify International Ivy LLC and Ivy Virtual Programs, its respective owners, officers, directors, agents, employees and volunteers from any and all liabilities, claims, actions, or demands for damages, including reasonable costs and attorney's fees, for personal injury, disability, death, property loss or damage, wrongful death, loss of services, or other loss of any kind that your child or you may sustain as a result of your child's participation in International Ivy Programs, from any cause whatsoever, or for which you or your child may be liable to another person, caused by, deriving from, or associated with your child's participation in International Ivy Programs from any cause whatsoever.
Privacy Policy	We value the privacy of our participating families. International Ivy has strict standards of security to safeguard data. When International Ivy transfers and receives certain types of sensitive information such as financial or health information, it has appropriate security measures in place in its electronic and physical facilities to protect against the loss, misuse or alteration of information. Only authorized employees or representatives may view data and must follow established standards, procedures and laws. International Ivy does not share data about participating families with other firms, except as required by law, partners in delivering education content or our online registration system and financial payment systems. Our Detailed Privacy Policy can be found here: https://ivyvirtualcamp.com/privacy-policy
Other Policies	Other policies can be found here: https://www.iisummer.com/policies and https://ivyvirtualcamp.com/policies

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IN-PERSON CAMP POLICIES

Parent Drop Off and Pick Up Procedures

To provide students with the safest experience we require parents to adhere to drop-off and pick-up procedures and review the maps **specific to each site at the end of the handbook.**

BEFORE ARRIVAL, please ensure that you have filled out the health pre-screening form for your location by 8:30 AM (for AM only and full-day campers) and 12:30PM for PM only classes):

Chatham: <https://forms.gle/zZB4iDNxPVU15XCZ7>

Princeton: <https://forms.gle/B1augbGyyXCWNT9k9>

Short Hills: <https://forms.gle/HnbpixSvcYzfk2Fs5>

Somerset: <https://forms.gle/mT1mdj7bqaeBJbVPA>

Summit: <https://forms.gle/Tw48nayLZQqCKKEG9>

DROP-OFF – 8:30AM to 9:00AM and 1:00PM to 1:30PM

Parents are asked to stay in their car when they are dropping off their children in the morning and afternoon.

We have **drive-thru** drop-off. We ask for your patience this year especially and ask you to plan for extra time.

As you pull up, our staff will take your child's temperature with a temporal thermometer. If your child's temperature is at 100.4 degrees Fahrenheit or below, your camper will proceed to leave the car and will be taken to their class' waiting area until class begins.

Please go to the back of the Parent Handbook for instructions and map related to specific sites.

PICK UP PROCEDURES – 12:30PM to 1:00PM and 5:00PM to 5:30PM

Only parents and authorized names on the registration form are permitted to remove a child from our care. Counselors will have a list of authorized adults who can pick up the child. Counselors may ask for your name or ask to see your identification.

In an emergency situation, you may email the Site Director for someone who is not on file to pick up your child. No child will be released from the Program to an unauthorized person.

Parents will be using the drive-thru system for picking up their children. We ask those picking up our campers to stay in the car.

Please go to the back of the Parent Handbook for instructions and map related to specific sites.

Counselors are waiting at the designated areas only during the 30-minute window before and after class begins and ends, respectively. Outside of these designated times, please call the Program Office.

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	<p>In the event of a change in the procedures for drop-off or pick-up, parents will be notified via email and notice will be posted on the home page of the website.</p> <p>Please be aware of the designated pedestrian walkways and crossings and observe the speed limits in the parking lot. If you need to speak with the Site Director, please call or email the Site Director.</p>
Transportation	The Program does not provide transportation to and from the Program. Parents are responsible for bringing their child to and from the Program daily. Program staff may not transport any day child enrolled in the Program, for any reason.
Uber and Lift	The Program does not permit Uber and Lift drivers to pick up campers unless there is an “authorized-to-pick-up” adult in the car.
Walking Home	If you would like your child to walk home, you must complete and sign the authorization form and email it to the Site Director in advance. The camper must be at least 12-years-old. http://www.iisummer.com/wp-content/uploads/2019/06/walking-home-release-form.pdf
Late Arrivals	If you arrive late to the Program, please call the Program Office. Staff will come to the designated entrance and walk the student to their classroom.
Early Pick Up	<p>If you plan to pick up before 12:30 pm (for the morning class) or before 5:00 pm (for the afternoon class), it is important that you follow the procedures below:</p> <ol style="list-style-type: none"> 1. Write a note to the Site Director of your site and give it to a staff member at drop-off or call/email your Site Director (contact information on the first page). Please provide the name of the child, date and time of early pick up. <p>VERY IMPORTANT: You may not pick up your child at his/her classroom. You must meet your child at a designated entrance at time of pickup and sign him/her out.</p>
Failure to Pick Up / Late Policy	<p>In the event that a child is left at the Program past 5:30 PM, every effort will be made to contact one of the child’s parents to come and get them. The child will remain at the Program with at least two staff members.</p> <p>If the parent cannot be reached, one of the emergency contact persons (provided by the parents) will be called to come and collect the child. This person will be asked to provide identification upon arrival.</p> <p>Late charges will apply to any child left past pick up time. There is a \$1 per minute fee for each pick-up made after 5:30 pm. Please recognize at least two members of our staff have to stay with the child if parents are late.</p>

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	<p>Please call the Site Director if you anticipate being late on any given day. Calling does not waive the late fees but does allow the Program to make arrangements for supervision of the child until the parent arrives.</p>
<p>COVID-19 SAFETY PROTOCOLS</p>	<p>Screening and Admittance</p> <ul style="list-style-type: none"> ○ Starting one week before attending in in-person camp, parents must complete a daily online form to report their camper's health, symptoms and history of exposure on a daily basis. Online forms here: Chatham: https://forms.gle/zZB4iDNxPVU15XCZ7 Princeton: https://forms.gle/B1augbGyyXCWNT9k9 Short Hills: https://forms.gle/HnbpixSvcYzfk2Fs5 Somerset: https://forms.gle/mT1mdj7bqaeBJbVPA Summit: https://forms.gle/Tw48nayLZQqCKKEG9 ○ Each day, upon arrival, temperature will be taken and documented before entry for campers. ○ Campers are not allowed entry if temperature is above 100.4 degrees. ○ At entry, we ask campers to sanitize their hands or wash their hands. ○ If your camper is not feeling well, please have them stay home and report their absence to the Site Director. THIS IS CRITICALLY IMPORTANT TO KEEP OUR COMMUNITY SAFE AND HEALTHLY. ○ FOR SHORT HILLS LOCATION – campers must go for testing the week before or show proof of vaccination. <p>In order to comply with the regulations of the host school, campers enrolled in classes at our Short Hills location must test negative for Covid-19 the week prior to their arrival at camp.</p> <ul style="list-style-type: none"> ○ Free saliva tests are available on-site every Wednesday (3:00pm-6:00pm) and Thursday (7:00am-9:00am) prior to the week of camp ○ Go to the front entrance of the Pingry School (50 Country Day Dr, Short Hills, NJ) ○ Complete sample process in a private place (in your car) and return the vial to a staff member at the front entrance. ○ Samples will be sent to Mirimus Labs (https://www.salivaclear.com/) ○ Parents will be notified in the case of a positive result over the weekend. ○ Alternatively, parents may submit a negative PCR test within the week prior to camp. Rapid tests are not eligible! ○ If camper is vaccinated OR has recovered from Covid-19 in the past 90 days, they may waive this testing requirement by submitting proof of vaccination and/or physician clearance prior to camp here: https://pingry.campbrainregistration.com/ Upload the card under "Summer 2021 - COVID VACCINE". This link will also handle the upload of proof of a negative PCR test. ○ If a camper is attending camp in Short Hills for multiple weeks, they must be tested the week before every week they are attending camp in Short Hills or show proof of Covid-19 vaccination.

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	<p>Face Coverings, Infection Control and Social Distancing</p> <ul style="list-style-type: none"> ○ At all times indoors, campers are required to wear face masks except when eating, drinking or when not practicable. ○ Proper use of face masks includes the coverage of the nose and chin. ○ Surgical-type face masks will be provided by the camp if campers do not have them. ○ At all times indoors, campers are strongly encouraged to maintain a 6 feet distance from each other. ○ When outdoors and at least 6 feet from others, campers are permitted to remove their face masks. ○ Campers are encouraged to sanitize their hands frequently during the day. ○ Visitors are discouraged from entering the facilities. Visitors must be temperature-checked and wearing face masks at all times. ○ Sharing of materials will be minimized and materials will be sanitized between users. ○ Campers will be bringing their own beverage, snacks and lunch (for full-day campers). ○ Hand-sanitizing is planned before and after meals and snacks. ○ Snacks and lunches are held in the classrooms or outside. <p>When Someone Gets Sick</p> <ul style="list-style-type: none"> ○ A separate COVID isolation area will be maintained and separated from the Program Office. Campers will remain in this area if they are not feeling well or have a temperature above 100.4 until they are picked up. Campers will be supervised from a distance. ○ Campers who are suspected of having Covid-19 must show a negative PCR test before they can re-enter camp. ○ The Program Director will contact the local health department regarding any positive Covid-19 cases with information about close contacts. <p>Cleaning and Disinfection</p> <ul style="list-style-type: none"> ○ Staff will be wiping frequently-touched surfaces twice a day. ○ Staff will wipe keyboards and other materials before class begins ○ Teachers will set aside 15 minutes at the end of class each day for campers to clean up the classroom (put away materials) <p>Attendance and Cohorting</p> <ul style="list-style-type: none"> ○ This year, we are keeping each class separate from other classes to maintain separate cohorts. ○ Even within the same cohort, we are still keeping face masks on while indoors. <p>High Risk and Special Needs Population</p> <ul style="list-style-type: none"> ○ Parents of campers are encouraged to work with their primary care provider and the Program Director to determine if camp is a reasonable
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	<p>safe option for them.</p> <p>Vaccinations</p> <ul style="list-style-type: none"> ○ Parents are encouraged to vaccinate eligible campers. Please upload COVID-19 vaccination card to your child's registration information.
Activities	<p>We have planned activities during the 30-minute morning and afternoon breaks.</p> <p>We have also planned THEME THURSDAYS activities for students to exercise their creativity. Ivy points will be given to those who participate.</p> <p>THURSDAYS ARE SPECIAL</p> <ul style="list-style-type: none"> ○ Week 1 – Pajamas Day (roll out of bed and wear your PJs to camp) ○ Week 2 – Red White and Blue Day (wear our flag's color for Independence Day) ○ Week 3 – Pajamas Day (roll out of bed and wear your PJs to camp) ○ Week 4 – Halloween in July (wear your favorite costume) ○ Week 5 – Sports Fan Day (wear your sports uniform or support a favorite team) ○ Week 6 – Fancy Day (dress up like you are going to a fancy party) ○ Week 7 – Tropical Fun in the Sun (wear your sunglasses, Hawaiian shirts, etc.) ○ Week 8 – Wacky Hair (style your hair in a creative way) ○ Week 9 – Silly Hat Day (wear anything that can stay on your head) <p>Other than the classes students signed up for, they may also participate in a number of activities during drop-off, pick-up, lunch and breaks, which are age appropriate and geared toward individual growth, physical/social development and fun.</p> <p>Below is a general listing of the activities that the children may participate in, including, but not limited to: Kickball, Capture the Flag, Dance, Singing Songs, Dancing, Arts and Crafts, Nature Walks, Field Games, Reading, Creative Writing, Drawing, Board Games, Legos, Computer activities and Science. Please notify the Program Director via email if your child is not permitted to participate in any of the above activities or other activities deemed unacceptable for your child to participate in.</p> <p>Most of the day your child will be in the classes they signed up for. By signing the waiver form at registration, you gave permission for your child to participate in all Program activities. Please notify your Site Director via email if your child is restricted from an activity and needs to opt out.</p>

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Meals and Snacks	<p>Full-day students should bring their own lunch.</p> <p>Bring-your-own-lunch - all sites Please use a lunch bag clearly labeled with your child's name. Lunches can be refrigerated – please clearly label "Need Refrigeration". We suggest healthy balanced meals that provide children with the nutrition they need to run and play. Please do not send food that needs to be reheated.</p> <p>Snacks Please send in snacks for the 30-minute breaks in the morning and afternoon. Please keep snacks separate from the lunch.</p> <p>Water bottles should be sent daily. NO glass bottles please!</p> <p>We are a nut-free program. We ask all parents to refrain from sending in any nut-related foods.</p>
What to Bring Each Day	<p>In order to make your child's day at the Program a smooth and happy one; we ask that parents send the following items to the Program with their child. Please clearly label everything you send with your child's name to ensure safe return.</p> <ul style="list-style-type: none"> • Backpack • Water Bottle • Snack • Bagged Lunch for full-day students • Students should wear comfortable, cool clothing but have an extra layer if they get cold in the air-conditioning. • Closed toed shoes must be worn. Students may not have bare feet, sandals, open-toed shoes, "heelies" or flip-flops on Program grounds. • Sunscreen (optional) • Hat/Bandana (optional) • Insect Repellent (optional) <p>Appropriate clothing is a must. Parents, please monitor your child's clothing to ensure it is appropriate for the Program. Swimming suits, strapless shirts, spaghetti strap shirts, halter tops, or midriff shirts are not appropriate. Excessively short skirts or shorts are not acceptable attire. Wearing or displaying items of clothing, jewelry or accessories representative of/or encouraging the use of alcoholic beverages, drugs or tobacco is prohibited. Parents will be asked to bring in appropriate clothing or Program shirts will be available for sale if inappropriate dress is worn.</p>
Prohibited Items	<p>Toys, hand-held games (WiiU, Switch, 3DS, PSP, etc.), and other personal items should NOT be brought to the Program because they interfere with the Program. These items will be confiscated by staff and returned to the parent/guardian at the end of the day.</p> <p>Cell phones must be turned off and cannot be seen nor heard during the</p>

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	<p>Program or they will be confiscated by staff and returned to the parent/guardian at the end of the day. Please share this information with your child.</p> <p>Exceptions are made if cell phones are needed for medical reasons (e.g. monitoring glucose levels).</p> <p>The Program is not responsible for lost, stolen or damaged items.</p> <p>Personal sports equipment, vehicles, animals and weapons are also prohibited from the Program.</p>
Health Policy	<p>The Program is licensed and equipped to care for children in good health. Parents and staff, working together, promote the child's total well-being. Each child enrolled in the Program must have up-to-date documented health records. This includes the Health History Form, which should be completed by the parent OR the child's physician.</p> <p>The Program reserves the right to deny any child's admittance on any given day for reasons of obvious illness. The Program may request early departure should symptoms become obvious during the course of the day. Tuition will not be adjusted due to absence. If a child contracts/exhibits any contagious illness, please report it to us immediately. The child may return with a physician's note stating that the child presents no risk to himself/herself or others or 24 hours after the symptoms cease.</p> <p>When a child does develop symptoms while at the Program, he will be moved to an isolation area. A staff member will always be in close visual proximity. The parents will be called to the Program immediately to pick up the child.</p> <p>When the child's parents cannot be reached, one of the emergency contacts will be called to come and retrieve the child. Please notify the Program Office when the emergency or pediatrician's phone number changes. It is of the utmost importance in case of emergency.</p>
Accidents/Injuries	<p>Parents will be notified via phone by Program personnel if their child becomes ill or gets injured while at the Program. All injuries or illnesses will be communicated to the parent once proper first aid has taken place and the child made comfortable. The Program provides basic first aid. There is always a staff member on site who has been trained in CPR/AED/First Aid.</p> <p>In either case of accidents or injuries, children will be allowed time to rest before returning to activities or being picked up by a parent if necessary. In severe injuries needing higher medical attention, the parent or guardian will be contacted immediately, and arrangements made for further medical attention.</p> <p>If we cannot contact the parent or physician, we will call 911 for an</p>

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	<p>ambulance to transport the child (and child's file) to a hospital where a staff member will wait with the child until the parent or emergency contact arrives. An incident report will be completed and on file at the Program.</p> <p>If your child has a pre-existing injury or condition, please notify the Program Director so that we can make arrangements to accommodate any special needs or restrictions. Please do not send your child to the Program if they are suffering from an illness that may be contagious. Once the symptoms dissipate the child may return to the Program.</p>
Insurance	<p>The Program does not carry or provide accident or medical insurance for the children participating in the International Ivy Summer Program. Your health insurance is the primary coverage for your child.</p>
Administration of Medication	<p>In order for medication to be given to a child at the Program, a signed Medicine Release Form (http://www.iisummer.com/wp-content/uploads/2015/11/medicine_release.pdf) must be on file at the Program for that specific medication, with dosage administration times clearly marked. This Form must be signed by the child's parent or legal guardian. The medication must be delivered in and dispensed from the original pharmacy container clearly labeled with your child's name and doctor's instructions.</p> <p>The form applies to all over the counter and prescription medication brought to the Program. A separate signed form is required for each medication. Children should not carry medication at the Program. Exceptions will be made for epi-pens and inhalers when a doctor's authorization is on file at the Program.</p> <p>Over-the-counter medication may be dispensed but only according to the instructions on the label. Recommended dosages for age, weight, and number of days to be administered will be followed unless a physician presents other specific instructions in writing. For example, you have a 4-year-old child that you want to have "Robitussin Cough Medicine" administered at noontime. If on the label on the bottle, it does not have instructions for administering to a 4-year old, then we will not do it unless we receive written instructions from the child's physician. A physician may fax his/her instructions to (908) 363-1016 - Attention: Program Director.</p> <p>Medications will be administered by the Site Director or Head Counselor and will be documented. We ask parents to keep the Site Director informed daily about the continuing medical needs of their child and any changes in medical information.</p> <p>International Ivy may only administer oral medications. We do not have the ability to administer anal, intravenous or other types of medications.</p>
Sensitive Health Conditions	<p>We request that you inform the Program Director, if your child has the following conditions:</p>

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	<ul style="list-style-type: none"> • psychiatric problems • serious medical problems • organic problems who are off medication for the summer • hospitalized for physical or emotional reasons this past year • experiencing traumatic reaction to family issues such as parental separation, divorce or death, <p>In fairness to your child, our counselors, staff and other students, we need to make informed decisions about all of the young people in our Program and community. Our purpose in having pertinent health information, whether it is physical, emotional and/or mental, is to be able to better serve each child. We expect that parents or guardians of any child sent to the Program will provide us with all the necessary information we need to keep all children safe. There may be a circumstance where we have accepted a child with or without full knowledge of his or her problems and have attempted to take all the necessary steps to make the experience successful, but find that we are unable to do so. For the good of this child and/or the Program community, the child may be asked to leave.</p>
Special Needs	<p>If your child requires an aid in school during the school year, please inform us during registration and consider providing an aid to the camper during the Program. Parents may be requested to provide an aid at the parents' cost to assist the child in order for the child to participate in the Program if the Site Director deems it necessary. The aid must undergo criminal background and sex offender check before the aid can be present in the Program. Our goal is to be as inclusive as possible while ensuring that all campers are having a positive, learning experience at the Program.</p>
Visitation Policy	<p>Before Covid-19, the Program had an open door policy for the parents of all students. In order to minimize exposure to Covid-19 for our campers and staff, we ask parents and related adults to remain outside our facilities and address any questions or concerns with the Site Director at pick-up or drop-off or via phone or email.</p>
Birthdays	<p>Birthdays are an important milestone in a child's life, and we like to celebrate them. Please speak to your Site Director ahead of time for any necessary planning and restrictions.</p>
Lost & Found	<p>Lost and found will be cleared out and donated to those in need at the end of the Program. Please check the lost and found for any belongings your child/children may have misplaced. The Program assumes no responsibility for the loss of personal property. Lost and found will be displayed every Friday for parent to look for lost items.</p>
Child Abuse Prevention and Reporting	<p>The Program prohibits inappropriate touch and verbal and physical abuse. If it happens, the following prompt action will occur: The Site/Program Director will suspend the staff person from the Program pending an investigation. Reinstatement of the staff person will occur only after all allegations have been cleared to the satisfaction of the Program Director. A report in accordance with the New Jersey State Law will be made</p>

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	<p>by the Program Director through the child abuse prevention hot line (24 hrs/day 1-800-792-8610) or local district office.</p> <p>Corporal punishment and neglect of children by staff are serious concerns, which will be treated as child abuse issues and reported. The parents or legal guardians of the child or children involved in the alleged incident will be notified by the Program Director.</p>
Emergency Drills	<p>To ensure a safe program, the Program holds a number of safety drills throughout the summer. These drills include:</p> <ul style="list-style-type: none">Fire Drills (Once a Month)External Threat (Once a Month)Lost Student Drill (Bi Weekly) <p>Emergency drills allow staff and students to become familiar with emergency procedures in the event of a real crisis. Drill procedures are reviewed regularly with the Program staff to keep them up to date.</p>

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CHATHAM

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

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

Pickup and Drop-off Directions:

- **Drive-Thru.**

Drive to the front of the building. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.

****Please note that there may be two camps running at the same time. Please ensure your child goes with the International Ivy counselors in shirts with "International Ivy" on the front of the t-shirts. The other camp is comprised of primarily 3 and 4 year olds so it will be apparent to our staff which children belong in which camp.****

Entrance Seen from Shunpike Road



Image of Building



Drop-off and Pick-up is here.

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PRINCETON

Address: Princeton Montessori School, 487 Cherry Valley Road,
Princeton, New Jersey 08540

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

Pickup and Drop-off Directions:



- **Drive-Thru.**

Please drive into Upper School Student Entrance. Please follow the “International Ivy” signs. You will see counselors in “International Ivy” t-shirts ready to collect your child at drop-off and escort your child to you at pick-up.

**Please observe the flow of traffic (enter on the right and exit on the left)

- **Walk-To-Counselors.**

Please park your car in the parking lot in front of the Upper School Student Entrance. You will see counselors ready to collect your child at drop-off and escort your child to you at pick-up.



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SHORT HILLS

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

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

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

Pickup and Drop-off Directions:

- **Drive-Thru.**

Once you drive into The Pingry School (lower school) campus, please follow the “International Ivy” signs. You can go around the circular driveway for drive-thru drop-off and pick-up. You will see counselors in “International Ivy” t-shirts ready to collect your child at drop-off and escort your child to you at pick-up.

**** There might be other camps operating at the same entrance. Please make sure your child goes to the International Ivy counselors****

Image of the School



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SOMERSET

Address: Rutgers Preparatory School, 1345 Easton Ave., Somerset, NJ 08873

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

Pickup and Drop-off Directions:

- **Drive-Thru.**

Once you drive into the Rutgers Preparatory School campus, please follow the “International Ivy” signs. You will see counselors in “International Ivy” t-shirts ready to collect your child at drop-off and escort your child to you at pick-up.

****Please note that there may be other camps running at the same time. Please ensure your child goes with the International Ivy counselors ****



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SUMMIT

Address: Kent Place School, 42 Norwood Ave, Summit, NJ 07901 ** Please pick and drop off using the 387-395 Morris Ave entrance where you can use the circular drive-way**

Drop-off Times: 8:30AM to 9:00AM and 1:00PM to 1:30PM

Pick-Up times: 12:30PM to 1:00PM and 5:00PM to 5:30PM

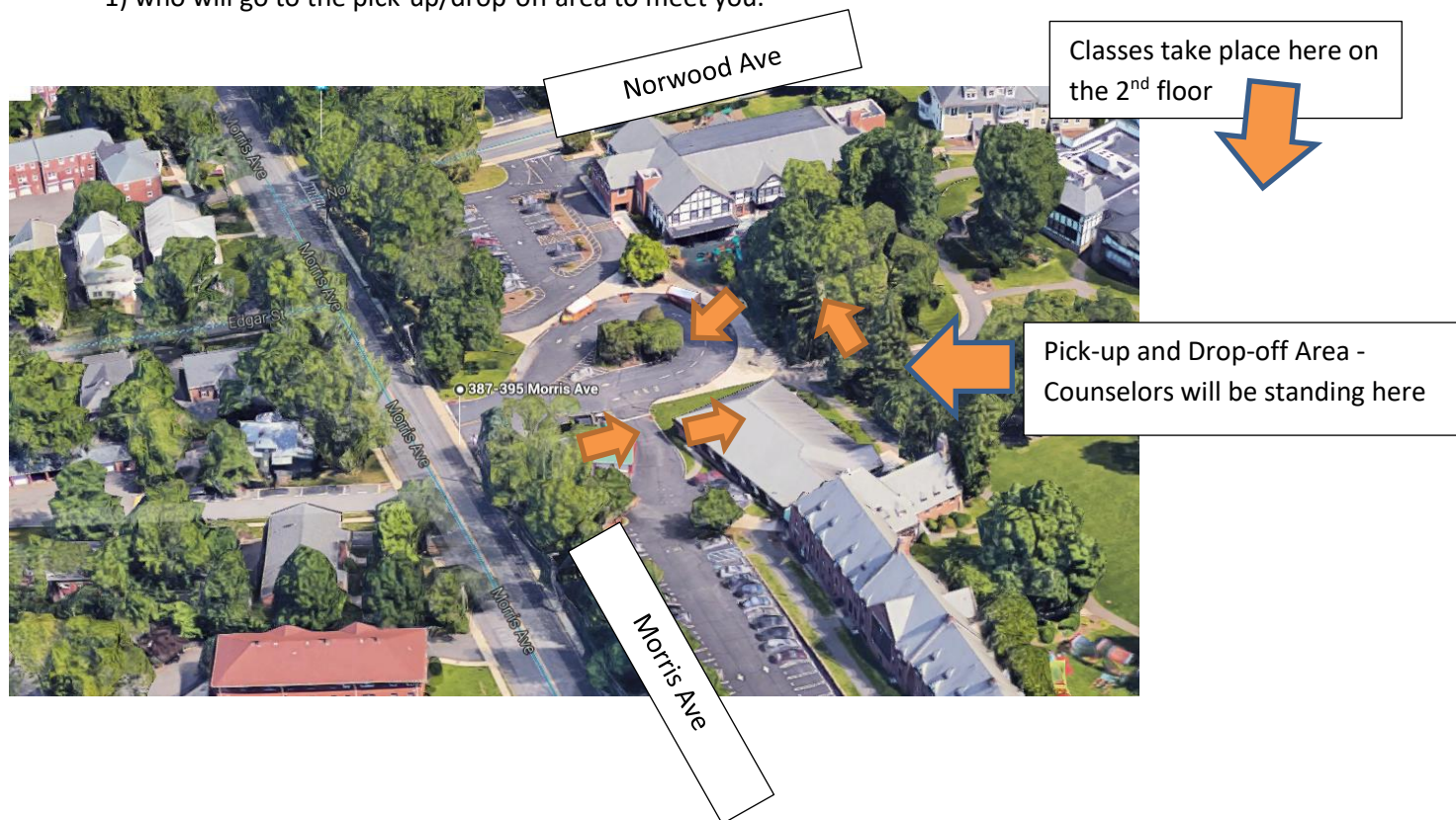
Pickup and Drop-off Directions:

- **Drive-Thru.**

Once you drive into the Morris Avenue Entrance to Kent Place School, please look for the “International Ivy” signs and counselors in “International Ivy” t-shirts, ready to collect your child at drop-off and escort your child to you at pick-up.

**Please note that there may be other camps running at the same time. Please ensure your child goes with the International Ivy counselors **

Please note that students are gathered in the cafeteria during the pick-up and drop-off time but classes take place in a different building. For early pick-up or late drop-off, please call the Site Director (see page 1) who will go to the pick-up/drop-off area to meet you.



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VIRTUAL CAMP-SPECIFIC SECTION

In Class Participation and Zoom Visible Policy	<p>Building a positive community between the Instructor and the students AND among the students require all participants to be present and visible on ZOOM.</p> <p>It is a requirement that all participants must be on Zoom and their actual face be visible on Zoom so the Instructor and other classmates can see their reactions.</p> <p>The only time the Instructor or students are permitted to NOT show their face on Zoom during class is when they are showing their work or on break. If an exception to this policy is needed for your particular student, please send a note to the Program Office before class begins at Admin@iisummer.com.</p>
Class Recording Policy	<p>All Ivy Virtual Camp Classes Are Recorded and Saved for quality assurance.</p>
Technology Concerns	<p>Being a virtual camp means that we are heavily reliant to our technology to be successful to deliver and receive the experience.</p> <p>Please consider the following when assessing your technology</p> <ul style="list-style-type: none"> • What type of computer do you have? Will it accommodate the ability to log on and join the video platform without complication? • Does the computer have a webcam (internal or external)? • Do you have a headset and microphone to communicate in class? • Do you have a reliable internet connection? Is it Wifi or do you use an ethernet cord? • Do you have a quiet place for the camper at home, and without interruption? • If siblings are taking classes in the same household, can they be situated in different rooms to prevent sound reverberations? <p>TECH CHECKS – Optional but highly recommended</p> <p>In order to ensure that campers are ready to participate via Zoom when class starts on Monday, the Camp offers a Question & Answer session AND Tech Check on every Friday from 5PM to 7PM EST before class starts. A Zoom link will be sent to all parents. This is optional for parents but highly recommended before the first week of camp for your camper. During the Tech Check, parents can verify their camper's computer can sign into Zoom and their camper can be seen, heard, see others and hear others.</p>
ZOOM	<p>Zoom is an application that allows video and audio communication among people via their computers/devices. The instructor will be the host for a Zoom meeting. During the class, everyone can see each other and the instructor. The host has the ability to share screen, mute and unmute certain or all microphones, record the meeting, etc.</p> <p>You must download and install Zoom if you do not already have it installed. Please follow the instruction on screen to complete the installation.</p> <p>Zoom installation Zoom Help Center is a great place to get help. The following links are specific for your</p>

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	<p>different devices. Installation general help page.</p> <ul style="list-style-type: none"> • Mac: https://support.zoom.us/hc/en-us/articles/203020795-How-To-Install-on-Mac • Windows: https://zoom.us/support/download ○ The installer should be downloaded automatically. Open it and follow the instruction to install Zoom. • Chromebook: https://support.zoom.us/hc/en-us/articles/213298746-Getting-Started-On-Chrome-OS • IOS/Apple devices: https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS • Android devices: https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android • BlackBerry: https://support.zoom.us/hc/en-us/articles/204762615-Getting-Started-with-BlackBerry • Linus: https://support.zoom.us/hc/en-us/articles/204206269-Installing-or-updating-Zoom-on-Linux <p>Useful Zoom Video Tutorials:</p> <ul style="list-style-type: none"> • Joining a Meeting (1 minute) https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1 • Joining and Configuring Audio/Video (2 minutes) https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&cc_load_policy=1 • Sharing Your Screen (1 minute) https://www.youtube.com/embed/YA6SGQIVmcA?rel=0&autoplay=1&cc_load_policy=1
Requirements for Specific Classes	<p>As indicated in the class descriptions of each class on our website, parents are required to provide certain technology and materials. One week before class begins, parents will be sent an email with a reminder to gather these materials. Please refer to the Appendix at the end of this Handbook for detailed information.</p>

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VIRTUAL CAMP - APPENDIX

CLASS REQUIREMENTS TO BE PROVIDED BY PARENTS

ALL CLASSES REQUIRE

- an electronic device (usually a Mac or Windows PC)
 - webcam and audio connection
 - stable internet connection
- access to Zoom Video Conferencing

Class	Device Requirements	Software Requirements	Materials Requirements
3D Printing, Ages 10-14	Mac or Windows PC only (Chromebook are acceptable)	Tinkercad (https://www.tinkercad.com/)	none
Archeology and World-Making, Ages 11-14, AM	any device that can access Zoom	Gmail account with access to Google Docs, Google Sheets and Google Slides. A free account on Inkarnate is optional A free account on WorldAnvil is recommended, but not required	none
Comic Creation, Ages 8-13	Mac or Windows PC only	access to Pixton.com	Pencil and paper
Debate and Public Speaking, Ages 9-12	any device that can access Zoom	none	none
Designing Role-Playing Video Games, Ages 10-14	Mac or Windows PC only	download RPG Player (https://www.rpgmakerweb.com/downloads)	none
Drawing for Beginners, Ages 8-13	any device that can access Zoom	none	Pencil and drawing pad (or any paper)
Dystopian Short Story Writing, Ages 11-14	any device that can access Zoom	Gmail account with access to Google Docs.	notebook, paper and pencil
Electrical Engineering with Makey Makey, Ages 10-12	Mac or Windows PC only	download Scratch 2.0 https://scratch.mit.edu/download/scratch2	Bananas, aluminum foil, Makey Makey an Invention Kit . Additional list will be provided.
Engineering and Programming with Arduino, Ages 11-14	Mac or Windows PC only	download Arduino IDE - https://www.arduino.cc/en/main/software	ELEGOO UNO R3 Project Most Complete Starter Kit
Escape Room Creation, Ages 11-14	Mac or Windows PC only	Create an account on https://roomescapemaker.com/	paper and pencil
Financial Literacy, Ages	any device that can access Zoom	Gmail account with access to Google Docs, Google Sheets and Google Slides.	paper and pencil

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11-14			calculator
Graphic Design and GIMP, Ages 10-14	Mac or Windows PC only	download GIMP (https://www.gimp.org/downloads/)	None
Ice Cream Shop Entrepreneur, Ages 8-10	any device that can access Zoom	Gmail account with access to Google Docs, Google Sheets and Google Slides.	None
Investment Literacy and Stock Market, Ages 11-14	any device that can access Zoom	register for an account at https://www.howthemarketworks.com/register and ensure the student has the user name and password or class	paper and pencil calculator
Math Bingo and Dice Games - Mini, Ages 5-7	any device that can access Zoom	parents will need to print out materials	scissors, glue stick, pencils, spiral notebook and a pair of dice.
Math Competition Training, Ages 10-14	any device that can access Zoom	none	Optional paperback purchase (before class begins) of Creative Problem Solving in School Mathematics 2nd Edition
Math of Money, Ages 8-10	any device that can access Zoom	none	paper and pencil calculator
Minecraft Advanced, Ages 9-13	Mac or Windows PC only	Java Edition of Minecraft (https://www.minecraft.net/en-us/store/minecraft-java-edition/)	None
Minecraft Creative - The Engineer in You, Ages 8-12	Mac or Windows PC only	Java Edition of Minecraft (https://www.minecraft.net/en-us/store/minecraft-java-edition/)	None
Minecraft Math, Ages 10-14	Mac or Windows PC only	Java Edition of Minecraft (https://www.minecraft.net/en-us/store/minecraft-java-edition/)	none
Minecraft Mini-Games Galore, Ages 8-12	Mac or Windows PC only	Java Edition of Minecraft (https://www.minecraft.net/en-us/store/minecraft-java-edition/)	none
Minecraft Obstacle Course – Build Your Own, Ages 8-12	Mac or Windows PC only	Java Edition of Minecraft (https://www.minecraft.net/en-us/store/minecraft-java-edition/)	none
Minecraft Survival for Beginners, Ages 7-11	Mac or Windows PC only	Java Edition of Minecraft (https://www.minecraft.net/en-us/store/minecraft-java-edition/)	none
Mock Trial - The Criminal Justice System, Ages 10-14	any device that can access Zoom	none	none
Murder Mystery Creation, Ages	any device that can access Zoom	none	none

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10-14			
Programming - Java - Introduction, Ages 13-15	Mac or Windows PC only	Java and Eclipse (instructions will be provided)	none
Programming - Python - Introduction, Ages 11-13	Mac or Windows PC only	download Python (version 3.4 or higher) - https://www.python.org/downloads/download the applicable file for your operating system - Windows, Linux or Mac OS	none
Programming – Scratch Advanced, Ages 8-10	Mac or Windows PC only	download Scratch 2.0 https://scratch.mit.edu/download/scratch2 create a Scratch account here: https://scratch.mit.edu/join and ensure your camper has the user name and password to use during class.	none
Programming - ScratchJr, Ages 6-8	any device that can access Zoom and iPad/iPad mini/iPhone	iPad/iPad mini/iPhone with the Scratch Junior app downloaded before class begins Ipad with the Scratch Jr app downloaded from the App Store (see preview here: https://apps.apple.com/au/app/scratchjr/id895485086) In this setup, the Mac or Windows PC is logged into Zoom and used as the primary communication vehicle between the teacher and the students. The teacher will show the students what to do on the screen of the Mac/PC and then the students will follow on their Ipad/Ipad mini.	none
Programming Minecraft Mods Using Java, Ages 13-15	Windows PC only (no Mac computers can be used for this class)	download Java Eclipse and GIMP Editor (instructions will be provided)	none
Programming Virtual 3D Robot Coding, Ages 11-14	Mac or Windows PC only	please note that the instructor will give students access to Coderz (https://gocoderz.com/) for the week.	none
Roblox Game Development, Ages 10-14	Mac or Windows PC only	Create an account and download Roblox (https://www.roblox.com/) and ensure the student has the user name and password for class	none
Science for Future Physicians, Ages 10-14	Mac or Windows PC only	none	none
Shark Tank Entrepreneur, Ages 10-14	any device that can access Zoom	must be able to print pdf files	paper, poster board, markers, crayons, glue, and pencil
Travel Planning for the Globe-Trotter, Ages 11-14	any device that can access Zoom	Gmail account with access to Google Docs, Google Sheets and Google Slides.	none
Video Game Creation – Beginner, Ages 9-12	Mac or Windows PC only	Clicksteam Fusion 2.5 (https://www.clickteam.com/) Standard (free currently as a promotion)	none
Website Design with Wordpress, Ages 10-14	Mac or Windows PC only	Please note that students will be creating their own individual websites. The instructor will be sending individual login information for their website during class via the Zoom chat option.	none

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Writing Minecraft Stories, Ages 8- 10	any device that can access Zoom	Gmail account with access to Google Docs, Google Sheets and Google Slides.	paper and pencil
Yoga and Movement - Mini	any device that can access Zoom	none	none

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

