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### MISSION

ISLA Academy Summer Camp is focused on inspiring our campers to question and explore the world around them. We are, first and foremost, a green organization and with all of our actions, we hope to inspire responsibility towards the protection of the Earth. The camp sessions are progressive and student-driven. Each camper is valued for his or her individuality and is encouraged to find his or her own gifts and talents. Our students will learn to work with others and to appreciate the gifts of their own rich cultures. We value “learning by doing” and play and exploration are not only allowed, but encouraged.

### Educational Values That Guide Our Mission

ISLA Academy guides its practices by adhering to the following set of guiding principles:

1. We belong to our planet, our country, and especially our community. We are aware of our connection to others.
2. We are all unique and special. Each person has something to contribute and we value the differences among us all.
3. We are protectors of the environment. We love the land and want to keep it beautiful.
4. We ask the difficult questions and are always searching for more. We love learning!
5. We are creative. Through artistic expression, we inspire others and help to make the world a more interesting place.

6. We care about others. We always try to remember the effect that our actions have on others. We try to be good people in all that we do.
7. We love to be challenged. We learn by doing, by making mistakes, and by improving ourselves.
8. We believe that everyone deserves peace and happiness. We use our knowledge, creativity, and generosity to help others in need.

### **PROGRAM OVERVIEW**

ISLA Academy Summer Camp provides youth, ages 2-10, with a wide variety of age-appropriate, supervised, fun, and hands-on activities, all aimed at developing a profound respect for nature, critical thinking, self-confidence, personal health and cooperative skills. Campers have fun while experiencing the wonders of nature, making new friends, appreciating teamwork and growing in self-reliance. The typical camp program includes a variety of activities such as group games, crafts, science, songs, cooking, swimming, gardening, physical activity and field trips. In addition, each week our campers will embark on outdoor excursions. Some activities require that specific waivers be completed prior to camper participation. All camp activities are age appropriate. The campers are placed into their respective age groups and taken through activities that are geared for their developmental level.

Our staff members are prepared for rainy days with many backup plan options including songs, skits, games and additional activities. Even the rain will not stop the fun at ISLA Summer Camp!

### **HOURS, DAYS AND MONTHS OF OPERATION**

ISLA Summer Camp 2015 will be offered in four weekly sessions, beginning June 25 and ending July 13.

Week 1: June 25-29

Week 2: July 2-6

Week 3: July 9-13

Hours of operation are from 9:00 am to 3:00 pm.

### **STAFF TRAINING**

All staff are required to attend a training workshop before working at camp. Their training hours are spent on CPR, first aid, character development, age appropriate activities, bullying prevention, camper abuse awareness and a variety of other topics to ensure your children have a safe and fun experience at camp.

### **ACTIVITIES OFFERED**

The campers are placed into their respective age groups and participate in activities that are geared for their developmental level. At certain points during the day, campers are brought together for group games, songs and/or special events.

Camp rotations include opportunities for campers to learn, play and explore. Every day, campers participate in DEAR (Drop Everything And Read) to support literacy throughout the summer and science and gardening activities to help campers learn to love nature and the way things work. Camp would not be complete without group games and sports, swimming, arts and crafts, drama, music, cooking and character development activities. Optional weekly excursions will offer opportunity to explore the natural beauty and attractions of our beautiful North Coast.

### Sample schedule:

#### 8:30-9:00 Arrival/ Exploration

Supervised exploration of our playground, sports fields, library, games, and art materials. Campers are free to arrive at any point during the morning activity.

#### 9:00-9:15 Assembly

All campers join together to start the day with a team building activity, camp cheers, and silly songs!

#### 9:15-9:30 Mad Science

The world is "magic" as our campers participate in unbelievable feats of science, all under the direction of our team of experienced international educators. Students test, observe, and question what's around them. Each activity includes hands-on experiential learning.

#### 9:30-10:00 Group Activity: Music

During music classes we explore themes such as beat, tempo, rhythm, and harmony while campers are able to practice with a variety of percussion and wind instruments.

#### 10:00-10:15 Snack

All campers will be provided a nutritious snack to keep them hydrated and energized for the rest of the day's activities.

#### 10:15-11:00 Beach Excursion and Sport

Campers are able to regularly enjoy walks down to Playa Laguna beach. Excursions may involve (but are not limited to) beach clean-ups, sand castle building, toe-dipping, kite-flying good times. Sports include: relays, soccer, frisbee golf, baseball, dodgeball, field games, zumba, hide-and-peek-- it's all about keeping fit, feeling good, teamwork, and having a good time.

#### 11:00-12:00 Swimming

Kids gets to cool down and splash around in our on-site swimming pool, all under the supervision of our ever watchful staff. A CPR certified instructor is on staff at all times.

#### 12:00-12:30 Lunch

Campers take a break from the action to enjoy lunch together. Beach and forest picnics may sometimes be scheduled during this time as well.

#### 12:30-1:00 Exploration

After finishing their meal, campers enjoy supervised play on our beautiful playground and sports facility.

#### 1:00-1:15 D.E.A.R (Drop Everything and Read)

After lunch we take it down a notch. All students will participate in the D.E.A.R. program. Students can bring their own books or choose from the wide selection in our library. Our youngest campers will see their favorite stories come to life in our daily storytelling events.

#### 1:15-2:00 Group Activity: Recycled Art

Whether we are reusing plastic bottles, picking up dry leaves from the fields, or using scraps from other projects, we aim to teach children that creativity, resourcefulness, and responsibility all go hand in hand.

**2:00-2:45 Group Activity: Cooking**

Kids love getting messy in the kitchen! We choose recipes that get kiddos thinking about where their food comes from, nutritional value and how it relates to how good they feel, and is very hands-on!

**2:45-3:00 Free Play/Departure**

With a flexible pick-up time, your child is free to participate in any number of free play activities. Sports equipment and art supplies are rotated regularly to ensure that the children have new experiences each day

Water breaks are provided during rotations and when groups are in transition between rotations.

ISLA Academy limits the use of television, movies, digital devices, and computers to no more than one hour per week, and for educational purposes only.

**FIELD TRIPS AND SPECIAL EVENTS**

Each family is encouraged to buy an ISLA Academy t-shirt for their camper. These t-shirts (or a shirt of the same color) should be worn on Field Trip days.

Every week we will plan different trips/events to add something special to your camper's experience. Special activities may include treasure hunts, talent shows, speakers and field trips. These will take place during the regular camp day and give your camper the total experience of Summer Camp. Field trips are fun and exciting outings that enhance your child's experience. Fees for field trips will be an additional cost to base tuition, to be paid prior to each trip. Additional waivers may be required to participate in certain activities.

**SWIMMING AND WATER ACTIVITIES**

Campers will need appropriate swimwear, a towel, goggles (if desired) and sunscreen every day. All campers will be swim tested weekly to determine their swimming ability.

**WHAT TO BRING**

- reusable water bottle
- towel
- sunscreen, SPF 15 or higher, (non-aerosol recommended)
- comfortable play clothes
- a spare set of clothes
- bug spray (non-aerosol recommended)
- cap/visor/bandana
- swimsuit (one-piece bathing suits for girls and basic swim trunks for boys are recommended)
- close-toed/close-heeled athletic shoes
- an awesome attitude

All necessary personal items that come to camp should be clearly labeled with the camper's name. Items that are lost will be placed in a lost and found area. If items are not claimed by the end of the camp session, they will be donated to local charities. Please remember we are not responsible for lost, misplaced or stolen items.

**TRANSPORTATION**

Safety is our primary goal when transporting campers. ISLA Academy reserves the right to suspend or dismiss a student if safety policies are not followed.

**DRESS CODE**

All campers are encouraged to wear comfortable footwear, pants/shorts and a shirt. All clothing apparel must be appropriate for camp activities. Closed-toed shoes are recommended for sports activities.

**MEALS AND SNACKS**

A healthy, mid-morning snack will be provided to all campers. Snacks may include local fruits, veggies, muffins, granola, or cheese and crackers.

Water coolers will be set up in various locations around the campus. **Campers are encouraged to bring their own reusable water bottles.**

Healthy, vegetarian, family-style lunches are included in weekly prices. **Campers who choose to bring their own lunch are encouraged to use reusable containers.**

**ENROLLMENT PROCEDURES AND POLICY CHANGE NOTIFICATIONS**

A registration form may be filled out in person at the ISLA Academy campus at Playa Laguna.

Enrollment is not complete until payments have been received and your signed paperwork has been submitted.

The following items are needed to enroll:

- Your child's vaccination record
- Registration form
- Copy of passport or birth certificate

**ACCOUNTING POLICIES AND PROCEDURES**

To avoid late fees, sessions must be paid in FULL by the Friday prior to the start of each upcoming session. Late payments will incur a \$5 penalty for each day late.

No refunds or credits will be issued to anyone withdrawing once the session has started.

Payments may be made in cash or through bank transfer.

**ARRIVAL, DEPARTURE AND RELEASE PROCEDURES**

Parents may drop their camper off at the corner and continue the loop around Playa Laguna or may park and walk their child onto campus. Attendance will be taken daily.

During pick-up, parents are welcome to enter the campus and wait for their child to gather their belongings. Alternatively, you may wait outside the gate and an ISLA staff member will walk your child safely to your vehicle.

Your camper will only be released to the persons listed on the emergency or authorized pick up section of the enrollment form. Only those designated on our enrollment form will be allowed to modify your information. All changes must be made with the program director. Please be aware that we do this for the safety and protection of the children in our programs.

If you wish for your child to have permission to walk or ride their bike home, this should be indicated on their registration form.

### **DISCIPLINE AND GUIDANCE PROCEDURES**

Self-management skills and positive social interactions among campers and adults are encouraged and maximize everyone's enjoyment of camp. Programs use positive guidance methods including reminders, distraction, logical consequences and redirection. Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Campers are expected to work and play within known limits.
- Behavior expected of campers is age appropriate and according to development level.
- An atmosphere of trust is established in order for campers to know that they will not be hurt nor allowed to hurt others.
- Staff members strive to help campers become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

Camper safety is the most important concern of the program; therefore, campers whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. Repeatedly disruptive or dangerous behavior will be discussed with the camper's parent and will result in loss of privileges or activities, suspension or termination from the program.

### **CONDUCT POLICIES**

As in any activity, inappropriate behavior of a few campers can have a dramatic impact on the experience of the entire group. Therefore, the following conduct policies apply directly to each individual camper and will be used in determining the camper's eligibility to continue as a participant in the camp program. Infractions are documented in an incident/discipline report. Please make certain that both you and your child are completely familiar with these conduct policies.

Campers may be suspended or released from camp, without refund, for the following behavior while participating in the program or while being transported:

- Leaving the ISLA Academy camp site without permission or going into unauthorized areas
- Using foul language, fighting, being rude or discourteous to staff and other camper
- Verbal or written threats to staff or other campers
- Defacing ISLA Academy or any property visited
- Engaging in fighting, intentionally injuring another camper or bullying
- Bringing or using any illegal substances and/or weapons
- Stealing or defacing another camper's property
- Refusing to remain with the group while at camp and during outings
- Refusing to follow check in and out procedures or refusing to follow basic rules of safety
- Refusing to participate in daily camp activities
- Not remaining seated at all times while being transported
- Having any body part out of the window, defacing the vehicle and/or being rude and discourteous to the driver or to other drivers on the road while being transported

#### **Disciplinary procedure:**

First incident - Parent notified by phone, in person, and/or in writing

Second incident - Disciplinary write-up

Third incident - The action taken at this point is at the discretion of the director after appropriate consultation with the parent. (Range of discipline: one day suspension to removal from the program).

## **HEALTH/SAFETY GUIDELINES, ILLNESS AND EXCLUSION AND MEDICATION POLICY**

### **Health Check/Immunizations**

In order to ensure the health and safety of all, employees who work directly with children will follow required procedures to prevent the spread of exposure to disease:

- Wearing gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or tending sores;
- Specifying that an employee with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care;
- Removing gloves and washing hands immediately after each task to prevent cross-contamination to other children;
- Excluding the employee from direct care when the employee has signs of illness.

### **General Health Practices**

- Campers with colds or illness will not be admitted. Please do not put us in the position of refusing your child.
- Campers with head lice will not be allowed to attend camp.
- All campers are required to have current immunization record information on file.
- Please let us know immediately if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Campers with communicable conditions may not return to camp without a note from their physician.
- Prescription medications will not be administered unless a "Medication Authorization Form" has been filled out. All medication must be in the original container and a medication form must be completed.

### **ACCIDENT OR MEDICAL EMERGENCY**

Our staff makes sure your camper's safety is their number one priority. Should your camper need medical attention, the camp director will try to notify the parents immediately. Parents are asked to notify the program director immediately of any change of address or telephone numbers. If parents cannot be reached, the director has the authority to seek medical attention at the parent's expense.

If the situation is a major medical emergency, the camp director will directly transport the child to the hospital and continue trying to make contact with the child's parents.

### **EMERGENCY PREPAREDNESS PLAN**

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, earthquakes, hurricanes, etc.) and fire escape routes are addressed in staff training. Monthly fire drills and periodic earthquake drills are conducted on site. At all times, we will place an emphasis on keeping children safe.

If the weather begins to worsen during a day in which there is a hurricane warning, we will ask you to pick up your child as soon as possible so you and our staff may get home safely.

### **PARENTAL COMMUNICATION**

Open communication is very important to the success of your child's camp experience. Parents are welcomed visitors to our programs. Please check daily for posted notices, flyers or other information. We welcome your feedback regarding our program at any time. We appreciate receiving your program

expectations, suggestions, ideas, and comments on ways to improve our service to you and your family.

**SCHOLARSHIP INFORMATION**

ISLA Academy is community-based and believes that its programs and services should be available to everyone regardless of age, background, ability or income. Limited financial assistance is available to individuals and families who substantiate a need.

**VOLUNTEERING AND PARENT ENGAGEMENT**

Parents are welcome to participate with their children in a variety of activities. As your child learns and grows with us, we hope that you will choose to participate in parent engagement activities during the summer.