

SUMMER RUFFING IT GENERAL INFORMATION 2009

A Summer to Grow On (ages 3-6)
Creative Arts and Sciences (grades 1-6)
Extreme! SRI (grades 7-8)

CONTACT INFORMATION
GENERAL INFORMATION
EXTENDED CARE INFORMATION

Ruffing Montessori School
3380 Fairmount Boulevard
Cleveland Heights, OH 44118
216 932 7866
www.ruffingmontessori.net

CONTACT INFORMATION

Office	216 932 7866
Absences/Schedule Extended Care	216 932 7866
Julia Sheehan, Director	julia_at_sri@ruffingmontessori.net
Grace Mullin, Assistant to the Director	grace_at_sri@ruffingmontessori.net
Extended Care (After 3:00pm)	216 321 7571 EXT 309
Ruffing Montessori Web Site	www.ruffingmontessori.net

OUR RUFF X'S NEWSLETTER IS PUBLISHED WEEKLY DURING CAMP AND E-MAILED TO FAMILIES. PLEASE CALL THE OFFICE TO ARRANGE FOR A PRINTED COPY IF YOU HAVE NO E-MAIL/INTERNET ACCESS.

IMPORTANT DATES

MAY 15	Tuition balance due
JUNE 19	Friday, 4-5:00pm Orientation New campers only / Parents and children Meet in School Gymnasium
JUNE 22	Program begins Early morning and after camp Extended Care available.
JULY 3	Friday, national holiday, no camp
JULY 30	Thursday Festival Day 11:30am-1:00pm A Summer To Grow On Potluck Picnic 1-3:00pm Festival Day Celebration for all families
JULY 31	Program ends 1pm A Summer To Grow On 3pm Creative Arts and Sciences and Extreme! SRI No afternoon Extended Care.

GENERAL INFORMATION

A B S E N C E S Notify the Summer Camp Office of any absence by 9am. 216 932 7866

A H A ! (A f t e r H o u r s A c t i v i t i e s !) Along with our Extended Care Program, we offer After Hours Activities for children ages 6-14 from 3:15-4:15pm. Please refer to the class descriptions and sign up forms to register.

A P P A R E L Please send children in casual clothing that can become dirty or stained during class time. We provide protective shirts for art classes but cannot always guarantee that the clothes or the children will remain spotless! No flip-flops, please.

ARRIVAL / PICK UP

Before Care 7:30-9am

Camp Day Starts 8:50-9am

Camp Day Ends 1-1:15pm (A Summer To Grow On (STGO) /ages 3-6)

3-3:15pm (Creative Arts & Sciences and Extreme! SRI grades 1-8)

AHA! Starts 3:15pm (After Hours Activities)

AHA! Ends 4:15-4:20pm

After Care 1-6pm

Enter the front drive from the west. Pull up in two rows along the front drive. Please stay in your car. An escort will help your child from and into your car. Please understand that we are unable to release a child to anyone other than a parent without prior written notice. **Children who arrive before 8:45 am or who are not picked up by 1:15pm (STGO) or 3:15pm (Grades 1-8) are taken to Extended Care.** Families will be charged the hourly rate of \$8.00.

C A M P O F F I C E We are located inside the main entrance and upstairs in the Teacher's Lounge.

C O M M U N I C A T I O N We will communicate weekly on Friday through e-mail. Please call the office to arrange for a printed copy if you have no email or Internet access.

D I S C I P L I N E We expect students to conduct themselves with respect for the physical well-being and rights of other students and adults and maintain respect for property. Children are expected to take responsibility for their own actions. Our non-punitive approach to discipline, along with creative approaches to conflict resolution, means conflicts are usually resolved at the classroom level. Serious problems may result in withdrawal with no refund.

F E E S / P A Y M E N T S

Registration deposit of \$75 is non-refundable. Tuition is due in full by May 15. No refunds will be made after May 29. Lab Science, Environmental Technology, Dulcimers, Kitchen Studio, AHA! and Extended Care have separate fees and will be billed after the program begins.

F R O N T E N T R A N C E We are a secured building. An entry code for those attending the summer program will be announced the week prior to camp start. Visitors must enter through the coded front door on the drive and report immediately to the Camp Office.

E X T E N D E D C A R E 7:30am-9am and 1-6pm. You may use this service on an "as needed" or pre-scheduled basis. Call 216 932 7866. Statements are mailed each Monday following the week of care. \$8/Hour/1 hour minimum; billed in half hours after the first hour. Afternoon snacks are provided. **Children must be picked up no later than 6 pm. Late charge: \$1.00 per minute past 6 pm.** Please refer to the sign up forms. You will be given an entry code to enter the building to pick up your child.

FESTIVAL DAY
A Summer To Grow On

THURSDAY, JULY 30

11:30am - 1pm Family Potluck

All Summer To Grow On families are invited to the potluck lunch.

Creative Arts & Sciences
and Extreme! SRI

1- 3pm Performances & Projects

Summer Ruffing It families are invited to our afternoon Festival Day celebration. Attend special presentations, view student artwork and science projects, rocket launch and an ice cream social. Our last day, Friday, is only for campers.

FIRST AID / ILLNESS If children are ill, please keep them at home and notify our office (216 932 7866). If your child contracts a communicable disease, please inform us. If a child becomes sick at camp, we will call to request that you take your child home.

GUESTS Children may bring a guest. Fee of \$50 day/3 day limit

LUNCH GUIDELINES Our Goal: No Waste Lunches

We teach our children about the planet they stand to inherit and how we can make it a better place for all through recycling and composting. We also expect grace and courtesy and ask that each person pick up after him/herself. To that end, we are asking for your cooperation in the following areas:

- Provide a reusable lunch container (lunch box) with the child's name marked clearly on the outside.
- Within the lunch box, lunch items should be placed in reusable containers.
- No juice boxes or juice packs. Please send beverages in a thermos.
- Please provide a cloth napkin/placemat and utensils. Children in A Summer To Grow On are provided these items.
- Good nutritional habits are always encouraged. "Lunchables" and other prepackaged foods contain many additives and preservatives. An ideal lunch contains a healthy, balanced mix of the different food groups to provide the nourishment vital for a long, active day.
- Please, no candy or junk food in the lunches. Fruits make nice desserts for children and also help clean the teeth. Or, if you wish to really put something special in your child's lunch, try surprising him/her with a special note or picture.
- ***Please avoid nuts or nut based products due to high occurrence of severely allergic children.***

There is no refrigeration or microwaves available for student lunches or drinks.

MEDICATIONS Employees of Ruffing Montessori School are not permitted to dispense medication to any child. Medications should be administered by the parent or guardian before, during, or after camp. When children are on school sponsored overnight field trips we require written permission from the parent to dispense medications. Please contact the camp office if your child requires the use of an inhaler or an EpiPen. ***If your child has a severe allergy, please fill out that specific additional form.***

MEDICAL AUTHORIZATION In the event of a child's serious illness or accident occurring while s/he is at camp or elsewhere under camp supervision, the camp's policy is to first notify the student's parent/guardian, then the physician, as soon as reasonably possible. However, if the camp is unable to locate such designees and considers immediate treatment necessary, the parent/guardian, must authorize the camp to take such emergency measures as seem reasonably necessary under the circumstances, including treatment and/or surgery by an available physician and/or in a nearby hospital. Please refer to the registration forms to sign the proper releases.

EXTENDED CARE 7:30-9AM & 1-6PM

Begins: Monday, June 22 at 7:30am.

Ends: Friday, July at 9am. There is *no afternoon Extended Care* from 1- 6pm the last day of camp,

Runs: Daily 7:30-9am and 1-6pm.

You may use this service on an “as needed” or pre-scheduled basis. Statements are mailed each Monday following the week of care. \$8/Hour/1 hour minimum; billed in half hours after the first hour. Afternoon snacks are provided.

Children must be picked up no later than 6pm. Late charge: \$1.00 per minute past 6pm. Please refer to the sign up forms. You will be given an entry code to enter the building to pick up your child.

ARRIVAL: For early morning care, please use the front door coded entrance (code will be given out the week prior to camp) and escort your child(ren) down to the After Care room located on the lower level at the south end of the building. Follow signs posted along the walls.

PICK UP: For late afternoon pick up, the same procedure is followed. Parents enter the site at the coded front door to pick up and sign out their child.

For families with children in **A Summer To Grow On (ages 3-6)** extended care until 3pm takes place in the All Day classroom. If you arrive before 3pm, please enter the building at the coded door entrance and walk through the building to the All Day Classroom (east side of the building). Children picked up at 3pm dismissal will be taken to the front drive for pick up. Children requiring Extended Care after 3:15pm will be taken to the after care room under our gym at the south end of building.

Please understand that we are unable to release a child to anyone other than a parent without prior written notice.

- You may use extended care on an “as needed” or pre-scheduled basis.
- Afternoon snacks are provided.
- Please use the registration form for sign up.
- Statements are mailed each Monday following the week of care.
- \$8/Hour/1 hour minimum. Billed in half hours after the first hour.
- Children attending must be picked up by 6 pm. **Late charge: \$1.00 per minute past 6 pm.**

TO SCHEDULE CARE

2 options:

- 1) Complete application and pre-select days for care
- 2) Complete application and select “as needed”

Call when you can for “as needed” to let us know which day/s.

You may call on the day of care but please make the call before 3 pm.

- 3) To schedule “as needed”: 216 932 7866
- 4) To reach Extended Care after 3 pm; 216 321 7571 EXT 309

STAFF: Lynne Breitenstien-Aliberti, Satomi Jin, Ellie Shorey