



# Camp Kinhaven Parent Handbook, 2020

*Welcome to Camp Kinhaven! We anticipate an exciting and fun summer with your children. Fun, friendship, and purposeful play opportunities remain the objectives of Camp Kinhaven. Nonetheless, the ongoing public health crisis brings programming modifications beyond enhanced cleaning and disinfection. Elevating health and safety from an underlying assumption to a prevailing preoccupation will reduce risk of transmission of COVID-19 for children, families, and staff. Additional information on the COVID protocols may be found in the first pages of this Handbook.*

*On the first day of camp, please go directly to your child's classroom/starting location beginning at 9:00am. Teachers have engaging activities prepared for your child's arrival, and will support your family's first good-byes.*

*Each session of our summer program features a different theme for the children to explore:*

|                    |                         |                            |
|--------------------|-------------------------|----------------------------|
| <i>Session II</i>  | <i>Down on the Farm</i> | <i>July 6 – July 24</i>    |
| <i>Session III</i> | <i>Going Buggy</i>      | <i>July 27 – August 14</i> |

*This Handbook contains important information regarding your child's experience at Kinhaven, in addition to our summer policies and procedures. Please review it now; if you have any questions, please feel free to contact me.*

*Amy Hitchcock  
Director*

## Summer Shortcuts

**Check** your child's temperature and report it and conduct a daily symptom screening each morning before camp via the GoCanvas app.

**Wear** play clothing designed for ease of movement. Closed-toe, heel-secured shoes are essential for EVERY activity. Flip-flops are not allowed at any time. Remember to apply sunscreen at home and send a sunhat. During the COVID public health crisis all persons over aged two must wear a face covering to enter the building.

**Bring** a healthy lunch from home each day and a drink in a reuseable container. Remember to bring a full change of clothes to leave at camp, and diapers, if applicable. A water bottle and sun hat will help your child stay cool...and LABEL all items with your child's full name.

915 N Oakland St., Arlington, VA 22203 (703) 525-4636

email: [kinhavenschool@gmail.com](mailto:kinhavenschool@gmail.com)

[www.kinhaven.com](http://www.kinhaven.com)

[www.facebook.com/kinhavenschool](http://www.facebook.com/kinhavenschool)

## **COVID Public Health Crisis Protocols\***

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\*additional protocols may be instituted in response to evolving regulation and scientific discovery

### **Admission to the Program**

Entry: All faculty, staff, families, and children (students) will wear face coverings to be admitted to the building. Persons with health concerns that may impact their ability to do so must contact the School office in advance to determine the appropriate course of action in consultation with health care professionals and ADA compliance.

Communications

Pre-participation Documents: Prior to admission/employment participants will acknowledge prevailing CDC and governmental guidance. Participants will notify the program should they or a household member develop suspected or diagnosed COVID-19, or come into close contact with a person who has.

Signage: Entry signs will direct participants to don fresh face coverings, submit their daily health screening results, and move to a handwashing station upon entering the building. Floor decals and traffic flow directional signs will reinforce physical distancing and building movement protocols.

### **COVID Confirmation**

Cleaning and Disinfection: Classroom space(s) will be closed off for 24 hours following a confirmed case of COVID in the program prior to deep cleaning. The prevailing CDC and governmental guidance on these steps will be applied.

Closure: Classrooms will close for cleaning in the event of a participant or close contact COVID-19 diagnosis. The program may be asked to close by public health officials. At such time, the distance learning protocols will be implemented.

Communication: All first and second-degree contacts will be notified of the potential exposure and the overlapping dates (see Tracking Classroom Admission below). Until such time as public health entities provide additional direction, first and second-degree contacts will be urged to self-quarantine and contact their health care provider. Other building users will similarly be notified. (see Communications heading)

Illness During the Program: Any person who develops COVID-19 consistent symptoms, including fever, new cough, new breathing difficulty, new rash, new lethargy and headache, or any combination of the above will be segregated from the class while a family member is contacted and until such time as the child/staff member may be picked up. All participants have an active Emergency Permissions form that permits the School to share emergency illness or injury information with their designated family members or emergency contacts, or to initiate the emergency medical system.

### **Daily Health Screening**

Daily health and temperature checks are required for faculty, staff, and students. These participants will submit their results to screening questions and a photo capture of their temperature via a smartphone app each program day. Participants who arrive at the program without completing this step will be subjected to a temperature check at the outdoor screening station with staff wearing disposable PPE. Data recorded through in-person temperature and screening checks will be amalgamated with data captured through the application described

above.

Further, classroom staff will conduct the typical daily health observation inspection of children including but not limited to review of the skin, gait, eyes, and nose, mouth, and breathing (visible respiratory).

Persons with recorded temperature over 100.4 degrees (F) will be prohibited from entry and referred to a health care provider.

Persons with a recorded temperature of 99.9 – 100.3 will be subject to additional screening questions and re-check of their temperature by school personnel wearing disposable PPE.

All staff, faculty, and students will be subject to two (2) temperature check on their first date of attendance to provide a baseline on the school equipment to accommodate any future claims of calibration discrepancy.

Mid-day temperature checks may be conducted on any participant whose demeanor or health status changes. Staff conducting such checks will wear disposable PPE. Any persons whose symptoms include fever, new cough, new breathing difficulty, new rash, new lethargy and headache, or any combination of the above will be segregated from the class while a family member is contacted and until such time as the child may be picked up. All participants have an active Emergency Permissions form that permits the School to share emergency illness or injury information with their designated family members or emergency contacts, or to initiate the emergency medical system.

### **Physical Distancing**

Barriers: Physical barriers may be employed during health checks, in the office, and in the classrooms during meals and to accommodate developmentally appropriate practices which consider the social-emotional health of the child(ren).

Classroom Arrangement: Classroom furniture will be re-arranged to accommodate physical distance requirements while maintaining best practices for supervision and instruction. This may include reducing the number of chairs at a table; creating a home-base area for each child as their primary play space; placing decals or other visual signals for students, for example.

Interior Traffic Flow: To avoid face to face contact, staircases will be designated as one-way during school hours. One class may occupy a shared space such as restroom or hallway at a time. Floor decals in “waiting spaces” will reinforce physical distancing.

Spacing: While occupying indoor spaces, teachers will reinforce protocols and posted signage calling for six feet of distance between program participants. Given the age of the preschool population additional protections including but not limited to face coverings, barriers, room arrangement, traffic flow, and program adaptations will be employed to reduce the risk of COVID-19 transmission.

### **Program Adaptations**

Arrival and Dismissal: Classes will have assigned entry points and routines to reduce the number of adults entering the premises. Use of the Nelson ST courtyard and Ninth ST grassy area will allow appropriated spaced congregation for two classes while the other class(es) will

be greeted by a staff member at the door and escorted to the classroom. As in typical operations, handwashing is the first activity that children conduct when they enter the building.

Class Size: While the Virginia Department of Social Services provides guidance on maximum group sizes in all Phases of reopening; the existing group sizes of the classrooms are below the State maximums for Phase I. Nonetheless, class group sizes will be decreased by one or more children in order to accommodate adequate physical distancing.

Face Coverings: All program participants will don a fresh mask daily to enter the program. A fresh mask has not been worn in prior public settings and is new or has been laundered per CDC and manufacturer's guidance. All program participants will have an extra mask available each day should the first become soiled. The School will provide face coverings for faculty and staff which will be laundered or disposed of daily. Extra disposable masks for adults and children are available. Face coverings worn at School should be replaced upon exiting daily.

Group Consistency: Children will not mix between groups/classrooms. Maintaining a silo of persons reduces the risk of transmission of COVID-19 throughout the program. While Phase II State Department of Social Services guidance allows for two(2) groups/classes to exist in a larger space such as a gym, multi-purpose room or playground when adequate spacing for each exists, and when a barrier is present to prevent mixing of the distinct groups, and thorough daily cleaning must be conducted before use by another group, Kinhaven School will not use the Parish Hall for such purposes at this time. Maintaining class silos will prevail in practice.

Hand Hygiene: All participants will conduct handwashing immediately upon entering the program. This process will be repeated before and after meals; after toileting; after handling pets; after handling face covers, masks or PPE; when returning from the outdoors; prior to dismissal; or when soiled. Adults may use hand sanitizer containing at least 70% alcohol during intervals from the list above. Such hand sanitizer must be kept out of reach of children at all times, and may only be administered to a child under 6 years old while under supervision of the program when running water is not available.

Materials: High touch materials such as writing tools, paper, scissors, and glue shall be provided for each student in an individual container to prevent contact by multiple persons. Pre-proportioned materials will be organized daily to prevent multiple hands from reaching into a bin of formerly shared objects.

Meals: Family style and self-service meals are suspended. Each participant will provide their own lunch and water bottle. Any snacks will be single serve or portioned in advance.

Movement: One class may occupy a shared space such as restroom or hallway at a time. Floor decals in "waiting spaces" will reinforce physical distancing. Similar visual signals in the classrooms will provide for spacing even as children assemble to leave the classroom.

Outdoors: To the extent possible, large portions of the school day will be conducted outdoors including but not limited to arrival /dismissal, snack or lunch, typical recess and outdoor classroom activities, class meetings and story times. Conducting activities in which children are accustomed to a "gathering mindset" in the outdoors mitigates risk while new operational habits are formed.

Rotation of Materials: Teachers will plan for a sufficient supply of pre-proportioned materials to allow sanitizing of objects between handling, and implement the daily schedule of .

Sanitizing Handled Objects: An area will be designated in each classroom for items that have been handled and require sanitizing. A bin of approved sanitizing solution may be mixed daily and stored out of reach of children to support an ongoing process of sanitizing and drying before materials re-enter the instructional area.

Schedule: Firm adherence to the school-wide schedule will prevent two classes from occupying the same shared space (hallway, bathroom, outdoor play space, etc).

Tracking Classroom Admission: Data will be retained for 21 days on the persons entering any classroom space. At no time will the maximum capacity as outlined by the Department of Social Service be exceeded.

Visitors: Indoor visitors will not be permitted during recovery Phase I, II, or III. Electronic and video communications will be substituted.

## A Typical Day

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### **Class Meetings**

Provide the framework for the day as children and teachers greet one another (often in song), discuss the topic of the day, and choose a primary area of work for the morning.

### **Work Time**

Encompasses a protracted period of play including individual and small group play devised by children as well as thematically relevant experiences designed by the teachers for small groups of children.

### **Meals**

Children and teachers share a camp-provided morning/afternoon snack, and later in the day, lunches brought from home.

### **Water Play Time**

Each class will have a water play each session, pending public health directives. Please send your child to camp that day wearing a swim suit under regular clothes and closed-toe, heel-secured water shoes. Please remember to pack a towel, underwear, socks, and a second pair of closed-toe, heel-secured shoes for afterwards! More information on the date and activities will be forthcoming.

### **Outdoor Time and Gross Motor Activities**

Each class will spend at least 60-90 minutes per day outdoors. Nearly every classroom experience can be conducted outdoors in the summer. Group games, connections to nature, painting, building, gardening, sprinklers, and bubbles are among the limitless possibilities. In case of inclement weather, gross motor activities will be conducted in the first floor Parish Hall. Maury Park, located behind the Arlington Arts Center at the corner of Monroe and 8<sup>th</sup> Street, and the School Courtyard on the Nelson St side of the building, are our primary outdoor play spaces. Children and teachers will walk to and from Maury Park. Occasional visits to Oakland and Quincy Parks may be held without notice.

## Additional Activities

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### **Afternoon Adventures**

Children can add an extra dose of fun, extending each day until 3:00pm. Summer Afternoon Adventures offer a mini-theme packed with hands-on activities. The afternoon includes activity, a brief rest, snack, and play. Registration for Afternoon Adventures is conducted by the session; drop-ins are not available.

### **Field Trips**

Kinhaven defines field trips as walking trips in excess of eight blocks in any direction from the Kinhaven building, or those involving use of public or parental transportation. Parents will be advised in advance of any planned field trips and written parental permission will be requested.

### **Walk-Abouts**

Kinhaven defines walk-about as small trips outside the school ground. Such trips may be extensions to daily playground trips or spontaneous explorations to enhance a classroom activity. Permission for these types of excursions is included on the emergency card you already filled out.

## Program Philosophy

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Kinhaven believes that play is the foundation of joyful growth and meaning in children's early years. We promote purposeful play to foster children's intellectual, creative, social, emotional and physical development. Our child-initiated and teacher-guided curriculum encourages confidence, curiosity and compassion in young learners. Kinhaven's emphasis on social-emotional dispositions to interpret, regulate and express emotions supports navigation of a school day, and plants the seeds for the questioning and communication; connections and critical thinking; and collaboration and creativity that underlie our approach. The supportive and challenging learning environment empowers children with independence, personal responsibility, and global and cultural awareness so they may acquire the knowledge and skills to meet life's challenges and celebrate life's pleasures.

## Access and Security

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### Our Doors are Always "Open" to Kinhaven Families

Custodial parents have the right of entry to the school and access to their child at any time the enrolled child is in attendance. Only an order of the Court alters this right. During the COVID public health crisis arrival and dismissal will be conducted out of doors to reduce the number of persons in closed spaces as well as the number of persons in contact with high touch surfaces such as door knobs.



### Safety – Our Doors Are Secure

Kinhaven's entrance is secured by an access control system. All families are asked to exercise vigilance: please be sure that the door closes firmly behind you; do not provide access to any person unknown to you. Ask unknown persons to show their Kinhaven FOB before holding the door open to them.

## Getting Off to a Good Start

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### Arrivals

It is important to your child and his/her group to arrive on time. Classes begin their activities right away. Attendance is taken during this time. Children thrive on routine, and a good start to the day facilitates their enjoyment of the program. Latecomers may find it difficult to enter, and are disruptive to the program. Teachers will sign children in upon arrival to minimize multi-contact surfaces.

### Beginnings

A good beginning sets the foundation for a relaxed, secure and enjoyable experience. Some children find that new faces, change in routine, and a different location can be overwhelming. We offer some suggestions:

- Talk about our daily schedule and activities with your child.
- Bring along something familiar from home such as a favorite stuffed animal or family photo.
- Trust your child's teacher. Our staff has lots of experience with difficult transitions and will

help by having enticing activities available. Watch for cues from the teacher on when to leave if your child is having difficulty separating from you.

- Do say “Good-bye” to your child, as sneaking away can erode the trust you and your child have developed. You may phone the office mid-morning to ask how your child is settling in, or you may wish to return a little early the first day or two.

## **Parking Lot: Picking Up and Dropping Off**

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- Enter the lot from northbound Oakland Street. The lot allows for an “in” and an “out.” This avoids a dangerous backup. Cars waiting to enter will turn on hazard/flasher lights.
- When exiting the lot, right or left turns are permitted. Enter Fairfax Drive only by a right turn to avoid a back-up through the parking lot and up Oakland St.
- Keep our kids safe: Hold hands, put down cell phones, and buckle in properly!
- You may not park your car in the lot during school hours and leave the premises.
- Report accidents to the Kinhaven Office. If you are involved in an accident in the parking lot, you should immediately report it to the Kinhaven Office and if necessary, the Arlington Police Department. Do not leave the parking area without making these notifications.

### **Ways you can help in the parking lot:**

- Occasionally use off-site parking at drop off or pick up. If you see a metered or free two-hour parking spot, park there first instead of the parking lot.
- Signal available spaces to cars waiting to enter the lot as you exit.
- Car-pool with neighbors or walk to camp if you live in the area.
- Be patient. The parking lot can be stressful on the first days.

**Share this information with anyone who drops off or picks up your child. It is imperative that all persons using the parking lot know and understand these procedures.**

### **Drop Off**

Campers must be escorted by an adult (parent/guardian/nanny/car-pool designee) to their classroom/arrival location no earlier than 9:00 am. Please respect that the teachers use the time prior to 9:00 am to plan for the program day, set up the classroom, and gather materials. If you need to speak with your child’s teacher, please arrange a mutually convenient time to do so.

All campers are required to be signed in and out by an adult. Any unusual pick-up authorizations or early dismissal information should be submitted in writing on the classroom’s daily sign-in sheet. If you arrive to school after 9:15 am, please notify the school office. When children arrive in the classroom they will affix a dated lunch label to the lunch box each day.

### **Pick Up**

All students will be picked up from the lower level of the building. Parents should arrive to the parking lot no earlier than 12:55 pm with their family name card visible through the windshield. Classes are in session until 12:55 pm- and 2:55pm for Afternoon Adventures. Please turn off

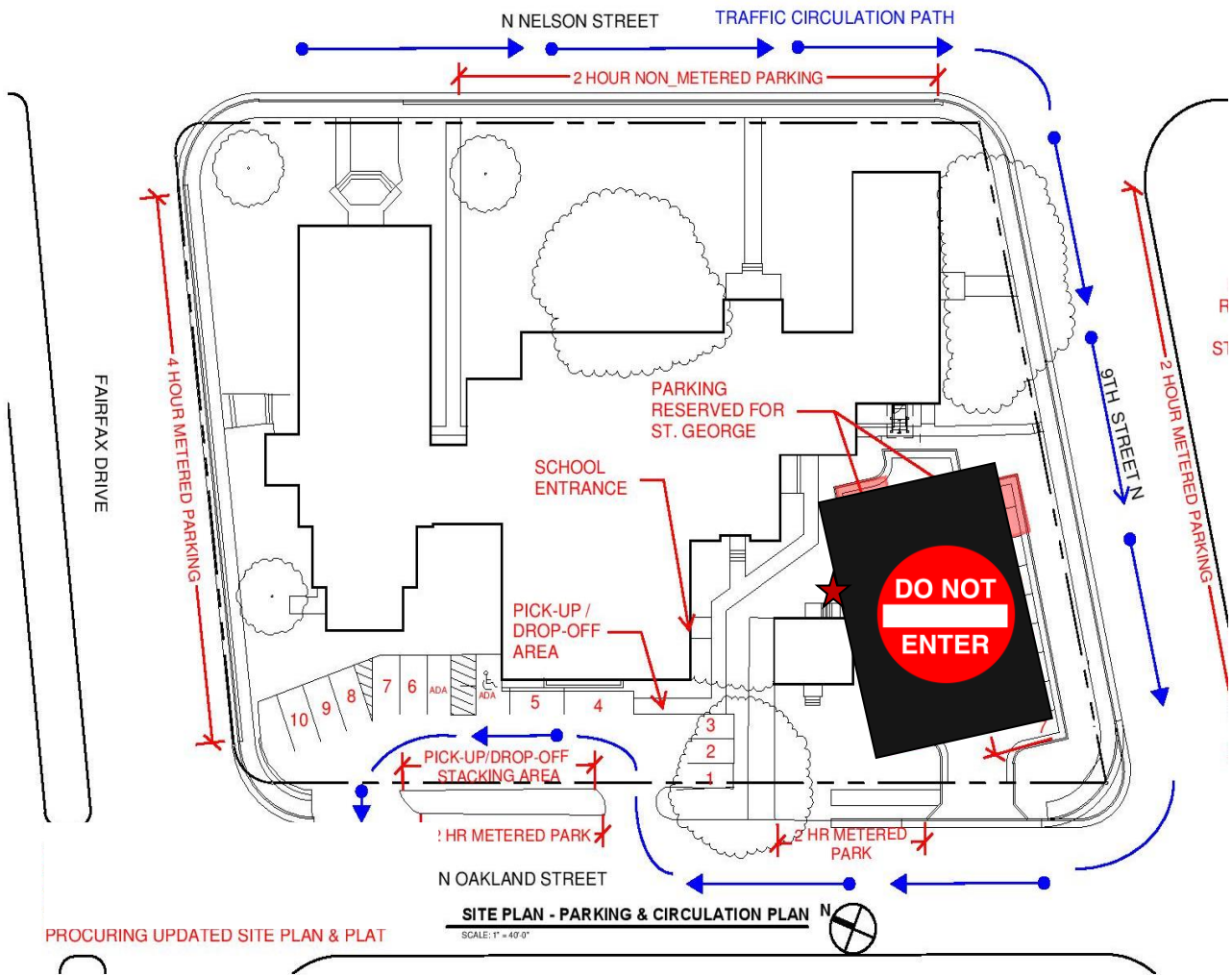


your engine and wait beside your vehicle; campers will be walked out to you. Campers will only be released to authorized adults. Teachers will dismiss children from 12:55 pm – 1:05 pm, and 2:55- 3:05pm for Afternoon Adventures.

**Should you pick up your child after 1:05 pm, there is a \$25.00 late fee that must be paid upon arrival. An additional \$25.00 fee is assessed for every ten minute interval.**

**Parking Lot Access**

Families may park in the lot at the corner of N. Fairfax Dr. and Oakland St. exclusively for the duration of their visit to Kinhaven during their child’s participation. Parking at any other time is prohibited. Proceed north on Oakland St. to enter the lot per the parking and circulation map below.



## “RESPECT” IN THE PARKING LOT

Respect each other – we’re all trying to accomplish the same thing.

Enforce the rules – remember to park in the right spots.

Space – give other cars adequate space to maneuver and make sure you’re in your space correctly.

Patience – it is a virtue; we all must wait...might as well wait cheerfully!

Exit promptly when possible – be considerate when there’s a long line of people waiting.

Courtesy – please move parent group conversations inside to keep our kids safe.

Timing – this might take some trial and error, but the lot tends to fill fast and taper off later.

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## Guiding Children’s Behavior (Discipline)

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At each moment within Kinhaven School there is an opportunity to support children’s emerging competence and self-awareness; this is particularly true of difficult moments.

All young children are developing social skills that will enable them to play cooperatively and to be part of a group. Many children who hit, grab, or kick have not yet learned to enter play or to ask for what they need. It is vital that adults foster children’s growing awareness of the impact their actions may have upon others.

All adults at Kinhaven support children’s behavior by offering clear expectations of acceptable behavior. Positive reinforcement emphasizes valued behavior while other behaviors are downplayed. Consistent limits are established and group cooperation is emphasized. **No adult affiliated with Kinhaven School may use physical punishment, humiliation, or withholding of food or rest.** Instead, logical consequences are utilized for undesirable behavior and positive guidance techniques are employed to reinforce them.

Occasionally, it may be necessary to remove a child from his peers for a short period of time if unsafe, aggressive, or disruptive behavior persists. The child “takes a break” with a teacher until ready to rejoin the group and abide by the class agreements. Teachers will support the child’s re-entry and speak with the child to problem-solve and practice alternatives. Clear, open, and timely communication between teachers and families is essential to demonstrate consistency between home and school.

In the rare event of persistent negative behavior, teaching staff will work with the child’s family, Director, and community and professional resources to develop a plan to support the child. The Kinhaven community utilizes a conflict resolution process to *verbally* work out all issues between children including the identification of the specific disagreement, creation of possible solutions, and finally implementing the agreement selected by all involved. Rather than a teacher-dictated solution, such social problem solving strengthens both children’s social and cognitive skills. During conflicts, children practice communication, negotiation, and compromise as they deepen friendships. Teachers may act as coach or facilitator, or may listen and offer suggestions during this process to cultivate children’s emerging social competencies.

Our desired outcomes include that:

- children employ self-calming strategies in order to be ready to negotiate;
- children find words to express feelings, wants and needs;
- children listen to one another’s feelings, wants, and needs;
- children agree to satisfying solutions; and
- children continue to play together.

## Health

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### **Daily Health Screening**

Please exercise discretion in deciding whether to bring your child to camp. A daily health screening including temperature check and symptom questionnaire must be completed each day prior to arrival and submitted by the GoCanvas app. The child should be well enough to participate fully in all group activities. If your child shows any symptom of illness, you will be asked not to leave the child at camp. This is for the protection of your child, the staff, and the other children. In addition, children who are tired and run down are very susceptible to communicable disease.

### **Illness Pick-Up**

If your child becomes ill at camp, Kinhaven will call you or your emergency contact; ill campers must be picked up within thirty minutes. Ill children are isolated from their class in the Kinhaven office while waiting to be picked up. One parent, or designee, must be accessible by phone at all times.

### **Medication Administration**

The staff may not administer any medicine other than First Aid Cream or Antibiotic Ointment, as designated on the Emergency Card. If your child requires medication while at Kinhaven, please see the Director for an Authorization Form and additional policy and procedure information. Medications must be authorized and are stored in a secure location. Please do not send any medications (including inhalers, vitamins, sunscreen, or hand sanitizer) in your child's backpack or lunchbox.

### **Air Quality**

Summer heat sometimes brings poor air quality. On red alert days, classes are encouraged to be outside early in the morning before the pollutants accumulate. If outdoor access must be restricted, gross motor activities will be provided indoors.

### **Emergencies**

Kinhaven uses an offsite emergency call center to contact parents in cases of extreme emergency. Parents have been asked to provide the camp with phone numbers that will be given to the call center. In the event of an emergency, the call center serves as the central communication link between parents and the camp. The call center will send a pre-recorded message to the two phone numbers listed. The message will indicate that there is an emergency at Kinhaven and provide parents with instructions on when and where to pick-up their children. Parents need to respond immediately to the automated call and follow the directions as stated in the message. In an emergency, children will be released only to their parents or regular caregivers.

### **Accessibility of Parents**

One parent is required to be accessible by phone at all times your child is at Kinhaven. If your child becomes ill at camp or an emergency occurs, we will try to contact you using the phone numbers written on your child's emergency card. If you are not going to be at home or at your usual work location during the camp day, please give the office staff a phone number where you can be reached. If you have a cell phone or pager number, please make sure that number is written on your child's emergency card.

### **Allergies**

If your child is allergic, please be sure the details are noted in the classroom and Kinhaven

office. An allergy action plan is essential for each child with emergency medications.

### **Fire Drills**

Kinhaven will conduct fire drills monthly in accordance with state regulations. Evacuation routes and emergency instructions are posted in each classroom.

### **Emergency Preparedness**

Our year-round staff members and our camp staff members hold current CPR and First Aid certifications. The staff has practiced the emergency plan procedures for natural and manmade disasters. In the event that Kinhaven needs to evacuate the building, children would be moved to the Central Library on Quincy Street unless directed differently by Arlington County's Emergency Management. Our off-site call center would notify you of such an emergency via the telephone numbers and email addresses you indicated at registration.

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## **Additional Daily Information**

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### **Snack**

All children will be offered a snack mid-morning composed of fruit or vegetable and a grain product. Please make sure that you have provided a list of your child's allergies on their emergency card and student profile. Children with allergies will be provided alternative snacks or you may send your own snack from home.

### **Lunch**

Each child should bring a nutritious, well-balanced lunch including a drink in a reusable container each day. Please label your child's lunch box or lunch bag with his or her full name. EACH DAY, please affix a date label, provided by the staff, to your child's lunch container. Foods easily causing choking, such as but not limited to, hard candy, popcorn, raisins, seeds, nuts, whole hot dogs, hot dogs sliced into rounds and uncut grapes are not to be sent for children under the age of three years.

### **What to Wear**

Children should wear comfortable clothes, which they can easily manage and provide ease of movement. Clothes should be washable because our art and play activities can be messy at times. Sneakers provide the freedom and protection your child needs each day, inside and on the playgrounds. Shoes must have rubber soles and enclose the foot and be tied, velcroed, or slipped on. **For your child's safety, flip-flops and open toed sandals are not acceptable at any time. During water play, closed-toe, secured-heel jellies, clogs and similar footwear may be worn.**

### **Extra Clothing**

Please bring a complete change of seasonally-appropriate clothing to leave in your child's cubby: underpants, a shirt and shorts or dress, socks, and shoes. Please make sure that each item is clearly labeled with your child's full name. Please bring the clothing to camp in a clearly labeled plastic bag. Please bring at least two complete changes of clothing for children have yet to master use of the toilet.

### **Diapers & Wipes**

If your child wears diapers, please check the supply in your child's cubby each day and make sure that there are always at least three diapers available. Also bring a full container of diaper wipes for staff use.

## **Sunscreen**

Please apply sunscreen to your child before coming to camp. Our outdoor play will be very sunny and even a short period outside may result in a sunburn. Keep in mind that our staff is not allowed to apply lotion to your child.

## **Hats**

Children should have a hat with them each day. Make sure that their name is clearly written in the hat.

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## **Procedures**

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### **Office Hours**

The Kinhaven Office is open from 8:30 am to 3:30 pm Monday through Friday during the summer program. The Director will be available during these times to answer any questions you have regarding the summer program. Voice mail on the main school phone number, 703-525-4636, is available 24 hours a day for leaving messages and is checked periodically. Questions regarding the regular school year should also be directed to Kinhaven's Director.

### **Staff**

Many of our staff from the regular school year teach part or all of the summer. The rest of the staff positions are filled with professionals from other area schools. Staff-to-student ratios are lower than the maximum ratio mandated by state and county licensing standards.

### **Communication**

Kinhaven encourages communication between camp and home. The staff will provide parents with activity plans at the beginning of each session, and news or anecdotes specific to your child periodically via the HiMama app. Families may rely to HiMama messages to reach teachers in writing or to request a conversation outside children's presence. If you have additional comments or questions for the staff or Director, please call the Kinhaven office.

### **Forms Required**

By law, all children must have the following forms on file before attending Kinhaven:

- Proof of Age and Identification
- Registration Form
- Emergency and Family Information Sheet
- Virginia Health Examination Form (completed within the last year) and Immunization Record
- Verification of TB Test and Chickenpox Vaccine
- Child Profile Form

***Your child will not be allowed to attend the Kinhaven Summer Program until these forms are presented to the Kinhaven office.***

### **Absences**

Please call the office to report your child's absence from the summer program. If your child is sick with a communicable disease (i.e. strep, conjunctivitis), symptoms consistent with COVID-19, or if your child or a household member has been exposed to COVID-19 licensing requires you to let us know. *Families at Kinhaven and all child care facilities in Virginia are required to notify the school in the event that a member of the household contracts a reportable communicable disease.*

## **Payments**

Payments for sessions are non-refundable. There are no refunds for absences due to illness and/or vacation or for closings due to utility outages or extreme weather conditions. In the event that live camp programming is restricted by a public health or regulatory agency during the COVID public health crisis, virtual programming will begin within 24 hours.

## **Late Pick-Up Fee**

Kinhaven closes promptly. After 1:05/3:05pm the late pick-up fee is \$25.00 payable at your time of arrival. An additional \$25.00 fee is assessed for every ten minute interval.

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## **Licensing Information**

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The Commonwealth of Virginia helps assure that child day programs that assume responsibility for the supervision, protection, and well being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions, licensed programs include child day centers, family day homes, child day center systems and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions: adequate play space, a ratio of children per staff member, equipment, programs and record keeping. Criminal record checks, Child Protective Services check, and specific qualifications for staff and most volunteers working directly with the children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with the standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parent or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when a program substantially meets the standard for licensing. A provisional license, which cannot exceed six months, is issued when a program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor that is punishable by a fine up to \$100.00 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Area Licensing Office  
3959 Pender Drive, Suite 320  
Fairfax, VA 22030  
(703) 934-1505

## **Asbestos Notice**

In accordance with the Commonwealth of Virginia and Federal requirements, we are to inform you that asbestos containing materials are present in our school. The asbestos containing materials pose no threat to the health of our children at this time. It is our priority to make sure that the materials are kept in good condition and inspected for possible damage every six months. A copy of the Kinhaven Asbestos Maintenance Plan is on file in the office for parent review upon request.

**Licensing and Compliance Plans**

Kinhaven School is licensed by the Virginia Department of Social Services and the Arlington County Child Care Services Division. Licenses are posted in the school entry. Compliance and management plans are available for review upon request.