



Chesapeake Bay Academy Summer Program 2024

**WELCOME! We are delighted to have you as members of the
Chesapeake Bay Academy Community this summer!**

It is our goal at Chesapeake Bay Academy to develop self-confident young people who will become responsible and caring citizens. We believe that when the adults - from home and at school - work together, children develop to their fullest potential academically, physically, socially, and emotionally.

We hope that you will find the information in this handbook helpful and instructional.

MISSION, VISION & PHILOSOPHY

Mission Statement

The mission of Chesapeake Bay Academy is to educate students through academic programs individualized to address their learning differences, empowering them with the skills and confidence necessary for success in higher education, careers, and life.

Vision Statement

The vision of Chesapeake Bay Academy is to continuously improve an educational environment where students value diversity and families embrace each child's uniqueness.

Philosophy Statements

- Chesapeake Bay Academy is committed to the individual success of students of all races, creeds, ethnic origins, and socio-economic backgrounds who can benefit from the school's specialized programs.
- Chesapeake Bay Academy is committed to providing a supportive, challenging, and safe environment in which students, who demonstrate a discrepancy between academic achievement and aptitude, build self-esteem, discover their capabilities, address their educational differences, and acquire strategies for success.
- Chesapeake Bay Academy is committed to a dynamic curriculum individualized for each student by specific educational plans implemented through multisensory instruction, experiences with leading technologies, and close interactions with adult mentors.



Enrollment Policies

Camp enrollment opens in the spring of each year and is filled on a first-come, first-served basis. Enrollment is considered complete upon receipt of a camp registration form and a \$250 non-refundable deposit. **The balance of the tuition and completed forms** (*Authorization for Medical Treatment Form, Physician's Request for OTC and/or Prescription Medication Forms, and Authorization for Transportation Form*) **are due prior to the start of the session.** Please direct all financial questions to our Director of Finance and Operations, Laura Hembree (lhembree@cba-va.org).

Arrival and Dismissal Procedures

Summer Enrichment begins on Monday, June 17, 2024, and runs through Friday, July 26, 2024. CBA will be closed on Wednesday, June 19, 2024, in observance of Juneteenth, and on Thursday, July 4, 2024, in observance of Independence Day.

Daily Schedule:

- Morning drop-off for all students: 8:00-8:15 AM
- Pick-up for half day students: 11:30 AM
- Pick-up for full day students: 3:00 PM

Faculty will greet students in the traffic circle at morning drop-off and will escort students to the gym for Morning Meeting. Half day students are dismissed at 11:30 AM, and full day students are dismissed at 3:00 PM. During dismissal, parents should pull into the traffic circle and wait for their child to be directed to the car. During times of inclement weather and after the carline has cleared, remaining students will wait in the front lobby. In the case that you are unavoidably delayed, please call the front desk when you arrive to have your child escorted to the front door. **There is no extended care option for the summer program.**

Traffic Circle & Parking Lot Safety Policy

Please help us to ensure everyone's safety by abiding by the following rules:

- Be respectful of other drivers and pedestrians.
- Do not park in the traffic circle. If you need to enter the school, park in a parking space.
- Do not attempt to pass a stopped car in the traffic circle.
- During drop-off and pick-up, pull forward to the red line. DO NOT stop at the front door.
- Students should exit your vehicle from the passenger side.
- Students should not enter nor exit between vehicles.
- If you arrive early, please do not wait in the traffic circle. Park in a parking space to wait.
- CBA is a smoke-free campus. Please refrain from smoking on school property.
- Teachers will be directing traffic during arrival and dismissal. Please follow teacher instructions to ensure that traffic will flow safely and quickly around the circle.

The safety of our children and their families is our #1 priority. Thank you in advance for your cooperation!



Health Policies

Your child's physical and mental health plays an important part in their ability to gain full benefit from Summer Enrichment at CBA. If your child is ill, please keep them home. The following is a list of symptoms necessitating that a child be sent home from camp:

- Fever over 100.4 degrees
- Unidentified skin rashes or bumps
- Diarrhea
- Vomiting
- Suspected symptoms of other contagious illness

COVID-19: Commitment to One Another

At this time, the entire CBA community must take responsibility for our combined health and well-being. It will be critical for each of us to acknowledge our responsibility and do our part. If you or your child do not feel well, have COVID-like symptoms, are running a fever (100.4 or higher) or have potentially been exposed to the virus, please remain at home until your symptoms have dissipated and you have been fever-free for 72 hours (without medication).

Illness

A child running a fever, due to causes other than COVID, is not permitted to attend camp until their temperature has been normal for 24 hours without the aid of medication. Any student who feels ill and wishes to go home, must see the camp director who will then notify parents. In the case that we are unable to reach you, we will call the emergency numbers you've provided. Camper's will rest in a quiet area until someone can be reached. **For the health and well-being of all concerned, your child must be picked up within one hour of notification.**

In an emergency, every reasonable effort will be made to contact parents or guardians prior to taking the child to the nearest physician/medical facility. Please be sure the main office has updated phone numbers for both parents so we can reach you in an emergency, and that the Authorization for Medical Treatment Form is completed in its entirety. Be certain to report if phone numbers and/or emergency contact information change over the summer.

Medication

The camp director may administer prescription and over-the-counter medications *only* with a doctor's order and parent permission form. You will receive digital copies of both forms as links in your welcome email. Medication must be given to the director by a parent or guardian in the original prescription container provided by the pharmacy labeled with the child's name, the name and dosage of the medication, and the instructions clearly printed on the container. Most pharmacies will give you separate labeled containers for home and school. Prescription and over-the counter medications found in students' personal belongings will be collected and returned to parents. If participation in afternoon recreation activities is limited or prohibited by illness or injury, a note from a physician should be sent to the camp director.



Face Masks

CBA is a mask optional facility. If you would like for your child to wear a mask while on campus, please send a clean mask with your child to school each day.

Dress Code

The intention of the dress code is to ensure that clothes are clean, correctly sized, and school appropriate.

Tops

- Polo shirts
- T-shirts (school appropriate graphics); no tank tops or spaghetti straps

Bottoms

- Dresses, shorts, skirts, and skorts - must be appropriate length (hem must be below fingertips when arms are at side)
- Leggings may be worn under dresses, skirts, or shorts
- No baggy/saggy pants, tight/clingy pants, or pants that are split, frayed, or torn

Shoes

- Neat and clean sneakers or sandals with backs
- Shoes requiring laces must be laced properly
- No slip-ons, flip-flops, or beach/shower sandals

Snacks/Lunch/Beverages

Half and full day students should bring a nutritious snack such as fruit, crackers, or cheese from home daily. Students may bring a refillable water bottle which can be carried with them throughout the day. CBA has cold, filtered water stations throughout the building. Full day students should bring a nutritious lunch from home each day. Glass containers or cans requiring a can opener are not permitted. Lunches cannot be microwaved nor refrigerated and carbonated sodas and energy drinks are not allowed at any time. If a student forgets lunch and we cannot contact a parent/guardian, a snack will be provided.

Citizenship & Behavior Management

Learning how to contribute positively to the community is an integral part of each student's education. Teachers work with students to create a safe and productive learning environment and to guide students in making appropriate choices. Students are expected to follow the established rules of each class/program. When a teacher and student are unable to resolve a matter within the classroom, the student and teacher will conference with the camp director and an appropriate intervention will be designed. Parents will be notified of the action and the resulting consequences. CBA will always work with the parents/guardians to proactively address challenging or inappropriate behavior.

In situations involving a physical altercation, CBA reserves the right to take whatever action is necessary to ensure the safety of all members of the community.



All students are expected to:

- comply with directions from school adults
- maintain positive relationships with school adults
- maintain positive relationships with other students
- be respectful of CBA property

Examples of behaviors that may lead to dismissal from the camp program may include:

- physical aggression (pushing, kicking, striking, etc.)
- threatening remarks or gestures
- vandalism/destruction of property
- theft
- repeated non-compliance
- bullying

In the case of dismissal from the program for behavioral reasons, no refund of any portion of tuition will be provided.

CBA looks forward to a positive and productive summer learning experience for you and your child. Should you have questions or concerns, please contact the following individuals who are here to support you:

Dr. Christine Hebert: Director, Summer Enrichment
Nicole Hagan: Coordinator, Summer Enrichment

chebert@cba-va.org
nhagan@cba-va.org