

## Summer Program Handbook "Camp Curious"

**Full day:** 8:30 am-3:30 pm = \$35/day (child must be picked up by 3:30 pm or extended care charges will apply)

**Extended Care:** 7:30 am-8:30 am and/or 3:30 pm- 5:30 pm = \$9/day

**Late Pick ups:** \$1/minute per child will be charged for all pick ups after 5:30 pm.

*Enrollment in the summer program is for the entire summer. Tuition is calculated for the entire summer and there are two options for payment, full payment or 3 equal installments*

### Full Summer Camp Cost

Number of Days per week	8:30 am-3:30 pm	Extended Care 7:30-8:30 am and/or 3:30-5:30 pm
1 day	\$350	\$440
2 days	\$700	\$950
3 days	\$1,050	\$1,320
4 days	\$1,400	\$1,760
5 days	\$1,750	\$2,220

### 3 equal monthly installments

**Tuition is due on June 8th, July 1st, and August 1st. A \$20 late fee will be assessed if payment is more than 5 days late.**

Number of Days per week	8:30 am-3:30 pm	Extended Care 7:30-8:30 am and/or 3:30-5:30 pm
1 day	\$116	\$146/month
2 days	\$233	\$316/month
3 days	\$350	\$440/month
4 days	\$466	\$586/month
5 days	\$583	\$733/month

"Camp Curious" runs from June 8th- Aug 14th. There is no partial summer camp attendance. You will be charged the full summer camp price regardless of your child's attendance. No credit will be given for vacation, sick days or unenrollment. Signing up for camp acts as a contract to pay the full amount you signed up for because your child's spot will be held for him/her. Tuition was calculated for the 10 weeks (starting the week of June 8th and ending on August 14th). If you choose the three month installments or the pay in full, you will be paying the same amount. We can not provide care the last two weeks of August because most of our Summer Teachers teach for the local school districts and have to report

back to work the week of August 18th. If we are able to find additional staffing for the third week in August, we will notify parents.

## REQUIRED PAPERWORK

- Emergency Contact Form
- Over the Counter Medication Form
- Daly Field Trip Form
- Copy of Vaccinations: this is REQUIRED because we are a licensed childcare provider
- Signed statement that you have read and agreed to the Summer Program Handbook.

## CAMP RULES

1. I will listen to the teachers.
2. I will always tell the truth.
3. I will be respectful to other students and all staff.
4. I will use appropriate language.
5. I will respect the school, its properties, and other people's belongings.

## WHAT TO BRING!

These items need to be brought to summer camp daily! **LABEL EVERYTHING**- even socks and underwear because when the kids change clothes they often drop items and then we can make sure you get all your child's clothes back!

- Normal size **backpack** to hold at least **one full set of extra clothes**. This is required of all age groups.
- Large Healthy Lunch**: no fruit roll ups, sugary sweets, candy, etc. The kids play hard and are usually really hungry at lunch time. We do have microwaves that they can heat food up in. We do not allow instant mac and cheese because each one takes over 3 minutes to heat up.
- 2 healthy snacks**: one to eat in the morning and one in the afternoon
- Any **utensils** needed to eat their food with. We do not provide any plates, cups, bowls, forks or spoons. If you label your child's silverware we will do our best to make sure you get it back!
- Swimsuit & Towel, Water shoes/flip flops are optional if your child wants them.
- Please **apply sunscreen** before arrival every day.

## WE PROVIDE

We will be providing the following

- Water bottles
- Sunscreen
- 3rd snack for children staying late in extended care

**DO NOT BRING ANY TOYS OR STUFFED ANIMALS FROM HOME!**

**NO CELL PHONES ALLOWED DURING SUMMER PROGRAM!**

## MANDATED REPORTING

Curious Minds Montessori & Preschool, including the summer program and any staff therein, are obligated by moral and legal standards to report any and all suspicions of child neglect or child abuse to the child abuse hotline and local authorities if deemed necessary. Mandated by Montana DPHHS Licensing requirement #37.95.171

## PROCEDURES

We have 4 summer program classes. We group classes by similar age ranges. Occasionally we will need to switch a child's group based on different personalities within the classes. These changes usually happen within the first few weeks as the kids and staff get to know each other. We will communicate any classroom changes with you.

Our 4 classes go from the youngest to oldest ages: Yellow, Green, Blue & Purple. We do our best to keep the classroom teachers as consistent as possible. Please keep in mind that our teachers also want to take vacations during the summer, so we may need to bring in substitute teachers when this happens.

Every class has a schedule of when they do each activity. This schedule is the same everyday in order to keep the routine for the kids and to make sure each class rotates through each set of activities. We will post the class schedule outside the classroom for parents and students to see. The daily activities include: inside play, outside play, academic time, water play, and STEAM activity time. A Lead teacher will generally be in the lobby to assist you, but occasionally she may be assisting in a classroom or setting up an activity. If you bring your child in after 9:00 am and the Lead teacher isn't in the lobby, please check the classroom's posted schedule to see where your child's group is at.

Each lead teacher will be using Brightwheel to communicate with parents. Feel free to message them at any time. Because the teachers will be actively engaged in the different activities throughout the school property, they will not always be in their classrooms, and sometimes will not see Brightwheel messages right away. \*\*It will not always be possible for the teachers to "get your child ready" for you to pick them up for swimming, dance, golf, etc. Parents are free to pick up their child at any time during summer camp, take them to different activities, and bring them back.

Your child will need to **check-in** at the lobby kiosk. Children should be able to walk in and check themselves in. You will receive notification on your phone through Brightwheel that they have been checked in or out by other authorized pick up persons. Of course, you can always walk in yourself and check them in if that makes you feel more comfortable.

Every child must be **checked out** by a parent/guardian or another adult on the emergency pick up list at the end of the day. Older siblings who drive could be sent to pick up younger siblings if you add them to the emergency pick up. Anyone authorized to pick up your child should have their own code to use at the kiosk.

Occasionally we have the opportunity to walk over to Daly Elementary for a picnic and playground time. By signing up for camp you give permission for your child to walk to Daly Elementary. The teachers will inform the parents when they leave and the anticipated return time in case you need to pick up your child.

## BEHAVIOR/DISCIPLINE

Curious Minds has a strong commitment to implementing the discipline of students in a respectful, firm manner. One of the ultimate goals is to develop a self-disciplined individual. We have established clear limits and provide consistency in

maintaining these limits. Every child has the right to express their feelings (anger, hurt, frustration, and sadness), but they must do it in a safe and respectful manner. When aggressive behavior occurs, the children involved are taken aside by a teacher. The teacher will try to help them express their feelings verbally. If the aggressive behavior continues and all other efforts have been unsuccessful, the school reserves the right to ask the parents to pick their child up for the day or to withdraw their child from the Summer Program. The school reserves the right to dismiss a student whose presence in the school is considered detrimental to the best interest of the student, one of their peers, or to the school in general.

## BEHAVIOR/DISCIPLINE (continued)

Efforts to correct behaviors may include:

- Warnings- the teachers will discuss why they are being warned and then redirect the student towards better behavior.
- A time-out from activities and play time.
- Loss of privileges- this can include but is not limited to: loss of outside play time, free play, tablets, movies, special events, etc.
- Conferences with parents- Parents will be notified via Brightwheel of behaviors and if a follow-up meeting is required, that time will be made available.
- In program suspension- Students will be sent to the Lobby or the Curious Minds front office where they will sit quietly until they are picked up.
- Sent home early for the day.

## TERMINATION

We reserve the right to terminate a student's attendance and contract for the following reasons but not limited to:

- Failure to pay
- Routinely late to pick up your child
- Failure to turn in required paperwork
- Lack of parental cooperation
- Physical or verbal abuse to any person or property
- Lack of compliance with any policies
- A student that is not adjusting well (after all attempts to help have been exhausted)
- Consistent mean or unsafe behaviors (after all attempts to correct said behaviors have been exhausted)

**2026 Summer program starts June 8<sup>th</sup>**

Please check the days you are interested in enrolling in.

- The summer program hours are 8:30am-3:30pm Monday-Friday. If you need before and/or after school care, the cost is an additional \$9/day per student. The \$9 charge covers ALL available hours outside of the 8:30am-3:30pm program hours.
- I would like to pay for the summer in (please circle one) -  
     Full (1 payment)      or      3 equal monthly payments
- My child will be going into \_\_\_\_\_ grade this coming fall (2026)

Day of the Week	Morning Extended Care 7:30-8:30 am	Full Day 8:30 am-3:30 pm	Afternoon Extended Care 3:30-5:30 pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

**Additional Comments & Information:**

Is there any other information that would be helpful to our teaching staff to know about your child(ren)?

---



---



---



---



---

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*\* Students must bring a backpack with extra clothes & lunch/snacks everyday. \*\*\*\***  
**\*\*\*\* Please LABEL ALL ITEMS! \*\*\*\***

**\*\*\* This page is intentionally left blank for double sided printing.\*\*\***

# Emergency Contact and Consent



This form must accompany staff when children are away from the childcare site

<b>Child's Name (First, Last)</b>		
<b>Date of Birth</b>		
<b>ALLERGY ALERT</b> Does your child have allergies? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list all allergies in required box.		
<b>Parent or Guardian Contact Information</b>		
<b>Name (First, Last)</b>		<b>Relationship</b>
<b>Home Address (Street, City, Zip)</b>		
<b>Primary Phone</b>	<b>Email Address</b>	
<b>Address (Street, City, Zip)</b>		<b>Work Phone</b>
<b>Name (First, Last)</b>		<b>Relationship</b>
<b>Home Address (Street, City, Zip)</b>		
<b>Primary Phone</b>	<b>Email Address</b>	
<b>Address (Street, City, Zip)</b>		<b>Work Phone</b>
<b>Required Emergency Contact Information – person other than parent or guardian that is authorized to pick up child</b>		
<b>Name (First, Last)</b>	<b>Phone</b>	<b>Relationship</b>
<b>Name (First, Last)</b>	<b>Phone</b>	<b>Relationship</b>
<b>Name (First, Last)</b>	<b>Phone</b>	<b>Relationship</b>
<b>Required Medical Information</b>		
<b>Primary Medical Care Provider</b>		<b>Phone</b>
<b>Health Concerns (Please explain)</b>		
<b>Allergies</b>		
<b>Parent or Guardian Authorization</b>		
In an emergency, the child care facility has my permission to provide or obtain emergency medical treatment including transporting child by ambulance or vehicle if necessary. The parent/guardian of the child will be notified as soon as possible.		
<b>Parent/Guardian Signature</b>		<b>Date</b>
<i>(This form must be completed and signed annually)</i>		

# OVER THE COUNTER (OTC) MEDICATION AUTHORIZATION FORM

**\*This document must be updated on an annual basis\***

### TO BE COMPLETED BY PARENT

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Program Name Curious Minds Montessori & Preschool & Acton Academy Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*\*\*\*

I give permission for the administration of the following over the counter medications (mark all that apply):

- Bee/Wasp sting topical pain killer
- Topical Benadryl
- Insect Repellent
- Sunscreen
- Cortisone/Anti-Itch Creams/Ointments
- Medicated Lip Treatments
- OTC Antibiotic Creams/Ointments
- Burn Creams/Sprays
- Tylenol: Dosage \_\_\_\_\_ Frequency \_\_\_\_\_
- Ibuprofen: Dosage \_\_\_\_\_ Frequency \_\_\_\_\_

Has your child ever been stung or bit by a wasp/bee? \_\_\_\_ Yes \_\_\_\_ No

If yes, what kind of reaction did your child experience when stung/bit?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Allergies & Reactions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special handling/storage Instructions \_\_\_\_\_ Refrigeration? Y/N

Parent/Guardian Signature (required) \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Unused Medication:** Returned to Parent Y/N or Discarded Appropriately (circle one)

By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*\*Keep in the child's file when medication is finished.**

STUDENT NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

## Part 1/2:

### POLICY ACKNOWLEDGEMENT

By signing below, you agree to the following:

I have read and understand all the policies provided to me by CURIOUS MINDS MONTESSORI AND PRESCHOOL, INC. for the Summer Program and hereby agree to abide by all of them.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FATHER'S/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MOTHER'S/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

### \*\* POLICY CHANGES \*\*

In the event anything is changed or added to the policies, you will be notified via Brightwheel, and a new form will be sent home to be resigned, dated, and returned.

## Part 2/2:

### PHOTO AUTHORIZATION

—Please initial one and sign.

\_\_\_\_\_ As the parent or child's custodial caregiver, I give permission for photographs and/or videos taken either on or off campus to be used for publicity by CURIOUS MINDS MONTESSORI AND PRESCHOOL, INC., i.e. website, brochures, YouTube, and other advertisement, etc.

\_\_\_\_\_ As the parent or child's custodial caregiver, I **DO NOT** give permission for photographs and/or videos taken either on or off campus to be used for publicity by CURIOUS MINDS MONTESSORI AND PRESCHOOL, INC., i.e. website, brochures, YouTube, and other advertisements, etc. Pictures will still be taken and sent through Brightwheel.

\_\_\_\_\_  
LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

**Part 3/3:**

**DALY SCHOOL WALKING PERMISSION SLIP**

(1st- 5th Grades only)

I, \_\_\_\_\_ (guardian print name), give my permission for CURIOUS MINDS MONTESSORI AND PRESCHOOL, INC. employees to walk my child, \_\_\_\_\_ to and from Daly Elementary School to play on the playground.

\_\_\_\_\_ (Initial) I understand that the students may walk to Daly Elementary School with staff members at any time Monday-Friday during the summer program dates June 8th-August 14th, 2026.

\_\_\_\_\_ (Initial) I understand that the children will be playing on school playground equipment and I waive CURIOUS MINDS MONTESSORI AND PRESCHOOL, INC. & ACTON ACADEMY and all of their staff members from all liabilities if my child is hurt while under the supervision of the staff.

\_\_\_\_\_  
LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE