



(845) 512-8279
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640 N. Midland Ave.
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Strawtown Studio Summer Program Policies & Procedures

Welcome! The following has been designed to inform you of our Policies & Procedures to guide your family's experience with Strawtown this Summer.

Please know we take great care in creating a safe and fun, social and learning environment for all children. Our organization's motto is "Safety, Fun, Education". 'Safety' also includes emotional safety, listening, and how we speak with one another. Our goal is for children to feel happy and excited to come back each day.

Meeting a New Family

If you are new to Strawtown, we ask for a welcome meeting with you and your child upon registering for Summer. This meeting provides Strawtown, the child, and the child's parent/guardian the opportunity to see if Strawtown is a good fit for the child. Please contact the office (845-512-8279) to set up an appointment. We look forward to meeting you!

Registration & Payment Policy

Our Summer Program generally opens registration in early Spring. Deposits are required to hold a spot with balance due June 1st of each year. Registration will not be processed without deposit. Due to the small class size, the ability to change the week that your child will attend depends on availability. Payment can be made by cash, check, or credit card. Strawtown offers open registration throughout the Summer, however, spaces are limited and the camp fills up quickly! For your tax purposes, our Fed ID # is 45-3205679.

Refund Policy/Cancelation Policy

Withdrawal from the Summer Program prior to March 15th will be refunded in full. From that point, withdrawal prior to June 1st will be refunded minus 25% of total class fee for administrative costs. No refund for any reason after June 1st. Some medical conditions may be exempt. If Strawtown cancels a day or more of the Summer Program, every effort will be made to reschedule a make-up day on that Friday. If your child is unable to attend on that day, Strawtown will refund a prorated portion of the program's fee.

Missed Days

No credits, refunds, or makeup for missed days, or times.

Appropriate Clothing

Your child's comfort throughout the day is in large part dependent on how they are dressed. Children need to start each day prepared for the weather, and any of the elemental experiences a Summer day can bring. This means rain, chill, heat, mud, dirt, swimming, paint, spills. Please refer to the Summer Packing List in your welcome letter.

Personal Property

In addition to our request that children dress appropriately for all the changes of weather, please be aware that clothing, shoes, and outerwear may get wet, dirty or stained. We are not responsible for clothing that is lost, missing or damaged during the course of our program. Additionally, we suggest each family take care with allowing their child to bring precious or costly items to camp, as we can not be held liable for the loss or damage of such items, and wish to avoid the heartache of such a loss.

Electronics

Children are encouraged to leave electronics at home. If a child does bring a phone or electronics to camp, s/he will need to leave the item with the day's lead educator. They will be kept safely in a designated container until the day's end. Strawtown contact numbers are located at the end of this document in case a parent/guardian needs to contact Strawtown or their child.

Arrival/Departure

New this year, Strawtown will be offering early drop off during our Summer Program. If you have pre-registered for early drop off, your child will be welcome in our Wah Wah Taysee building starting at 8:30am. Otherwise, all children will meet at 9:30am at the Reflection Center building to start the regular camp day. Children will be released only to approved parent/guardian/caregiver at the end of each day, or if earlier release is required. If there is a change in pickup, notification of the name and phone number of the authorized adult must be received by the office by 2pm of that day. Photo ID may be required. All contact information is provided in your welcome letter as well as the last page of this document and on our website.

Please save these numbers to your phone in case of emergency:

Laurie Seeman (845) 558-0877

Joanna Dickey (845) 596-8171

Kris Hillen (917) 705-4066

Lunch/Snack and Food Allergy Policies

Strawtown provides water and an afternoon snack that accommodates food allergies and sensitivities. Water breaks are given during hot days.

Parents/Guardians are required to provide a plentiful lunch and morning snack each day. If a child arrives without a lunch and snacks, a parent/guardian will be notified immediately and we will request that a lunch be brought to the child's location by noon. Refrigeration is not provided. If cooling is required, please include ice packs that will last the duration of travel and program times.

Strawtown Studio recognizes that food allergies, in some instances, may be severe and even possibly life-threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shell-fish. Although most food allergies produce symptoms that are uncomfortable, persons with allergies to the above-listed foods can suffer more serious consequences.

Parents/Guardians of children with life-threatening allergies must provide Strawtown Studio with emergency medications and a written medical treatment protocol for their child for addressing allergy-related events. Strawtown Studio will keep medication and epinephrine (EpiPen) provided by a child's parent/guardian with the educators at all times so that it may be accessed if necessary.

Though Strawtown Studio is committed to student safety, we cannot guarantee that a student will never experience an allergy related event while in our care, and therefore has created this policy to reduce the risk that children will have an allergy-related event.

Visitor Policy

We welcome parents/caregivers for all or part of a day. Please let us know a day ahead of time so we can plan with you in mind. For all who attend our programs, in an effort to safeguard the Strawtown experience for the children, please refrain from using adult language, smoking, or disruptive talking/behavior. To this end, we ask that no cell phones be used during visits. Visitors to our programs must be dressed appropriately for weather and environment, and not display politically sensitive material on their clothing. Visitors are encouraged to relax and become active participants in the Strawtown experience. Overall we simply ask that your presence becomes a part of the atmosphere. If there is something you would like to share with the group please do so (i.e.music, skills, knowledge, book reading, food)! If a visitor's behavior does not reflect this policy, they will be reminded of these guidelines.

Swimming Release & Sunscreen

Children have the opportunity to swim in the pool at Marydell with a certified lifeguard on duty. S/he will administer a swim test to each child to determine their swimming ability. A Swimming Liability Release Form must be signed for the child to participate. Please provide sunscreen for your child in his/her backpack. Our staff is committed to sun safety.

Photo/Video Release

A photo/video release must be signed that a parent/guardian does or does not permit photos or videos of a child to be taken and used for the purposes of the press or television, as well as promotional materials for Strawtown including publications, social media, or artistic purposes.

Transportation Release

Strawtown Studio may transport a child for necessary purposes such as sudden change of weather while at the Nyack Beach location. Transportation will be done in shuttle form via private cars associated with Strawtown staff. Transport Permission must be signed for a child to participate in the Summer Program.

Sick Child Policy

When a child becomes sick, staff will evaluate and determine the appropriate first response, e.g. resting, hydration, food, etc. If the child is too sick to remain in the program, the parent/guardian/caregiver will be called to come pick up that child. In the event of an illness or injury that requires immediate medical attention, and the parent/guardian cannot be reached in time, the child may be transported to the nearest hospital for care and treatment.

Bees/Poison Ivy/Ticks

Please alert us if your child has life threatening allergies to bee or wasp stings. All stings will be treated on site with ice and monitoring.

All children are taught to identify poison ivy, and staff are diligent in recognizing and avoiding areas with poison ivy/sumac/oak. If a child has come in to contact with poison ivy, the area will be treated with Tecnu, a product designed to lessen the allergic reaction. If a child arrives to the program with the rash, staff will treat it as per the parents' instructions.

Ticks: Please refer to the extensive guide included in your parent packet to learn about tick checking, prompt and proper removal, as well as diagnosis and treatment.

Emergency Policy

In the event of an emergency, the Lead Staff will alert the Educators to evacuate the area. Staff will bring all campers to a designated safe area while the problem is resolved. If the

children can not return to their activities, parents/guardians will be contacted to pick up their children. For this reason, please make sure all contact information is accurate and updated. Our emergency/evacuation policy is part of our Staff Training, and is also available for parents' review in our office.

Potassium Iodide (KI) Release

In the event of a radiation emergency related to the Indian Point nuclear power plant, a child's dose of Potassium Iodide (KI) may be provided to inhibit the uptake of radiation by the thyroid. A waiver must be signed before this may be administered to the child prior to the start of their participation in the Summer Program. Potassium Iodide (KI) should NOT be taken if you have a known iodine sensitivity, pregnant/breastfeeding, or have a thyroid disorder. Please consult your doctor if you have any questions.

Staff Background, Safety, and Other Policies

All staff must have local and national background checks before working at our programs. At all times at least one member of the Strawtown staff will be on the grounds who is CPR and First Aid Certified. Additionally, the Lead Staff are always in possession of a fully equipped First Aid kit. In addition, staff are required to read and sign off on the Staff Handbook, which includes "Child & Youth Protection Protocol". A Staff Handbook is located for review by parent/guardian in the office.

Parents have a right to review the staff background checks, healthcare, discipline and other policies located in our office.

Our Commitment To Your Child

Strawtown's mission is to create and provide learning experiences that connect young people with the natural world and nurture friendships. As a team of artists, naturalists, and educators, we also seek to model and inspire environmental stewardship and guide personal growth. We endeavor to provide the highest quality experience. We treasure your children and our shared experiences of knowing Nature through art and exploration together. We look forward to every Summer Discovery Day! If you have any questions, don't hesitate to contact us:

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