

**St. Andrews 2022 Summer Camp Program  
Camper Information Sheet**

**Last Grade** Completed: \_\_\_\_\_

**Student's Name:** \_\_\_\_\_ (M / F) Home Phone: \_\_\_\_\_

Child's DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Religious affiliation: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

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**Parent Name:** \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

(if different from student's)

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

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**Parent Name:** \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

(if different from student's)

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

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Child lives with: ( ) both parents ( ) mother ( ) father ( ) stepmother ( ) stepfather ( ) grandparents

Custody/visitation arrangements that we should know about: \_\_\_\_\_

Does your child have siblings/friends who attend St. Andrews? \_\_\_\_\_

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**Emergency Contacts Authorized to Pick Up Your Child** These persons are to be contacted in the event neither parent can be reached. Your student may be released into their care.

Name: 1) \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name: 2) \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

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**Pediatrician:** \_\_\_\_\_ Phone Number \_\_\_\_\_

**List any allergies, medications, medical, behavioral or dietary concerns we should be aware of:**

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**I verify** the above information to be correct and true. **I hereby grant permission** for the above mentioned individuals to pick up my child.

**I hereby grant permission** for St. Andrews School to meet the needs of my child in case of emergency.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Registration paid with check #: \_\_\_\_\_

Date: \_\_\_\_\_

**St. Andrews 2022 Summer Camp**  
Parental Agreement

1. I understand the \$ 80 / 95 registration fee for \_\_\_\_\_ is **non-refundable**.  
Any **deposits made at registration are non-refundable and non-transferrable**.
2. I understand that tuition will not be prorated due to inclement weather or illness.
3. Once enrolled, changes to a camper's registration must be in writing and according to the deadlines. Deposits are **non-transferrable**.
4. My child will be offered snacks provided by St. Andrews Summer Camp.
5. I understand that St. Andrews School is a **NUT-FREE CAMPUS** and will abide by this policy.
6. Before any medication is dispensed to my camper, I agree to provide written authorization to include the date, child's name, medication name, prescription number, dosage, and date(s) and time(s) medication is to be given. Medicine will be supplied in its original container with child's name clearly printed and labeled. Appropriate paperwork to accompany.
7. Both parent and school agree that no camper will be allowed to enter or leave the school without being escorted by a parent, school personnel, or appointed contacts.
8. I acknowledge it is my responsibility to keep my camper's records current to reflect any significant changes as they occur, including but not limited to: parent phone numbers, work locations, emergency contacts, camper's physician, health status, and immunization records.
9. The school agrees to keep me informed of any accidents, incidents, suspected illness, injuries, adverse reactions to medications that involve my camper.
10. I have received a copy of the Summer Camp Handbook and agree to abide by the policies and procedures contained within.
11. I give St. Andrews permission to transport my camper to and from field trips. I will be given detailed information about each field trip and I will sign a detailed permission slip for each individual outing.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent or guardian)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Director or Administrator)

## St. Andrews 2022 Summer Camp

### Parental Permissions: Form 1

I hereby grant permission for my camper to use all of the play equipment and participate in all activities while at school.

**Parental signature:** \_\_\_\_\_ Date \_\_\_\_\_

I hereby grant permission for the Director or Acting Director to take whatever steps may be necessary to obtain emergency medical care if warranted.

These steps may include, but are not limited to, the following:

- attempt to contact parent or guardian
- attempt to contact parent through any of the persons listed on emergency information form
- attempt to contact child's physician

**Parental signature:** \_\_\_\_\_ Date \_\_\_\_\_

If we cannot contact you or your child's physician we will do any of the following:

- call 911
- call an ambulance
- have child taken to an emergency hospital in the company of a staff member

In this event, we will need your permission as follows:

Being the parent or legal guardian of \_\_\_\_\_, I hereby consent to an x-ray, anesthetic, medical, surgical or dental diagnosis or treatment that may be deemed necessary for my minor child. *I understand that all efforts will be made to contact me prior to treatment.* I give permission to an attending physician to treat my minor child. I further understand that the doctors, dentists, and other providers attending to my child will take all reasonable safety precautions during their care.

Further, as parent or legal guardian, I am responsible for the health care decisions for my minor child and agree that my insurance plan is the primary plan for the dental, medical, hospital care or treatment that is given to my child. Any policy of the school will be used as secondary coverage.

Minor's date of birth \_\_\_\_\_

**Parental Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**St. Andrews 2022 Summer Camp**  
Parental Permissions Form 2

**AUTHORIZATION TO DISPENSE EXTERNAL PREPARATIONS**

I hereby give St. Andrews School personnel permission to apply one or more of the following topical ointments/preparations to my child \_\_\_\_\_ in accordance with the directions on the label of the container:

- baby wipes
- bandaids
- antibiotic ointment, such as Neosporin
- hydrogen peroxide
- sunscreen or sun block
- insect repellent
- petroleum jelly, such as Vaseline

Except for first aid, personnel shall not dispense prescription or non-prescription medication to a child without specific, written authorization from the child's physician and/or parent. Forms are available should that type of dispensing be required.

**Parental Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**AUTHORIZATION TO PHOTOGRAPH**

\_\_\_ I hereby grant St. Andrews School permission to photograph my child \_\_\_\_\_ participating in activities. Pictures may be posted throughout the school, on the school's website, in print and on social media.

\_\_\_ I **do not** grant St. Andrews School permission to photograph my child while participating in activities.

**Parental Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# St. Andrews School is a **NUT-FREE** Campus!

In an attempt to protect the growing number of students with diagnosed and undiagnosed nut allergies, St. Andrews is now mandating that parents keep nuts, foods with nuts, and all nut butters at home. Parents packing lunches and sending class snacks should be particularly vigilant.

This policy in no way eliminates the possibility of nut exposure, but our hope is to dramatically reduce the risk of allergen contact.

If you have questions, please do not hesitate to contact the school office.

Thank you very much!

St. Andrews School

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I have read and understand that **St. Andrews School** is a **NUT- FREE CAMPUS**.  
I agree to abide by this policy, to the best of my ability, effective immediately.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent of \_\_\_\_\_

## **St. Andrews School Rules and guidelines**

### In association with COVID-19 WAIVER, RELEASE AND INDEMNIFICATION

- A. ALL families will be required to use Carpool. Only staff and students will be allowed to enter the building.
  - B. A Zoom Meet and Greet will be held prior to the start of summer camp. This year the meeting will be on May 25, 2022, at 11 am.
  - C. Supply lists and classroom packets will be emailed or sent via Brightwheel.
  - D. Health Screenings will be used upon arrival of all staff and children prior to entering the building. Anyone with a temperature of 100.4 F or exhibiting ANY COVID symptoms, will be excluded from participating in Summer Camp.
  - E. Sign-In/Out procedures will be handled by staff and administration during carpool.
  - F. Administration will retrieve children from their pod stations and bring them to parents in carpool. Please DO NOT go to the playground fence to call your children.
  - G. Administrators will be available in hallway to help children transition.
  - H. You must provide you student with a box of masks.
  - I. Hand sanitizer will be readily available for all. This shall not be used in place of handwashing but as an additional measure.
  - J. Teachers/Counselor will facilitate proper handwashing procedures throughout the day following the guidelines of our licensing agency Bright from the Start.
  - K. Classroom arrangement will be adjusted to include individual stations and materials.
  - L. The school will use outdoor time to re-sanitize and disinfect materials in the classroom.
  - M. Any materials that cannot be wiped down or easily sanitized daily, will not be used (removed from room).
  - N. Attendance numbers and group sizes will be limited based on the number of students we can safely put in each room while adhering to social distancing rule.
  - O. Sanitation procedures will be shifted to twice a day.
  - P. Younger children are housed in classrooms with private bathrooms giving teachers ability to adequately supervise and sanitize.
  - Q. Older children will take bathroom breaks in small groups (so that bathrooms can be adequately sanitized between uses).
2. How are we preparing for changes?
- A. Classroom management will be key to maintaining social distancing. Teachers will return to work one week prior to students and participate in "Social Distancing" trainings and activities geared to support classroom management. Staff will also practice for carpooling and use of walkie-talkies to assist children as they enter and transition throughout the building.
  - B. Guidelines and games will be shared with families in advance so that that they may also practice social distancing with students before coming to school.
  - C. We will set perimeters within each station to help remind children of social distancing.
  - D. We will have student's names on their learning stations so that students know where to go after entering room and washing hands.
  - E. We will have more stations set up on the playground for outdoor experiences and increased engagement.

3. How will we respond if a case of COVID-19 is confirmed?
  - A. We have informed staff that ALL members of a pod should quarantine for 14-days if we have a confirmed case of COVID-19 within that pod. Individuals exposed to COVID may take a COVID test (PCR only) no sooner than 5 days after the date of exposure. Date of exposure is determined by DPH. If the student/staff member receives a negative test result, they may return to school once all information has been verified by the director.
  - B. Only PCR test results will be accepted by the school. A copy of the ACTUAL test showing a negative test result must be submitted to the school and confirmed as acceptable prior to returning to school/camp.
  - C. All families within a pod will be notified immediately if there is a confirmed case of COVID-19. If we must shut down, families will be notified by Brightwheel or phone to pick up their children. Please continue to check the Brightwheel app for additional information.
  - D. We will follow DPH and CDC protocol. The school has a direct contact with the DPH to guide us through all processes regarding protocol for reporting cases, shut down, and notification of families.
  - E. Weekly payments will not be prorated due to a forced shutdown. Monthly payments may be prorated based on the date of forced shutdown.

Additional and more specific Recommendations:

Parents:

1. Parents will receive a COVID-19 specific indemnification, liability waiver
2. The waiver will be kept in each students file.
3. Parents will need to complete a waiver for every student enrolled.
4. Parent Packets will include the DPH standards provided to us by the DPH and will be provided with the web information of the DPH and CDC for continued updates and information regarding the school requirements and expectations for continued attendance at school. (see below)

Contact Tracking:

1. By having each class remain in a pod, the school will be able to track contact. We have a document provided by DPH for tracking staff. ADMINISTRATIVE STAFF will be in charge of carpool. All teachers will have contact with their pod only throughout the school day.
2. Administration will use a school contact tracking form. Teachers will have classroom pod tracking forms.
3. The teacher's hours have been adjusted so that all students will report to individual classrooms upon entering the school. There will no longer be a combined morning drop off.
4. Each classroom will have an assigned substitute teacher as to maintain the integrity of the pod.
5. Each pod will move individually for music and movement and on the playground. Only one pod at a time will share any space.
6. Allotted time between outdoor transitions has been increased to 15 minutes. This allows adequate time for disinfection of play equipment between classes.
7. Teachers must adhere to times assigned for playground usage.

Environmental Changes:

1. Classroom Arrangement:

- a. We have been acquired several individual desks for the classrooms. The use of these desks will allow teaching staff to better support the children with maintaining social distancing requirements.
- b. The school will be adapting the CDC's recommendation for "pod" interactions (The CDC suggests that the same staff remain with the same group of students for the duration of school days to restrict mixing of different students. This will help to better contain the virus if a student or staff member happens to get sick).
- c. St. Andrews has created an environment that is conducive to continued social distancing in the classroom by placing the individual desks 6 feet apart and by placing workstations around the outer perimeter of the classroom.
- d. Sets of individual desks are arranged so that the children can see each other as they work and play and maintain a close enough range to ask question and share ideas with other classmates.

2. Classroom materials:

- a. Each child will be able to maintain writing materials in their personal cubbies, with additional writing materials located throughout the room. Children will also be able to maintain individual items such as playdough and other sensory materials (sand, rice, etc) in the room.
- b. There will be two to three sets of materials for each station. The materials will be stored above the cubbies. As children cycle out of one area, the materials will be picked up and the next set of materials will be cycled in for the next child.
- c. All non-washable and/or sprayable items such as rugs, pillows and baby dolls with "fabric" bodies have been removed from the classroom. Rugs have been replaced with large rubber floor coverings.
- d. Toddler 1 and 2 will maintain a "Yuck" bucket to immediately cycle out toys that have been mouthed by children (this is a standard practice required by licensing).

3. Teacher interactions:

- a. Teaching teams will remain in pods at all times. The pod will also include an assigned substitute teacher.
- b. One teacher will maintain a small group while the other teacher cycles around the workstation perimeter to ensure the children are engaged in their play/work. (this is also a standard practice)
- c. Teacher will document what children are doing and ask questions to provoke interest and curiosity and offer additional materials to support play. Not only does this deepen children's learning and play, it prolongs engagement and limits the amount of time children want to "run around" the room.
- d. Teachers will return to work the week before school starts to personalize their classrooms, brainstorm ways to improve their classrooms and engage children.
- e. Teachers and staff will practice guiding children down the hall, games for social distancing, and appropriate transitions.

4. Outdoor Play

- a. While outside, the classrooms will remain in their pods.
- b. Preschool classes will have direct access to the outdoor play area and shall enter and exit via their classroom doors.



- c. Remote Learning classrooms will enter and exit the outdoor play area via Room 110.
- d. Teachers will do advanced planning for outdoor activities and reintroduce classic games such as jumping rope, hopscotch, hula hooping, etc.
- e. Every other swing will be raised.
- f. Outdoor art stations, building and transportation will be added to the playground to improve engagement and provide additional options.
- g. Outdoor handwashing station will be added to the playground as well as a "sanitation" station (hand sanitizer, disinfectant for swings, and play equipment).
- h. There will be a fifteen-minute wait between classes entering and exiting the playground. This will allow for spraying of all play equipment and swings.
- i. A sprayer will be purchased so that teachers and staff can spray all outdoor equipment quickly and adequately.

5. Bathrooms:

- a. Toddler 2, 3-year-old, and Pre-K classrooms have a private bathroom. The bathroom must be sprayed and disinfected after each use (this is a standard licensing requirement).
- b. A separate disinfecting solution will be stored in the bathroom at all times.
- c. Kindergarten rooms will take bathroom breaks with small groups to ensure that the toilets are sprayed between each use.
- d. The children will be encouraged to assist teachers in spraying the toilets after use.
- e. There will be a fifteen-minute gap between bathroom breaks as to spray and disinfect.

Please refer to the Georgia Department of Public Health attachment (DPH COVID-19 Return to School Guidance). Per DPH, this is the guidance that ECE centers should refer to when reopening. Please check this link for changes at least once a week.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

<https://www.georgiainsights.com/recovery.html>

[https://www.georgiainsights.com/uploads/1/2/2/2/122221993/gsba\\_school\\_reopening\\_final.pdf](https://www.georgiainsights.com/uploads/1/2/2/2/122221993/gsba_school_reopening_final.pdf)

Additional Links:

<http://www.sixtwelve.org/online-learning-parental-consent-form>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/essential-goods-services.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

[https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschoools-childcare%2Ftalking-with-children.html](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschoools-childcare%2Ftalking-with-children.html)

SAINT ANDREWS SCHOOL  
COVID-19 WAIVER, RELEASE AND  
INDEMNIFICATION

I THE UNDERSIGNED do hereby affirm, by the execution of this release, that I or my child will be voluntarily participating in the pre-school program at St. Andrews Presbyterian School (SAS) during a time when the viral illness known as COVID-19 is still active. As such, I hereby acknowledge and UNDERSTAND that Coronavirus symptoms may appear 2-14 days after exposure.

Express Assumption of Risk:

I hereby affirm that, to the best of my knowledge as of the signing of this release, I have no physical impairments, injuries, or illnesses that will endanger me or others and have neither been exposed to nor contracted symptoms of the Coronavirus. I have not traveled, within the past 14 days, outside of the USA or to any of the states currently labeled as Coronavirus "hot spots." I further affirm and acknowledge that within the same time frame, neither I, my child, nor my family members have participated in any large gatherings without following the masking and social distancing rules. If any of this information changes, I will inform SAS office and personnel **immediately** and will not return to campus until I have spent 14 days in a period of self-quarantine.

I understand that under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. I am assuming this risk by entering or allowing my child to enter these premises.

Also, I will abide by all SAS rules and guidelines, and I will cooperate in the administration of the logistics for the protection of the parents, staff and children associated with SAS. I understand and I am fully aware that there are risks involved in all aspects of preschool education and care including a risk of contracting the Coronavirus "COVID-19". I am aware that any of these abovementioned risks may result in serious illness for me, my children, or other members of my family. I willingly assume full responsibility for the risks that I am exposing myself to and accept full responsibility for any illness that may result from participation in any program, activity or class while at, Saint Andrews Preschool.

Initials: \_\_\_\_\_

Release:

In consideration of the above-mentioned risks and hazards and in consideration of the fact that I am willingly and voluntarily participating in the activities and programs offered at SAS. I, the undersigned, hereby release Saint Andrews Preschool and Saint Andrews Presbyterian Church, their principals, agents, employees, and volunteers from any and all liability, claims, demands, actions or rights of action, which are related to, arise out of, or are in any way connected with my participation in this activity, including those allegedly attributed to the negligent acts or omissions of the above-mentioned parties. This agreement shall be binding upon me, my successors, representatives, heirs, executors, assigns, or transferees. If any portion

of this agreement is held invalid, I agree that the remainder of the agreement shall remain in full legal force and effect.

I further acknowledge that information for the purpose of monitoring the health and safety of the parents, teachers, staff and children will be collected. Said information will only be used in the event of a COVID infection event. This release acts as a release for the collected information to be reported to the Saint Andrews Church and the public health authorities as may be required by law in the event of an infection event.

Initials: \_\_\_\_\_

Indemnification:

I, the undersigned, hereby recognize and acknowledge that there is risk involved in the types of activities offered by Saint Andrews School. Therefore, I accept full financial responsibility for any injury or illness that may result from my participation in the SAS program. I hereby agree to indemnify and hold harmless Saint Andrews School and Saint Andrews Presbyterian Church, their principals, agents, employees, and volunteers from liability for any illness or injury to any person(s) that may result from my negligent or intentional acts or omissions or by the acts or omissions of any third party while participating in programs offered by SAS anywhere on the facility. This includes but is not limited to parking lots, recreational areas, playgrounds, areas buildings, and/or any area selected program activities or drop off and pick up. I have read and understood the foregoing assumption of risk, and release of liability and I understand that by signing it obligates me to indemnify the parties named for any liability for illness or injury of any person and damage to property caused by my negligent or intentional act or omission. Said liability shall include the payment of any legal fees and court costs associated with the above.

I understand that by signing this form I am waiving valuable legal rights. This document will remain in full force and effect for the life of the program activity and shall be enforceable by DeKalb County Courts to the extent allowed by law.

Initials: \_\_\_\_\_

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Parent/Guardian's Name(Printed) (Date)

\_\_\_\_\_  
Parent/Guardian's Name (Signature)