



**Summer 2024**



February 1, 2024

Dear Passport Families,

Greetings from Passport at CMS! As the start of summer rapidly approaches, we are gearing up for an amazing summer full of smiles, fun, learning and excitement. In order to better prepare you for camp, and to maintain the highest level of safety and security for your camper(s), it is vital that you read this handbook in its entirety and that you call the Passport office if you have any questions.

This summer, camp will be in operation for the following weeks and corresponding dates:

- Week 1: June 24 - 28
- Week 2: July 1 - 3 (no camp July 4 and 5)
- Week 3: July 8 – 12
- Week 4: July 15 19
- Week 5: July 22 - 26
- Week 6: July 29 – August 2
- Week 7: August 5 - 9
- Week 8: August 12-16

Camp hours are 9:00 am – 4:00 pm

We have a wonderful program and a fabulous staff all ready to go! We look forward to having your camper(s) join us soon. Should you have any questions or concerns, please contact our Passport Program office at [passport@cambridgemonessori.org](mailto:passport@cambridgemonessori.org), or call us at 617-308-9458.

Sincerely,

Krissy Canastar  
Director of Auxiliary Programs

Allison M. Lynch  
Assistant Head of School

## **Passport Mission**

Passport at Cambridge Montessori School offers a vibrant summer day camp that serves children ages toddlers through 13 years. The excitement of summer camp happens in and around our school buildings in diverse Cambridge, MA. Our camp has been offering memorable summers for campers from all over the globe since 2005.

Passport embraces the mission of Cambridge Montessori School: CMS encourages independent, self-directed learning for life in a child-centered, international community valuing peace, respect for others and pride in individual difference.

The Passport Program employs the following core values

**Peace - Respect - Creativity - Exploration - Collaboration**

**Independence - Environmental Consciousness - Global Stewardship**

## **Goals of the Program**

The goals and objectives of the camp are far reaching, and involve not only the children, but our families and staff as well. As a staff member, we ask for your commitment and enthusiasm. All campers, regardless of age or ability, will be exposed to all of the aforementioned activities. Each camper has the right to be taught at his/her learning level in a way that is supportive and informative whilst still encouraging growth and curiosity. Furthermore, we encourage and support all staff in setting and achieving their own personal and professional goals. Highlighted below are some of our goals:

- To provide a safe, positive, enjoyable, and educational experience for campers.
- To encourage the building of relationships between campers and staff. The creation of friendships is one of the most important goals of camp.
- To expose campers to a variety of activities in an atmosphere that is supportive at a level and respectful without peer pressure or coercion.
- To be supportive of one another as staff, as we execute the strict protocols newly created to keep each of our campers healthy and **SAFE** during this challenging time.

Within our program the goals we set have outcomes that vary for each child. Many children will progress through various activities that are appropriate for their age and learning style. All of our campers are encouraged to try new things and explore activities new to them, so that they may have a full camp experience. The best part about camp is that children can come to our program, experience a day full of activity and feel good about the choices they make throughout their day!



### **Programs and Activities**

At Passport Summer Camp, your child will engage in a variety of fun and enriching activities. Campers will spend lots of time outdoors and take advantage of beautiful Daney Park, have special visitors and work with specialists in areas including: athletics, visual arts, nature exploration, music and movement, recreational water sports, games and more!

A detailed description of level specific program daily schedules is available on our website and will be included in your welcome package upon completion of your child's registration.

### **Camp Staff**

The Passport Summer Camp staff is extremely dedicated. Our team is an all inclusive community of experienced educators and students who are committed to the Passport Program Core Values. Our highly qualified staff members are carefully selected and receive extensive pre-camp and ongoing training, in order to be outstanding camp role models. Prior to the start of camp, all members of the Passport Team will receive over 50 hours of training specifically but not limited to CPR, First-Aid, and crisis management drills.

### **Safety**

Nothing is more important to us than the safety of our campers. We have developed safety procedures that you can trust to ensure your child's physical and emotional well-being. Our staff are fully trained in these procedures through rehearsals and simulations, and are prepared to supervise children in the classroom, at the park, and across our campus.

In case of camp, local or national emergency you will receive an automated call from camp with instructions and information. We will also notify families of pick up changes and other camp related changes through our automated alert system – Passport Day Camp at Cambridge Montessori.

Parents and guardians are welcome to call the Camp Director with any questions or concerns regarding safety policies and procedures.

**“This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.”**

## **Registration Policies**

### **General**

Please visit our website for more information and for easy on-line registration, click [here](#). Registration is processed on a first come, first served basis. We encourage you to register as soon as possible. Registration will be complete once all required information is provided.

A \$250 or \$500 (session specific) non-refundable deposit per session must be made at the time of your online registration. Once your registration has been processed, you will receive confirmation via email.

Payments towards camp are non-refundable or transferable.

If you choose to pay Deposit + Installments, 50% of the balance will be processed on March 15th 2024. The remainder will be processed on May 15th 2024. You will be contacted immediately if your payment does not go through.

Financial Aid is only offered to current CMS students receiving awards for the 2024-2025 academic year. Please contact [passport@cambridgemontessori.org](mailto:passport@cambridgemontessori.org) for more information.

### **Wait List**

Once camp groups have reached their maximum enrollment, your child will be placed on a wait list. There is no cost to remain on the waitlist. You will be notified of any openings as soon as they become available.

### **Changes**

Please note that session weeks cannot be split or prorated. We make every effort to accommodate changes to your child's enrollment. Please contact the Passport Office with your specific needs. All requests for changes must be sent to the camp email at [passport@cambridgemontessori.org](mailto:passport@cambridgemontessori.org) for changes to your child's registration, by June 1 2024. All changes are dependent upon availability.

### **Conditions**

Passport Summer Programs strive to offer a group experience and opportunities for learning within the bounds of safety. We reserve the right to dismiss any camper without refund whose behavior interferes with the rights of others, the smooth functioning of the group, or violates the camp's philosophy.



### **Special Needs**

It is our goal for every camper to thrive at Passport Summer Camp. However, some prospective campers' physical or emotional needs may require extra help and we may not be able to accommodate them. Please contact the Passport office to discuss any special needs and to find out if Passport Summer Programs are the right fit for your camper.

### **Licensing and Accreditation**

Passport is licensed through the City of Cambridge Department of Public Health, as well as accredited by the American Camp Association.

### **Communication**

Please contact the Passport Office at **617.308.9458** or email us at [passport@cambridgemonessori.org](mailto:passport@cambridgemonessori.org) with any questions or concerns. We are happy to speak with you regarding your child and/or our program.

### **Addresses:**

#### **Toddler/Primary**

161 Garden Street  
Cambridge, MA 02138  
Cell: 617.308.9458

#### **Explorers, Scouts and Navigators**

#### **Elementary**

129 Sherman Street  
Cambridge, MA 02140  
Cell: 617.233.1302

#### **Voyagers and Pioneers**

#### **Middle School**

96 Sherman Street  
Cambridge, MA 02140

### **Telephone:**

617.308.9458 (T/P Camp Office)

### **Fax:**

617.576.5154

**Website:** <https://www.cambridgemonessori.org/extended-programs/passport-camp-programs>

**Summer Office hours:** 8:00am-4:30pm

### **Field trips & Pool**

We will be visiting the McCrehan pool in North Cambridge, and travel to other outdoor destinations. Additionally, we will look for creative ways to bring the world to our campers through onsite special events and guests.

**Toddlers:** Danehy Park exploration (including splash pad) and vendors on site

**Scouts:** Danehy Park exploration (including splash pad) and vendors on site

**Navigators:** Danehy Park exploration (including splash pad), McCrehan Pool and vendors on site

**Voyagers & Pioneers:** Local parks and establishments, and weekly field trips via public transportation or school bus.

### **Indoor/Outdoor Activities**

Health officials recommend maximizing the use of outdoor space for students. Passport at Cambridge Montessori School has the unique privilege of being located on the edge of Danehy Park. It is a beautiful 50-acre sprawl of greenery that has been the expansive playground and backyard for CMS for almost three decades. All three of our buildings are within a stone's throw of the “emerald necklace” in the City of Cambridge. It is large enough for each group of campers to have scheduled recess, activities and classes while social distancing. We also own the parking lot adjacent to the Elementary Building. We have transformed many of our open spaces on campus to accommodate the distancing recommendations set forth by the state and local regulations.

### **Camper Composition**

Separation and transitions are challenging for many, especially students in the Explorer, Scouts and Navigator programs. However, we have an incredibly talented and experienced faculty and children adjust quickly. Once campers have arrived, they will become very familiar with their classmates and classrooms. In order to make sure that safety protocols are being maintained, we kindly request that parents and guardians not linger once students have been dropped off or picked up. That way, we can ensure that drop off and pick up times are safe and physically distanced for everyone. Communication will need to take place mostly via email and phone, to make sure that the arrival and dismissal flow is steady.

### **Camper Schedules and Transitions**

Families will be provided with a weekly schedule. Campers will establish daily routines upon arrival that will help them acclimate, like putting their belongings in a designated space, washing their hands frequently, entering their designated classroom independently, and beginning their camp day. This is an opportunity to help children understand how they will spend their time while at camp safely. They will engage in a variety of activities including: specials (music, art, sports and games, and water play) that will occur outside (weather permitting). Each group will spend a significant amount of time outdoors.



### **Absence**

Please contact the Passport Office at 617.308.9458 or via email at [passport@cambridgemonessori.org](mailto:passport@cambridgemonessori.org) if your child will be absent. If your camper is not present and we have not received a phone call or note to the camp office regarding his or her absence, we will contact you by 10:00AM.

### **Arrival and Pick-Up**

Each day campers must be dropped off and picked up at their assigned program building. Camp drop off begins at 9:00am, the camp program begins at 9:15. Pick up begins at 4:00 and all campers need to be picked up by 4:15 or they will be charged accordingly.

The safety of our campers is our number one priority at Passport. We will ask for identification from all persons picking up a camper until we recognize you.

### **Parking**

St. Peter's Field parking lot adjacent to the building at 161 Garden Street is available when dropping off and picking up children. Please note the 15 minute "live parking" restriction. It is important not to illegally occupy the handicapped spot or you will be towed.

Most on-street parking is for Cambridge residents only. **Additional non-resident parking** on Sherman Street between the sidewalk entrances to the adjacent park is available, as well as parking at the Sherman St. entrance to St. Peter's Field. Parking during the day for non-residents is also available off Sherman Street on Cadbury Road.

Please do not park in front or in our neighbor's driveways. This upsets our neighbors and can block their exits in an emergency.

### **Late Arrival**

Camp begins for the day at 9:00 am; all campers should be at camp by 9:15 am. We request that you please arrive promptly. Children who arrive late should call the front desk and will be walked to their camp group by an administrator or staff member. This is to avoid disruption of the groups due to late arrivals.

### **Late Pick-Up**

Please respect our daily pick-up times. Full-day pick up is at 4:00pm. Campers should be picked up promptly at the end of their sessions. Those who are not picked up by 4:15pm will be billed \$25 per day for that time.



### **Early Pick-Up**

If your child needs to be picked up early from camp, please send an email providing the following information:

- Child's name and parent's name
- Time and date of pick-up
- Your child's group

### **Pick Up By Someone Other Than a Parent/Guardian**

If someone other than a parent/guardian will be picking up your child, they **must be listed on the approved pick-up list**. Please notify the Camp Director in advance if someone not listed on your child's forms will be picking up. Until we recognize you, all adults picking up a camper must show a form of identification. This includes the camper's parent/guardian to ensure the safety of your child.

### **Clothing and Personal Belongings**

#### **Suggested Clothing**

Please be sure that your child is dressed appropriately for outdoor play (water activities) and potentially messy activities. Children should dress in light, comfortable, weather appropriate clothing and secure footwear, please **no flip-flops**. All clothing should be clearly labeled with the child's name. We ask that all campers keep a spare set of clothing at camp.

Children's belongings will be stored in assigned individual cubbies while at camp. While we will do our best to help your child to be responsible for his/her belongings, we urge that you do not send your child to camp with their best or favorite clothing. Sometimes belongings are misplaced, and we recommend that you notify your child's counselors if he/she is missing any items. Passport Summer Programs assumes no responsibility for loss or damage to campers' personal property.

#### **Toys**

Please do not send toys from home. The presence of toys is often a distraction and can lead to hurt feelings. Counselors will reinforce the explanation that some things are for camp and some things are for home.

#### **Rest or Sleep Periods**

The MA Department of Early Education and Care (EEC) regulations stipulate that Toddler and Primary Age children attending less than four hours per day shall have a mid-session quiet activity, appropriate to the needs of the individual child. A child attending longer than four hours per day shall have a rest, quiet activity time, or nap.



Children are allowed the amount of sleep, rest, or quiet time they individually need, beyond the required minimum. Four and five year-olds generally rest in their camp rooms for about 30 minutes following lunch; napping children rest in their darkened, quiet room for at least an hour. Soothing music helps children to relax. Each child is provided with a rest mat. Parents are asked to send a fitted

crib sheet, blanket, small pillow and (if desired) a stuffed animal for nap time. All nap items should be clearly labeled with each child's name. Nap items are sent home for laundering on a weekly basis.

### **Lunch and Snack**

Passport Summer Camp does not provide lunch or group snacks for campers. Consumable items should be packed in non-breakable containers and clearly labeled with the camper's name. One way to help your child moderate their food, is to identify all snack items from lunch. They will have time for a morning snack and an afternoon snack, so please pack accordingly. Passport is not responsible for heating foods at lunch. All foods brought to camp must comply with the camp's allergy policies and the camp group's needs.

### **Allergies and Special Diets**

Cambridge Montessori is a peanut- and nut- restricted environment. To ensure the safety of numerous children and staff with life-threatening peanut and nut allergies, we ask your cooperation in keeping these allergens away from our campus. While we recognize the difficulties involved in monitoring and maintaining a peanut- and nut-restricted environment, we are committed to the physical and emotional safety of our community. Please read this policy carefully. If you have questions about our expectations or your participation, please contact the Camp Director.

### **Allergy Policy**

No food containing nuts or peanuts, or traces of nuts or peanuts, are allowed on camp property or in any camp buildings. No food containing nuts or peanuts or processed on equipment that also processes nuts or peanuts is served at CMS. For clarification, this means:

- No children or staff should bring lunch or snack items for their personal use that contain nuts or peanuts. This includes peanut butter, other nut butters, coconut, pesto, etc.
- Children and staff MAY bring in items manufactured on equipment that also processes nuts or peanuts if it is for their personal use only.
- All food items used in class projects need to be checked by a staff member before use.

In addition, children and staff may also have allergies to other foods and substances. Staff will communicate group needs to all group parents at the beginning of each session; please refrain from sending these foods in for group use, as well.

### **Outdoor Play**

Passport Summer Camp has access to Danehy Park. It offers 60 acres of space including playgrounds, fields, and walking paths providing a wonderful and varied outdoor environment for play and exploration. Campers will go outside every day, weather permitting.

For purposes of safety:

- Counselors must accompany their campers outdoors in appropriate ratios
- Each group must take a roster of its children outside for safety information and to facilitate counting
- Regular head counts are taken to ensure that no child is overlooked
- All campers, except Pioneers, will wear “pinnies” (jerseys owned by Passport) when spending time outdoors.

### **Behavior and Discipline**

Passport is committed to helping the child to develop self-discipline and appropriate behaviors in a variety of situations. Passport’s discipline and guidance are consistent with and based upon an understanding of the individual needs of the child and child development principles. The purpose of our disciplinary approach is to maximize the growth and development of each child and to ensure the safety of individuals. Using the Montessori framework of “freedom within limits” children are guided toward pro-social behaviors that respect the rights and freedoms of others. At our camp, age appropriate language and approaches are used, helping campers learn how to listen to one another and work toward win-win compromises as they resolve conflicts. As children grow older and develop self-control, they are increasingly expected to take responsibility for their actions and to serve as role models and leaders at camp.

With all age groups we avoid using the time out concept, but rather redirect students’ behaviors. Whenever necessary, children are encouraged to seek out a quiet area when they need a place to calm down or refocus their energy. In some extreme cases, parents may be asked to take their child home for the day.

### **Health Care**

#### **Health History and Physical Forms**

Enrolled campers are required to complete the Health History. These questions are found in our online registration system. Parents must supply the camp with a record of immunizations, a statement from a physician that the child is in good health, and a record of a recent physical from the past 12 months.



### **Medication**

Medications that are required during your child's camp day can be administered with written parent/guardian consent. Consent must be provided to the camp. Written authorization must include:

- Name of medication
- Reason for administration
- Date and time the medication is to be administered
- Length of time medication is to be administered
- Parent/guardian signature
- Physician signature and phone number

### **Health Policies and Information**

It is the goal of Passport to promote optimal health and safety of staff, children, and families.

For the overall health of the campers and staff at Passport, it is mandatory that campers remain home when ill. Parents are asked to call the camp by 9:00am if a child will be absent. Exclusion (staying home/sending home) is indicated if:

- Illness prevents the child from participating comfortably in activities.
- Illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- Illness poses a risk of spreading illness or disease to others.

### **Temporary exclusion is necessary for any of the following:**

- Fever above 100 degrees Fahrenheit
- Diarrhea
- Vomiting
- Undiagnosed rash
- Impetigo - until 24 hours after treatment has been started
- Strep throat or other streptococcal infection - until 24 hours after treatment has been started
- Chickenpox - until lesions have dried or crusted (usually 6 days after onset or rash)

- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

### **Returning to camp**

Children will be welcomed back 24 hours after they no longer have any of the symptoms listed above in our health policies.

Should your child become ill during the camp day, parents/guardians will be notified by phone immediately and are required to pick up the camper within 2 hours from contact.

If a child is injured while at camp and does not require emergency care, the parent/guardian will be notified by phone letting them know of the injury and assess the situation over the phone. Should emergency care due to an injury be necessary, 911 will be called and the camp director or designated administrator will go with the camper to the hospital and the parent/guardian will meet at the predetermined hospital.

### **Sun Protection and Hydration**

At Passport, we understand the importance of keeping your child safe in the sun. We ask that you please send your child to camp each day with the following:

- Sunscreen applied before arriving at camp
- A bottle of sunscreen that is clearly labeled with your child's name (SPF 30 +)
- Water bottle
- Appropriate clothing for weather including a hat

Our staff will do the following to contribute to your child's safety in the sun:

- Provide opportunities for frequent water breaks
- Encourage campers to drink water
- Have water stations available outside
- Act as good role models concerning sun protection and hydration
- Remind campers to reapply sunscreen