

*The Salish Sea*  
SCHOOL

POLICIES &  
PROCEDURES  
FOR OUR ELEMENTARY PROGRAMS





## WELCOME!

We are thrilled to welcome your child to our programs - we hope that you are excited as we are! The Salish Sea School is dedicated to providing the highest quality marine inspired education. Our desire is to foster relentless curiosity, provide exposure to the wonders of the Salish Sea, and create student leaders in marine conservation. We also hope to encourage healthy life skills and mindfulness practices to help build and maintain positive relationships, learn about the differences in others, and feel confident in the person each student is becoming. Please carefully review this Resource Guide and our policies and procedures. It will answer many of your questions concerning our programs. If you have any questions, please feel free to reach out. We cannot wait for a great time outside!

## VALUES

Respect yourself | Respect others | Respect the planet

## NON-DISCRIMINATION POLICY

The Salish Sea School makes all its decisions without regard to race, religion, color, gender identification, sexual orientation, and national origin.

## THE SALISH SEA SCHOOL PERSONNEL

Our personnel are selected based on their character, leadership capabilities, and desire to be a positive role model and mentor to our students. They are mature, responsible, caring, enthusiastic, and committed to your child's positive program experience. The thorough staff training program ensures personnel are responsive to student's needs. We look forward to making all students feel welcome and to build their confidence and independence to help meet their potential as they grow. Let's make memories that last a lifetime!

## PARTICIPANTS WITH ACCOMODATIONS

The Salish Sea School is committed to providing programs and services accessible to individuals with needs for accommodations. Requests will be considered on a case-by-case basis. Please contact Amy at (703)-477-7432 or [info@thesalishseaschool.org](mailto:info@thesalishseaschool.org) at least 60 days before program start date to discuss how we may best accommodate your student's needs.

## SIGN-IN AND SIGN OUT

A parent/guardian/caretaker is required to sign your child in and out each day.

## DAILY PROGRAM LOCATION

Due to constantly changing water and weather conditions, the day's program schedule, focus, and location is subject to change.

## LATE PICK-UP

Staff has work/personal obligations after closing time each day and/or we run back-to-back programs that require the teacher leave the camp location, it is imperative you pick up your student on time. Please consider weather/traffic conditions and have an alternative pick-up plan with neighbors, relatives, or friends to ensure on time pick-up.

If a child is not picked up on time, a \$5 fine will be charged for the first 10 minutes and \$5 for every 5-minute period thereafter. Payment is expected at time of pick up. If no means of immediate payment is possible, parents will be required to pay at drop off the next day. Director will be sole judge of waiving fees due to any uncontrollable circumstance.

If a parent/guardian does not arrive for pick up within 30 minutes of pick-up time and staff has not been able to speak with a parent/guardian and/or all other contacts have been exhausted, police will be notified for assistance. Repetitive late pick-up or non-payment of late fees may result in suspension of class privileges.

## RECOMMENDED ATTIRE

Our programs are all about having fun, enjoying, and exploring the outdoors - we strongly recommend your child not wear clothing items that you would mind getting dirty or stained.

Sometimes it can get windy near the water and sometimes feel 10+ degrees cooler. We have learned a warm camper is a happy camper! Layers are the best way to prepare for all types of weather conditions. This includes warm layers, warm jacket, rain jacket, beanie, gloves, warm socks, sunhat, extra pair of socks, and closed-toe, comfortable, walking shoes. Please, no sandals.

Every effort is made to return clearly marked items that are left behind; however, after 30 days of unclaimed belongings, the items will be donated to charity. Please feel free to mark your layers with your name for an easy return.

When seasonally appropriate, please make sure your child is covered properly with sunscreen and Chapstick.

## FEES AND CANCELLATION POLICY

### **Spring, Fall, Winter Programs:**

No refunds provided, class credit may be available. Email [info@thesalishseaschool.org](mailto:info@thesalishseaschool.org).

### **Summer programs:**

Initial enrollment deposit- non-refundable, no exceptions can be made

Remaining balance due 60 days prior to session date.

Cancellations between 31 and 60 days prior to session start date = additional \$300 cancellation fee from remaining balance (deposit not included)

Cancellations between 0 and 30 days prior to session start date = non-refundable, no exceptions  
All cancellations must be submitted in writing and must be received in the above time frames.

## BEHAVIORAL POLICY & EXPECTATIONS

To maintain a safe and cooperative setting, The Salish Sea School has specific policies and limitations that govern our personnel and the behavior of each participant. This includes a strict policy regarding behavior and bullying. The atmosphere that is created during the program is intended to make all students feel physically safe. Compliance with imposed limits and policies of the programs is expected.

**Should it become necessary to correct or resolve any dangerous or disruptive behavior, personnel will follow these steps:**

- 1. Reasoning: Verbal communication between the participant and personnel where problems and solutions are identified.**
- 2. Time away: Removal from specific activity which could mean an early drop-off or request to stay home for the next day.**
- 3. Parent/guardian, student and personnel conference: Discuss the situation, group concerns and solutions.**
- 4. Dismissal from program: If the first three steps have been taken and the issue is unresolved the student will be removed from the program.**

In short, if issues arise, we will work with your child to resolve behavior **THREE** times during the first day of confrontation and contact a parent/guardian after the third resolution attempt. TSSS staff/personnel will record the events. If the behavior management plan doesn't work the next class day, we will ask that you stay with your child during our program on class day #3 or ask the child not to return. Please note that refunds will not be given in such cases.

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## ABSENCE /ILLNESS

Please keep all students not well enough to follow the day's activities at home. Students exhibiting the following symptoms: vomiting, fever, early cold, discharging eyes, stomach pain, active rash, diarrhea, sore throat and/or nausea will not be allowed onboard. Parents/guardians are responsible for notifying program personnel when a student will not be in attendance for the day.

The Salish Sea School will not pro-rate the cost of the program if a student is absent one or more days.

If a student exhibits signs of illness during the program, they will be kept comfortable while the parent/guardian/emergency contact is notified. If no party can be reached and symptoms persist, the child's physician will be notified, and their directions followed.

## FOOD

For programs longer than 2 hours, we will take a short snack break each day; please make sure your child brings a snack and water bottle. Additionally, sometimes we hand-out candy prizes after games/activities. If this is not OK, please tell the teacher before the first day of class and we will have a substitute prize ready.

If your student is enrolled in a program longer than 3 hours, please pack a healthy lunch for them as well.

## BIRTHDAYS

We love to celebrate birthdays! If your child has a birthday while they are in the program, please let us know!

## STUDENT MEDICATION

Parents/guardians of participants needing to take prescription or over-the-counter medications during program hours must fill out the appropriate forms ("Provider parent permissions required for independent medication use and carry") before the start of the program. Students needing to self-administer medications for life-threatening conditions may hold onto their medications at the discretion of the parent/guardian.

All prescriptions must be current, and medication **MUST** be in original containers with the student's name, prescribing physician, dosage, and instructions for administering. If the dosage is different than indicated on the package, a doctor's note and signature are required.

Non-prescription medications may be taken only under specific instruction from parent/guardian or physician.

## INSURANCE

You, as the parent or guardian, are responsible for all medical costs incurred because of injury or illness during program participation.

## MEDICAL TREATMENT

The Salish Sea School carries liability insurance only and does not provide health insurance. If a student requires medical care by a health professional, the parent/guardian is financially responsible.

The Salish Sea School is NOT responsible for student medical expenses. You are responsible for providing us with the correct insurance and credit card information on your child's updated medical form.

In the event outside medical services are required including doctor, hospital services and medicine due to illness, all bills will be filed with the insurance card that you have provided for your child and the MasterCard or Visa number you have provided camp.

In case of injury, The Salish Sea School's personnel will take the necessary steps to ensure proper emergency care, which may include treatment by personnel for minor injuries, phoning you for instructions, calling local EMS providers, or transporting your child to a doctor or emergency care facility.

## PARENTAL NOTIFICATION

It is very important that you provide us with complete emergency contact information. If you are traveling, please list an itinerary and phone numbers where you can be reached. In the case of any injury that requires medical attention, we will make every attempt to contact you prior to treatment. In the event you cannot be reached, we will have on file your written authorization to treat an injury.

## EMERGENCY PROCEDURE

In the rare event of a serious illness/injury the following procedures will be followed:

1. Contact 911.
2. Administer immediate first aid/CPR.
3. Report incident to program coordinator, who will call parent/guardian or emergency contact.
4. Transport to nearest hospital (if necessary).
5. File accident/medical report