



SUMMER
QUEST

THE
MERIDIAN
SCHOOL

The Meridian School
Summer Quest
Parent Handbook

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Welcome!

Mission

The Meridian School promotes a balance of mind and heart, of contemplation and action, of individuality and a commitment to the community.

By integrating curriculum, character, and community, we provide the foundation for well-rounded children.

The curriculum should challenge, engage, and inspire children. At Meridian, we provide an excellent academic education in which the joy of childhood infuses the excitement of learning.

Character is built upon integrity, compassion, and responsibility. At Meridian, children are guided toward self-discipline and thoughtful decisions, mindful of themselves, others, and their environment.

The community is the heart of a school. At Meridian, all children, staff, and families are known and valued. We strive to create a diverse, equitable, and inclusive culture. Our connections are strengthened through close child-teacher relationships, strong parent involvement, and active engagement with our local and global communities.

Nondiscrimination Policy

The Meridian School does not discriminate in all aspects of employment and admissions because of age, sex, sexual orientation, gender expression, gender identity, race/color, ethnicity, national origin, creed, veteran or marital status, disability, or any other category protected by federal, state, or local law.

Community Expectations

We are committed to a culture of respect and integrity, and we expect all community members to advance and model this commitment in their daily interactions and relationships. The Meridian School will confront and address threatening, harassing, or bullying behaviors and communications directed at any member of our community in order to ensure that our environment remains positive, supportive, and safe for all.

Equity and Inclusion Statement and Commitments

Adapted 2018

The Meridian School fosters an equitable, inclusive culture that promotes diversity of thought and identity by bringing together community and curriculum, connecting awareness to actions, and celebrating the contribution of the individual to the community.

Meridian educates global citizens in an equitable, inclusive, and increasingly diverse community.

We believe that the challenges of our world require culturally competent, well-rounded, critically thinking individuals who are prepared to be responsible and active global citizens.

We believe that diversity brings perspectives and authentic experiences central to an education that balances the intellectual, emotional, and social growth of children.

We believe that a school community and learning environment that is equitable, inclusive, and more diverse will promote a deeper understanding of varying points of view, and will fuel innovation, creativity, and progressive change.

Equity and Inclusion Commitments

Institutional Level:

- We commit to an organizational structure that identifies, challenges, and addresses bias and prejudice, and supports diversity, equity, and inclusion in our program and community.
- We commit to employment practices that reflect and advance our vision of diversity, equity, and inclusion in the school.
- We commit to open and honest communication about identity so that children feel valued in our school community and comfortable being themselves.

Program Level:

- We commit to an intentional curriculum that:
 - Engages children in conversations about identity and perspectives.
 - Discusses social and environmental issues.
 - Empowers children to collaborate and take action to improve conditions.
- Through this curriculum, children will develop leadership skills while understanding their role as global citizens.
- We commit to the continuous development of the school's administration, faculty, governing body, and families to build cultural competence.

Community Level:

- We commit to a community environment that is positive, nurturing, and emotionally safe; embraces the integrity of individual identities; and allows for authentic sharing of personal stories, experiences, and perspectives.
- We commit to an admissions process that offers an accessible education.
- We commit to an inclusive culture of respect and integrity that we will model in our daily interactions and relationships so that all members can thrive.

Definition of Terms

Diversity is a state of being relevant to everyone and inclusive of all the differences in aspects of identity and thought that impact social experiences.

Diversity of thought means the different ways people look at, think about, and interpret the world. This may include a variety of beliefs, creeds, styles of communication, political persuasions, and learning abilities.

Diversity of identity means the characteristics by which we self-identify or by which others may define us. These characteristics may include age, country of birth, ethnicity, family

structure, gender, gender expression, physical ability, physical appearance, race, religious affiliation, sexual orientation, and socioeconomic circumstances.

Equity is a set of policies and practices that offer access, acknowledge diversity, equalize ability to thrive, and address institutional biases and discrimination.

Inclusion is a sense of belonging, worthiness, and value one feels in an organization so all members of the community can thrive.

Cultural competency is the process by which individuals attain awareness, knowledge, and skills to confront bias, reflect on their actions and privileges, and intentionally promote positive social change in their daily lives.

A **global citizen** is a person who possesses the awareness, knowledge, and skills to take action to promote positive social change locally and globally.

Above All Else: Meridian Cares

At Meridian, we value all members of our community, their opinions, and their perspectives. As is true within any thriving community, the norms and expectations must be clearly communicated so that all members are clear about their responsibility to others. All members of the Meridian community, including parents, children, and staff, have the responsibility to follow the Meridian Cares expectations: I care for myself, I care for others, I care for my place. These simple expectations allow all members of The Meridian School to feel welcome and engaged in all aspects of the school. We look forward to your participation in our community over the course of this summer!

The Meridian School Facilities

The Meridian School is located at the Good Shepherd Center in Wallingford. Both the main building (and North Annex) and the South Annex house the school. The spacious landscaped grounds around the building are tended by the Historic Preservation Authority of Seattle. The park is maintained by the Seattle Department of Parks and Recreation.

We share the Good Shepherd Center with other facilities such as Alliance Française, Wallingford Community Senior Center, Washington Water Trails Association, PEPS, Tilth Alliance, the Snow Leopard Trust, Neo Art School, and many more. The Good Shepherd Center serves as a model for community use of a historic structure.

About the Summer Quest Program

Registering your camper

All campers will be registered on [Campbrain](#). Please allow 40 minutes or more to complete all the required registration.

After selecting your desired camps, parents/guardians are required to complete the following:

Family Information Form

- It is required that at least one emergency contact is listed. Do not list yourself as the emergency contact.
- Please list anyone that could pick up your camper. Summer Quest can be contacted to add additional names to the approved pick-up list.

Additional Information

- Please use the prompts in this section to provide as much information about your camper as possible. The information provided aids all the Summer Quest staff and enrichment providers an understanding on how best to support your camper while they attend Meridian Summer Quest.
- If you have a camper-friend placement request, please provide the first and last name of the friend.
Summer Quest directors will do their best to honor all camper placement requests, however we cannot make a guarantee.

All other required forms

- Food Allergy and Intolerance
- Nonprescription Drug Permission form
- Summer Camp Permission Forms
- Photo Consent Form

Camper Placement Requests

When completing camper registration forms, parents/guardians have the option to make camper-friendly placement requests. When completing this section of the registration, please remember the following:

- **Placement requests are for Day Camp only.** You may contact the Enrichment Camp provider with any requests.
- Please list the first and last names of the camper/s that you are requesting. Requests stating “anyone from *insert* elementary school/grade” will not be accepted.
- Summer Quest directors will do their best to honor all camper placement requests, however, we cannot make a guarantee that a request can be granted.

If you need to request your camper be placed in a specific Day Camp age group, please contact Summer Quest directly at least week before your camp is scheduled to commence.

Fees

To be enrolled in Summer Quest, all payments must be complete prior to the camp commencing. All registration and payment will be completed on Campbrain.

Paying by check (payable to The Meridian School) can be arranged with advance approval from the Summer Quest administrative staff.

A **\$25 late registration fee** applies to all additions, changes, or new registrations after **June 1, 2024**.

Mandatory Fees:

- \$25 non-refundable application fee.
- \$25 non-refundable late registration fee for new, additional, or changes made to registrations after June 1, 2024

Summer Quest Camp Fees

- Day Camp-\$460 per camper week for six weeks
- Day Camp July 1-3- \$276 for the short week
- Enrichment Camps- The rate for these camps is set by the enrichment provider. Please have a look at the Summer Quest Enrichment Camp Brochure for pricing details.

Returned Checks

There will be a \$25 service charge assessed on all returned checks. Furthermore, if two payments are returned, all future payments must be made by money order or cashier's check.

Cancellations

If families need to cancel their Summer Quest registration and receive a refund, they have until June 1, 2024, to contact the Summer Quest office via email or phone call.

The \$25 registration fee is non-refundable.

Refunds will not be issued after June 1, 2024. Registration cannot be transferred to the following summer.

After June 1, 2024, should a family need to cancel their registration they will need to contact the Summer Quest office via email or phone call to discuss options. These options could include:

- Switching the current registration to an alternative week
- Switching the current registration to an alternative Summer Quest camp in the current season
- The campers name is removed from the roster and the enrollment costs are retained by Meridian Summer Quest

Absence

If your child will not be present for a day of camp, please notify Summer Quest staff at 206-632-7154 x334 or email summerquestinfo@meridianschool.edu prior to 9 a.m. Your communication will assist us in our attendance procedures. Please note that there will be no refunds for absences or no-shows, as staffing and materials have already been arranged for Summer Quest.

Refunds will not be issued for camper absence. Examples may include but are not limited to

- Illness, including COVID-19
- Family travel plans
- Enrollment in a different program
- Forgotten enrollment
- Etc.

Campus Closure

If Summer Quest must close on-campus activities due to extreme weather or for the health and safety of students, faculty, and staff, Summer Quest will cancel all activities and care. Examples of on-campus closure include, but are not limited to, smoke, snow, or community quarantine due to an infectious disease. If Summer Quest activities are canceled for the reasons stated, refunds will not be issued. Summer Quest administration will contact you in the event of a cancellation.

Summer Quest Staffing

In order to provide proper supervision and care of students, the Summer Quest Day Camp Program requires a base level of staff to operate the program. If the Summer Quest Day Camp Program is unable to adequately staff the program, one or more of the following will happen: *

- Families will be notified before June 1 if Day Camp has to be reduced or canceled in some capacity.
- Summer Quest will cancel activities for all students until the program can ensure adequate staffing.
- The program will reduce Summer Quest Day Camp activities to ensure that adequate care is provided to campers.
- The Summer Quest Program will ask families to pick up their child as early as possible.

*Please note: In most instances, this will not affect Enrichment Camps but may affect extended care.

Emergency Communication

In the event of an emergency or disaster, the Summer Quest program will put a message on the school phone and website (www.meridianschool.edu) indicating the plan for parents. In the event of an emergency, local landlines may be down or slow at best. Please listen to your local radio station for information. The Meridian School will make our own decisions about weather-related delays or closures.

Sick Child Policy

On the advice of health experts and the licensing guidelines from the Department of Children, Youth, and Families, children with any of the following symptoms will NOT be permitted to attend or remain in our care (we will call you):

- Fever of 100 degrees F or higher and also one or more of the following:
 - Earache.
 - Diarrhea.
 - Showing signs of irritability or confusion.
 - Sore throat.
 - Rashes.
- Vomiting two times or more within the past 24 hours.
- Draining rash.
- Eye discharge or pinkeye. Children can be readmitted after medical diagnosis to rule out bacterial infection or after 24 hours of antibiotic treatment and documentation from the physician.
- Open or oozing sores, unless properly covered.
- Lice or scabies.

If Summer Quest staff or the director has concerns about the child's ability to safely return to the program, we reserve the right to request a note from the child's healthcare provider.

We ask that ill children, as described above, not attend Summer Quest, as they are unable to take an active part in our daily program, may expose others to illness, and are at risk for being exposed to other diseases or illnesses when their resistance is low.

When a child is excluded from attending the Summer Quest program, the staff will make note of this action in our Accident/Illness Log.

Caring for Ill Children:

- Separate ill children from others.
- Notify the parent or guardian to pick up the child as soon as possible.
- Record illness in the Accident/Illness Log.
- Report communicable diseases to the local health department if required.

Abuse, Neglect, and Exploitation Reporting

Under Washington state law, Summer Quest employees are required to immediately report any incident that they suspect may indicate child neglect or abuse, including physical, emotional, or sexual abuse. The staff is aware of, and will follow, the guidelines set by state licensing and Child Protective Services.

Sign-In and Sign-Out

The Department of Children, Youth, and Families (DCYF) offers guidelines for sign-in and sign-out procedures, which state that all children should be accompanied to and from the program site by a parent or legal guardian on a daily basis. Children must be signed in and out by a parent or legal guardian.

Following suggested guidelines from DCYF, Meridian School summer program staff members are not allowed to let a child leave the program if the parent or guardian is visibly under the influence of alcohol or drugs. If this is the case, the staff on duty will assist the parent or guardian in arranging alternative transportation.

Please be sure to fill out the Authorization for Pickup section in the [CampBrain](#) online registration. Only people on this list will be able to pick up and sign out your child from the program site. IDs will be requested at pick-up.

Additions and deletions must be communicated to the Summer Quest directors, preferably in writing. Children may not sign themselves out, nor may a sibling or friend under the age of 18 sign out a child.

All sign-in and sign-out materials will be located on the Parent Table in the South Annex.

Late Pickup Policy

Parents who pick up their child(ren) after 6:00 p.m. will be assessed a late fee of \$1 per minute per child and will be billed for this charge. This charge allows us to compensate the

summer program employees who have to stay late, as well as to cover liability costs. Please note that the director reserves the right to remove children from the program who are habitually picked up after 6:00 p.m.

Snack, Nutrition, and Lunch

Families are advised to pack at least two healthy snacks for campers that will be on campus for a full day.

Please be sure to send a packed lunch with your child, as we do not provide lunches. We discourage bringing lunches that consist of perishable foods, because we do not have refrigerated facilities for lunches. In addition, please be sure your child brings a water bottle for field trips, as drinking water is not always available.

Summer Supply List

Here is a checklist of items that your child should bring to Summer Quest on a daily basis. Each child will have a locker where they can store their belongings. These items are essential to help make your child's day more comfortable and enjoyable.

- **Bagged or boxed lunch for each day in an insulated carrier.** Please minimize sending soda (as main beverage) or excessive amounts of candy in lunches. Pack a variety of substantial foods your child will eat!
- A backpack.
- A pair of comfortable shoes for walking, running, and playing. (Flip-flops or other loose-fitting shoes are NOT allowed.)
- Sunscreen (it may be a good idea to place this item in a plastic bag before putting it in the backpack). Please apply sunscreen on your child each day before they come to our program. We will reapply throughout the day.
- Water bottle with water.
- A change of clothes in case of accident.

****We recommend that your child's name be placed on all materials brought to the program!****

PLEASE NOTE: Children are not permitted to bring trading cards, personal toys, stuffed animals, electronic devices, etc., to the program, as items may get lost. Children are not permitted to call or text on cellphones during camp. Please be sure to leave these items at home. We will contact you if needed.

Enrichment Camps

This summer, we offer you over 25 enrichment classes. Each class is operated by an independent contractor who sets their own tuition fee, age range, and class size. In general, enrichment class instructors are contracted through The Meridian School but are not Meridian School employees. Children who are enrolled in enrichment classes will spend the entire enrichment class time in that class.

Extended Care

Extended Care options can be added to Enrichment Camp enrollment, Extended Care is included for Day Camp users. Extended Care hours are:

AM 7:30-9 a.m.- \$120

PM 3-6 p.m.- \$120

AM and PM- \$230

Extended Care is not available outside of the stated hours. Enrichment campers may not join Day Camp in the same week.

Campers may be enrolled in an AM (9 a.m. - noon) and PM (1-4 p.m.) camp in the same week. Parents can enroll in Transition Care. During Transition Care, campers are dropped off by the enrichment provider at the assigned drop-off location for lunch and then given a recess before being taken to their PM camp. **Transition Care is \$90 per week per camper.**

If a camper has not been signed up for afternoon extended care and is not picked up within 15 minutes after the end of an enrichment class, the credit card on file will be charged the extended care rate of \$90 for the day.

Late Pickup Policy

Parents who pick up their child(ren) after 6:00 p.m. will be assessed a late fee of \$1 per minute per child and will be billed for this charge. This charge allows us to compensate the summer program employees who have to stay late, as well as to cover liability costs. Please note that the director reserves the right to remove children from the program who are habitually picked up after 6:00 p.m.

Summer Quest Day Camp

The Summer Quest program faithfully holds to the mission to provide a well-supervised program that offers something for everyone. Our program is designed to encompass interests of all kinds so every participant can find something enjoyable. We are committed to making a program that is safe (physically and emotionally), where children can bloom, flourish, and have lots of fun! With Summer Quest, our aims are to:

- Provide an environment that fosters personal growth and self-esteem.
- Encourage socialization and team-building skills.
- Create an environment of respect for oneself, others, and the environment.
- Provide a multicultural curriculum that encourages an anti-bias community.
- Involve parents and families as a key part of the child's day, on and off campus.

Field Trips

During Summer Quest, day campers are taken on multiple weekly field trips. Some field trips will require the use of public transportation or a school activity vehicle, while other field trip destinations are only a walk away. Field trips include a variety of destinations in and around the Seattle area. Each group will have a mix of “field trip” and “in” days.

A tentative schedule has been provided below (this schedule is subject to change):

	Group 1	Group 2	Group 3	Group 4
Monday	In	In	In	Out/Bus
Tuesday	Out	Out	Out/Bus	In
Wednesday	In	In	Out	Out
Thursday	Out/Bus	Out/Bus	In	Out
Friday	Out	Out	Out	In

Each group leader will create a weekly activity schedule that will be emailed to families the preceding week.

On scheduled “in” days, children will be on campus all day. Field trip locations are chosen by the group leaders. Generally speaking, Groups 1 and 2 will take field trips within the city and immediate outlying environments (within one hour). Groups 3 and 4 may take field trips a little farther out of the city to take advantage of more natural settings.

Please limit medical or other appointments on field trip days. We are unable to make arrangements to take children to and from field trips at special times because of appointments.

On all field trips, it is important that children wear walking shoes and be able to easily carry all of their belongings. Flip-flops are not appropriate footwear for Summer Quest on any days.

Most field trips will depart promptly between 9:30 and 10:00 a.m., and we will not be able to wait for late arrivals. **Please note the importance of children being on campus on time by 9:15 a.m. Field trips will generally return to The Meridian School no later than 3:00 p.m.**

If your child’s group has already left on a field trip by the time you arrive, your child may stay with the “in” group that day. This procedure is **strongly discouraged**, as each group’s activities are based on the child’s age and development level. Staffing and supplies are also based on the number of children registered for a particular group.

The Meridian School does not provide transportation to or from home, or an escort service. Students may not walk home on their own, as we require a parent or guardian to sign out each child.

While on a field trip or using the Meridian playground, all children must wear Meridian School identification, which will be provided by the program—for example, a colored Meridian School pinnie or a Summer Quest T-shirt. This procedure will help to ensure the safety and security of children.

Group Structure

Students are assigned to one of four age- or grade-appropriate groups for the program day. The group assignments are based on age ranges. Special requests for placement are invited, but due to the weekly enrollment, there is no guarantee that these requests will be accepted. Each group is limited to 12 children.

- **Group 1 & Group 2: Ages 4.5–6**
- **Group 3: Ages 6–7**
- **Group 4: Ages 8–12**

Daily Schedule	
7–9 a.m.	AM extended care and general arrival.
9 a.m.	Day campers gather for AM meeting. Enrichment campers are taken to their classrooms.
9–9:30 a.m.	Day campers eat snack and have AM group meeting.
9:30–10 a.m.	Depart for field trips or begin the day's activities.
11:30 a.m.–12 noon	Lunch.
3–4 p.m.	Snack and closing meeting. Enrichment campers are brought to the gym for extended care and to eat their snack.
4–6 p.m.	PM extended care and pickup.

Behavior Management and Discipline

At The Meridian School Summer Quest Program, we believe strongly in the ability of children to make positive choices about their actions toward themselves, others, and their place. We utilize the practices of the Responsive Classroom approach to creating a positive learning environment for all children. This approach emphasizes social and emotional growth in balance with academic growth.

Responsibilities and Expectations (Meridian Cares)

Campers at Meridian Summer Quest are expected to treat everyone with respect, take responsibility for their actions, and try hard in all circumstances by meeting the following expectations:

- **Responsibilities**
 - I care for myself.
 - I care for others.
 - I care for my place.
- **Expectations**
 - I will be safe at Meridian Summer Quest.
 - I will be treated with respect at Meridian Summer Quest.
- **To count on others to take responsibility for themselves and their actions:**
 - I can depend on others to do their part in our community to make our building a clean and enjoyable place to learn.
 - I can expect my property to be safe at Meridian Summer Quest.
- **To depend on others to try hard to make The Meridian School a positive place for learning and exploring:**
 - I have the responsibility to learn at camp. This means that my learning environment should be positive and focused.
 - I can depend on my teachers for help with my learning. This means that they will provide as much support as possible so that I can master the material being taught.

Response to Behavior

There are times when a child struggles to make positive choices about their actions and behaviors. When children demonstrate behavior that does not show responsibility for themselves, others, or their place, a learning opportunity arises, and the behavior will be addressed by teachers and/or administrators.

For the purpose of this document and the following explanations, camp boundaries are defined as The Meridian School campus plus off-campus excursions. On occasion, the school may choose to extend its boundaries in a circumstance where a child, the school, or the community has been negatively affected by a child's behavior.

If a child demonstrates difficulty in making positive choices and showing responsibility for their self, their place, or others, the following process will be followed.

If a child reports an issue to a teacher or staff member, the teacher or staff member will address the situation as soon as possible.

That teacher or staff member or the Summer Quest Directors, as appropriate, will determine the potential course of action as outlined below. In order to understand the situation, a conversation with the child(ren) will happen. At the conclusion of this discovery process, the involved children will be informed of the next steps in the disciplinary process.

Interview Process

Once the children involved in an incident are identified, the Summer Quest Directors should be notified. Either a staff member or the Summer Quest Directors will be designated to facilitate all subsequent conversations. These conversations will be held individually with each involved person.

During the conversation, the staff facilitator will help the child understand why the conversation is taking place and ask the child to tell their version of the story. Faculty will not make comments about other children's stories or insert personal opinion, but will continue to ask clarifying questions in order to understand the situation as much as possible.

At the conclusion of the conversation, the faculty member will let the child know what the next steps will be, or clarify what still needs to be done before the next steps are taken.

Faculty will consult with the Summer Quest Directors to identify next steps using the behavior flow chart.

If the behavior is a moderate or major incident, parents will be called directly within 24 hours. A minor incident may or may not be communicated with an email.

Follow-up with all children and faculty members will occur as needed.

These conversations may not always have a clear or decisive conclusion based on the interviews, witnesses, and those involved. Please remember that disciplinary action only occurs when there is a clear sense of the events and who is responsible.

Definitions and Actions

Minor Behavioral Incident:

Disruptive actions that are impacting the learning or play of the child or others (e.g., late for class, calling out repeatedly, failure to take care of personal belongings or materials, disruption of class and/or learning). Minor behavioral issues will be handled between the teacher and child, and the child will be reminded of the Meridian Cares expectations and verbally reminded to make positive choices for their actions. These minor issues will be documented and shared as needed and as determined by the involved teacher.

Moderate Behavioral Incident:

Student actions that significantly impact learning or play (whether their own or others), repeated offense of minor behavioral issues, or disrespect toward a peer or faculty member, including inappropriate language or verbal abuse.

When a moderate behavioral infraction has occurred:

Moderate behavioral infractions are considered learning opportunities, and all subsequent actions are designed for the child to reflect and positively change their behavior.

All issues at this level will be documented in detail. Teachers complete a behavior form and children complete a reflection form that will be shared with the child's parents and teachers.

Students will meet with the Summer Quest Directors to discuss the incident and to brainstorm ways to positively change the child's behavior. Together the child and Summer Quest Directors will complete a reflection form.

If misbehavior persists, there will be a conference with the child, their parents, and their teacher, at which time an Individualized Behavioral Plan will be designed and implemented. The plan will provide direction to support the child in changing their behavior and may also involve community service, apology, behavior conferencing, and loss or restriction of privileges.

Campers who adhere to the plan will not be subject to further disciplinary action.

Major Behavioral Incident:

Serious actions that violate another's rights or a child's own personal responsibilities, including:

- Violence (aggressive negative physical interactions) or threat of violence to any member of the community (this includes bringing a weapon to school).
- Inappropriate language, sexual innuendo, or verbal abuse.
- Failure to comply with Individualized Behavior Plan, resulting in either a minor or major behavioral infraction.
- Harassment or bullying of any kind.

When a major behavioral incident has occurred:

All incidents at this level will be documented in detail.

All major behavioral infractions immediately result in a meeting involving the child's parents and an administrator. The Summer Quest Director will take disciplinary action, which may include an extended behavioral plan, probation, suspension, or possibly expulsion.

Closure and Restoration

As part of our commitment to the Responsive Classroom philosophy, The Meridian School uses a restorative justice process to put all involved children back on the right track after a behavioral issue. Restorative conferencing brings together Meridian School community members (including the children, teachers, administrators, and parents who have been affected) to resolve the situation. The Meridian School faculty will continue to monitor all children involved in an issue to ensure every child's safety.

