



Summer
Adventure
Club

Parent Handbook



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www.ststephenschool.org

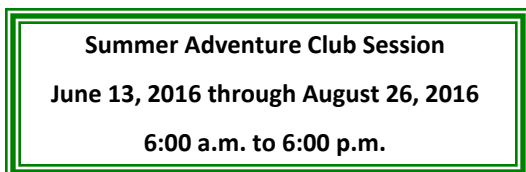
Table of Contents

SUMMER ADVENTURE SCHEDULE.....	3
FEE INFORMATION	3
SUMMER ADVENTURE CLUB POLICIES	4
ILLNESS.....	4
MEDICATION INFORMATION	4
POLICY FOR RECORDING/REPORTING ACCIDENTS.....	4
CHILD ABUSE/NEGLECT RESPONSIBILITIES	4
FIELD TRIPS/ACTIVITIES	4



SUMMER ADVENTURE CLUB SCHEDULE:

Summer Adventure Club will be an extension of our school year program which strives to support families by being responsive to their needs and by providing a safe, structured and caring atmosphere for the school aged children of families of St. Stephen's Parish and School. Our goal throughout the summer will be to provide the enrolled students with a diverse curriculum which offers creative art, literature, science, religion and large muscle activities which will promote education through a variety of games and instructive activities. Most of all we realize that this is the children's summer vacation and we want them to have FUN while learning!



Sample Daily Schedule

6:00-8:30 a.m.—Free Time /Check in

8:30-9:00 a.m.—Morning Meeting/Breakfast

A daily meeting to discuss the day's activities, expected behaviors, a time to share and build community. Breakfast is provided by Summer Adventure Club

9:00-10:00 a.m.—Gym/Outside

Large group gym activities and outdoor play to enhance large motor skills and team building. Please make sure your children have proper seasonal attire and tennis shoes for gym and outdoor play.

10:00 –11:00 a.m.—Crafts

A variety of arts and crafts to foster creativity

11:00 a.m.-12:00 p.m.—Lunch w/Movie

(Each student is required to bring a lunch from home)

12:00-1:00 p.m.—Reading/Storytime

Children will increase their love of reading and writing through guided, modeled, shared and independent reading activities.

1:00-2:00p.m.—Gym/Outside

Large group gym activities and outdoor play to enhance large motor skills and team building.

2:00-2:30 p.m.—Afternoon Snack

(P.M. snack is provided by Summer Adventure Club.)

2:30-4:00 p.m.—Games/Science experiments/Computer Lab

Science experiments and games designed to be hands on and emphasize cooperative learning and how things work.
(Computer Lab Mon. Wed. & Fri.)

4:00-5:00 p.m.—Free Time, Gym/Outside

A time to slow down, relax and review the day

5:00-6:00 p.m.—Clean up/Go home

***We will be going to the Anoka Aquatic Center every Monday, Wednesday and Friday (Fridays are optional for those students that wish to stay back) Picnic lunch in the park and swimming on those days from 11:00 a.m. to 2:00 p.m.**

FEE INFORMATION:

Registration Fee: \$25.00

Tuition: Full Time: \$135 per week, Part Time \$32 per Day

Each parent/guardian will be charged tuition based upon their childcare agreement, not actual attendance. Full time tuition is defined as 5 days per week, anything less than 5 days a week will be considered part-time and as such, part-time tuition will be billed per day. Families committed to part-time attendance will be obligated to pay for each and every day they have committed to. Fees will be reduced by \$5.00 per week for additional children from the same family. Tuition payments are due even if a child is absent due to illness or personal reasons.

If you wish to change your agreement from part-time to full-time or vice versa, Summer Adventure Club will need a 1 week notice.

Parent/Guardians are responsible for all tuition incurred as well as other fees incurred and outlined in this handbook.

Tuition fees will be due in advance. If paying **weekly**, payments are due the first day in attendance that week. If paying **semi-monthly**, payments are due 1st and 15th of each month. If paying **monthly**, payments are due on the 1st of each month. Payment is due on or before the due date for that period. Failure to make payments on time will result in a late fee of \$25.00. Repeated failure to make payments on time will result in termination from the program.

LATE PICKUP FEE:

Parent/Guardians must pick up their child by 6:00 p.m. If your child is picked up after 6 p.m. you will be charged a late pickup fee of :

6:01-6:10 \$10.00 per child

6:11-6:15 \$20.00 per child

The late pickup fee will be charged to your account. If you are more than one hour late and we have not heard from you or successfully reached a person listed on your emergency phone list, the police will be contacted for assistance.

NSF CHECKS:

When a check is returned due to non-sufficient funds it is the responsibility of the parent/guardian to bring cash, a money order or certified check in the amount of the NSF check within 10 days of notification. Failure to do so may result in termination of childcare services. NSF checks may require future payments to be made by money order, certified checks or cash.

WITHDRAWAL:

A 2 week notice is required when a parent/guardian intends to withdraw a child from Summer Adventure Club. Vacation time may not be included in a withdrawal notice.

VACATION:

Each family will be given one week (however many days in a week their child attends as stated in their childcare agreement) vacation time to be used as they wish, either all at one time or split up into singular days. Two weeks notice must be given to Summer Adventure Club before vacation time is to be used.

SUMMER ADVENTURE CLUB POLICIES:

- Students must be signed in and out each day in the Summer Adventure Club attendance sheet. Parents must walk in with their child in the a.m. and sign them in.
- Students must behave appropriately and treat other students, staff and school property with respect.
- Students will be treated with care and respect.
- Communication is vital. Parents are expected to contact the Summer Adventure Club Director regarding any questions, comments or concerns that are not adequately addressed by staff. The Director will contact parents with necessary questions and concerns.
- Students and families that do not abide by the fee schedule and policies will not be allowed to continue in the Summer Adventure Club program.
- Permission to participate in Summer Adventure Club activities (movies, special programs, off site field trips, etc.) is granted by parent/guardian enrollment in the Summer Adventure Club program and session registration.

ILLNESS:

Children with any of the following symptoms should not be sent to Summer Adventure Club. Parents/guardians will be notified immediately and expected to pickup a child if he/she has any of the following symptoms:

- A temperature registering above 101 degrees. Temperature must be normal (98.6) for 24 hours before returning.
- Fever, vomiting, diarrhea, any undiagnosed rash, discharge from eye, severe cold symptoms.
- Lice.
- Exposure to communicable diseases should be reported to staff. If your child is contagious she/he may not attend Summer Adventure Club until 24 hours after medication begins.

If parent/guardian is unable to pick up the sick child within one hour of being contacted, they are expected to contact an authorized person to pick up the child. If the parent/guardian cannot be reached the person listed on the emergency list will be contacted. Summer Adventure Club staff are First Aid and CPR certified, but are not trained to make a medical diagnosis. Staff will watch and report to parent/guardian any signs of illness and to use their judgment as to whether the child's parent/guardian should be contacted for pickup.

**FAITH-FILLED FUN
ALL SUMMER LONG!**

MEDICATION INFORMATION:

A medication release form (available @ Summer Adventure Club) must be completed and signed in order for Summer Adventure Club staff to administer medication, sunscreen and insect repellent. Summer Adventure Club can administer only prescription medication (brought from home) when it is in the original bottle with the child's name. Over the counter medication will only be administered with a doctor's notice with complete instructions. Children may not transport or store medication in or with their belongings, unless it is an approved inhaler. Sunscreen and insect repellent will be provided by Summer Adventure Club.

POLICY FOR RECORDING AND REPORTING ACCIDENTS:

In the event of a medical emergency, Summer Adventure Club staff will take the necessary steps in obtaining care for the child:

1. Administer appropriate first aid
2. Inform parent/guardian of accident and first aid applied
3. Complete an accident report. If there is a serious medical emergency which requires immediate care by a professional medical caregiver, the following steps will be taken:
4. Staff will contact 911 immediately, parent/guardian will be contacted immediately thereafter. If parent/guardian cannot be reached, staff will contact a person listed on the emergency list.
5. In the event that a child would need to be taken to a medical facility, Summer Adventure Club reserves the right, with paramedic assistance, to determine if the child would need to be transported by emergency vehicle.
6. Complete an accident report which would then need to be signed by parent/guardian

CHILD ABUSE AND NEGLECT:

Under Minnesota state law, all staff who work with children are required to report all suspected physical, emotional, or sexual abuse or neglect of children to county child protection and/or the local police.

FIELD TRIPS/ACTIVITIES:

Summer Adventure Club will offer off-site field trips on Thursdays throughout the summer. Fees are 110.00 per child for the whole summer, or 11.00 per child each week.

Any program questions may be directed to Teri King at tking@ststephenchurch.org or 763-712-7453.