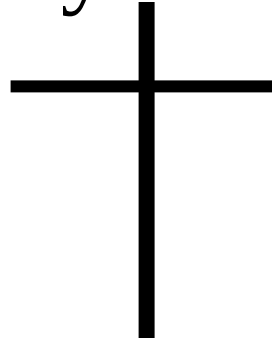


Holy Family



Summer Program
Student/Parent Handbook

2023



Summer Program

Holy Family Summer Program begins on June 26th. The program is closed the final week before school begins to allow the staff to prepare for the new school year and to permit the custodial staff to complete its summer cleaning. Our program runs Monday through Friday from **7:00 am to 5:30 pm** for students who have completed Pre-k through 6th grade. Any child entering the summer program must be fully potty trained.

Your child will enjoy walks through the neighborhood, engage in arts and crafts, water activities, sports, games and many other indoor and outdoor activities.

MEALS

All children attending the summer program must bring a morning and afternoon snack as well as a bagged lunch. The summer program does not provide snacks for children who do not bring a snack.

We are not able to refrigerate or cook lunch, so please make sure to pack an ice pack in your child's lunch bag and pack food that does not need any cooking/preparation. Please remember to pack spoons and forks if needed.

ACTIVITIES

Your child will enjoy weekly field trips, walks through the neighborhood and play on the playground. Your child will also have the opportunity to engage in arts and crafts, water activities, sports and games and many other indoor and outdoor activities.

TOYS AND PERSONAL ITEMS

While children are allowed to bring toys, games, and other appropriate play items, Holy Family School will not be liable for any lost, stolen, or damaged items. Please be sure to label anything your child brings to the summer program.

PROGRAM CLOSINGS

The following holidays are observed by Holy Family School. Our program will be closed on this day:

❖ Independence Day

ABSENCES

Due to scheduling staff in advance, if your child is absent from any of our programs, for any reason, you will still be required to pay your child's tuition based on your enrollment contract. For example, if your child is sick and does not attend the program on a day for which you contracted, you will still be required to pay for that day or those days.

PROGRAM CLOSINGS

If for any reason the summer program needs to close all closings or delays for the program will be announced as: "Holy Family Before and After School Program." **Closings and delays will be announced on 9WSYR).** Weeks are subject to change depending on start date of school or the availability of staff.

APPLICATION FOR ENROLLMENT

To reserve a space in our program a parent must complete the enrollment contract and return it with the non-refundable application fee (\$35) prior to a space being reserved for their child. Anyone wishing to terminate his or her child's enrollment must do so by giving a two-week written notice to the director. If written notice is not received two weeks prior to the effective date, the parent will be held responsible for payment for two weeks from the date notice is given. When terminating a space reserved for your child prior to the start of the program, a written notice must also be given two weeks prior to the start date of the program.

Any changes seeking additional weeks in a parent's signed enrollment contract must be submitted to the director, in writing, and are subject to space availability.

You must submit a finalized schedule prior to camp starting.

All students enrolling in the summer program will be required to attend a minimum of **three** days per week and **three** weeks for the summer. Families needing care for fewer than three weeks may do so if space and staffing are available.

You will be billed for the days you contract for. All schedules need to be submitted before summer camp begins. If you do not attend on a day you contracted for you will still be responsible for payment.

COMMUNICATION

Effective communication is essential in establishing parent/staff relationships, trust, and respect. The director will assure that this takes place when needed and appropriate.

Daily Report: A parent may speak with the staff in charge of your child's group to discuss how your child's day went and what activities he/she did.

Telephone: You are encouraged to call whenever you are concerned about your child or have any questions or concerns. You may also meet with the director or other staff any time you have questions, concerns or suggestions. It may be helpful to make an appointment beforehand to assure that the staff member or director can be available at your convenience.

CUSTODIAL ARRANGEMENTS

The Holy Family Summer Program assumes that both parents have custodial and residential rights. In the event that this is not the case or becomes the case, parents must submit documentation of changes in parental custody. A certified photocopy of the relevant part of the separation agreement, family court order, or divorce decree, etc. must be submitted to the director of the program. This statement of custody may also be extracted from the court's decree if it is on an attorney's stationery and signed by the attorney.

Current law allows equal access by both parents to educational information about their children. The non-custodial parent, on request, will be sent any program mailings or copies of reports, etc.

HEALTH POLICY/MEDICATIONS/SICK DAYS

Our health policy is designed to not only provide the best care for children who are ill, but also to protect your child when other children become ill.

Children who have the following untreated symptoms will be temporarily excluded from the programs:

*Fever *Eye/Nose Discharge *Vomiting *Respiratory Symptoms *Sore Throat *Skin Rash

They will be re-admitted to the program when:

- ❖ A physician has given written notice that the child is not contagious or
- ❖ The symptoms have disappeared for 24 hours or
- ❖ The child has been on medication for 24 hours or more

If your child's health is questionable on a given day, it is best that your child not come to the program for that day. Any child sent home from school due to illness would also be unable to attend the program for that day.

A child who becomes ill during the day will be required to be picked up within one hour after a parent is notified. **All children attending the program should be well enough to participate in all of the days activities, including (but not limited to) outside play, gym activities, and academic activities.**

All children attending the program need to be fully potty trained. We understand that an occasional accident may happen however; if there are frequent accidents we may suspend care until the child is fully potty trained.

Sick days are chargeable days as per the parent contract. Even though your child is unable to attend the program due to illness, you are still responsible for paying his/her childcare tuition as per your enrollment contract.

MINOR ACCIDENTS/EMERGENCY SITUATIONS

Accidents: All bumps and scrapes will be documented on an accident report form. The accident report will be signed by a staff member, director, and parent and placed in the child's file. A copy can be given to the parent upon request.

Medical Emergencies: Should a medical emergency arise while your child is at the program, the staff will adhere to the following procedure:

- Fire/Rescue will be called (911)
- Staff will contact the parent
- The director or other responsible staff will accompany the child to any medical facility and will remain with the child until the parents have arrived.
- An accident report will be completed.

PROGRAM TUITION PAYMENT

Tuition payments are due the Friday each week your child is scheduled to attend. Parents will be billed weekly. Please make checks or money orders payable to **Holy Family School**. Payments are based on your enrollment contract (regardless of absences). The director must approve any adjustments to your bill. If a receipt is needed, one will be provided upon request. A late fee of \$20.00 will be charged for any payments not received by 5:30pm on the due date listed on the invoice. Year-end receipts may also be given upon request.

- Prompt payments are required. Failure to adhere to this policy will result in suspension of services until all payments are current.
- Please note if you pick your child up late you will be charged \$1.00 per minute you are late. Should this be a chronic issue the director will set up a meeting.
- Your first summer payment is Friday **June 30th**.
- The subsequent payments will be due on **July 7th, July 21st, August 4th, August 11th, August 18th, August 25th.**

SIGN IN/OUT

We will sign your child in and out from the program. Your child becomes the responsibility of the Holy Family staff **AFTER** they have been signed in. All children must be accompanied to the program by a parent or authorized adult.

PROOF OF IDENTIFICATION

Please know that it is the policy of our program to request identification from any adult picking up a child; so please always have picture ID available. We will not release any child to any adult not authorized to do so.

CLOTHING/LABELING

Your child will be going outside **EVERYDAY**, weather permitting. Please dress your child appropriately for the day's weather. We ask that your child wear or bring sneakers or rubber soled shoes everyday to participate in gym and outside activities.

Please label all your child's clothing. This helps in locating the owner of lost items. We are not responsible for replacing any lost items.

INFORMATION UPDATES

Please notify the director, in writing, anytime there is any change in the following information:

- Address (Home/Work)
- Phone Numbers (Home/Work/Cell)
- Emergency Contacts
- Family physician
- Medical History

Please make sure that we have a phone number on file that will reach a parent or designated individual in case of emergency. Cell phone numbers are often a good choice.

BEHAVIOR

Our program prides itself in being a safe, happy, and positive environment for your children. In order for this to take place, we have two general rules. Please review these with your child:

WE ARE RESPECTFUL to staff and to each other. We speak to and treat others, as we would like to be treated. We respect our environment, our equipment, our supplies, and the school.

WE SHARE toys and games. Sharing does not mean giving up an item when it is being used. We share the responsibility of picking up and maintaining a clean orderly program.

Please note: Chronic violence, aggressive behavior and/or bullying will result in a parent conference. Failure to change this type of behavior will result in termination of services.

All campers must be respectful to the staff and other campers. Negative behavior towards either will not be tolerated.

HOLY FAMILY SUMMER PROGRAM

Sample daily schedule:

7:00 to 9:00	Arrival, breakfast (if child brings one), and free play
9:00 to 9:30	Wash up and have snack (provided from home)
9:30 to 11:30	Walk through the neighborhood, Crafts Outdoor play OR Special activity
11:30 to 12:00	Wash up and eat Lunch (provided from home)
12:00 to 1:30	Movie/table top games
1:30 to 3:15	Change and set up Water activities and outdoor play Afternoon snack (provided from home)
3:30 to 5:00	Outdoor, cafeteria or gym play
5:00 to 5:30	Clean up, table top toys, departure

Your child will need the following items everyday

- * Water bottle
- * Lunch and 2 snacks (and breakfast if eaten here)
- * Sunscreen (to leave at camp)
- * Sneakers
- * Bathing suit/towel/sandals
- * An extra change of clothes (Just in case!)
- * Toys from home are optional, we are not responsible for lost, stolen, or damaged items.

**** We watch a movie each afternoon to allow the children some down time after lunch and to allow the staff to rotate out for their lunch break.