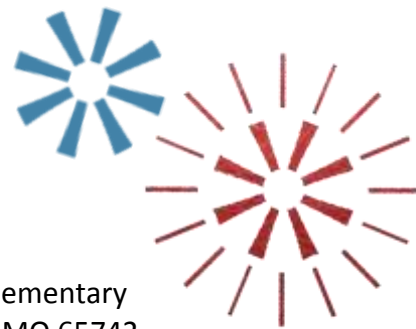


# SUMMER ADVENTURE PROGRAM

## Parent Handbook



### Program Location / Contact Information:

Logan-Rogersville Upper Elementary  
306 S. Mill St., Rogersville, MO 65742  
Ginny Barton, Director  
Phone: 417-753-2996

Enrollment Form Online: <http://goo.gl/mrrD6A>

### Statement of Need:

The Logan-Rogersville School District recognizes the need for quality childcare for school-age children during summer break. When the district surveyed of stakeholders in the community, the need was verified and the Board of Education approved the Summer Adventure program for district students.

### Philosophy / Purpose:

The Summer Adventure Program will:

- provide quality childcare at a minimal cost to the parents/guardians.
- assure each child is engaged in structured learning experiences.
- promote the development of good judgment and problem solving skills.
- provide an environment where children recognize opportunities, accept responsibilities, and develop a sense of self-worth.
- provide a warm, supportive environment that promotes positive social interaction with adult caregivers and peers.

### Enrollment Eligibility and Age Requirements:

The Summer Adventure Program is provided for children entering Kindergarten up to age 12-13 (age at completion of their 6<sup>th</sup> grade year). Children must be enrolled in Logan-Rogersville schools or live in the district. Admittance to the program is at the discretion of the director and/or administration.

### Emergency Notification:

Parents must provide an emergency contact number upon entry to the program.

### Tuition:

- Fees will be paid weekly in advance.
- A reduced fee structure is available for students attending Logan-Rogersville Summer School.
- Payments made in advance are non-refundable; however, credit for unused days will be applied toward future use.
- Students attending on a full-time basis are allowed one week (5 consecutive days) away from our program. Parents are responsible to pay full tuition for any additional days or weeks away from Summer Adventure.
- Students with unpaid fees will be dropped from our program after 2 weeks. **This policy will be strictly enforced.**
- There will be a \$25.00 fee for a returned check.

**Summer Adventure Hours:**

Summer Adventure hours are from 7:00 a.m. to 6:00 p.m., Monday through Friday, starting the first full week after the last day school is in session (starting day is TBA after all snow make-up days have been applied to the school calendar). The program continues during June, July and August, with our last day of operation being August 4, 2017. Summer Adventure will only be open Monday through Thursday from 1:30 p.m. to 6:00 p.m. and Friday 7:00 a.m. to 6:00 p.m. during summer school (June 5-June 22). We will be closed on Memorial Day and July 3<sup>rd</sup> and 4<sup>th</sup> 2017.

**Late Pickup Fees:**

There will be a **late pickup fee of \$1.00 for every minute after 6:00 p.m., per child.**

**Sign In / Release of Child:**

1. All children must be signed in and out each day.
2. Children can be picked up **only** by someone authorized on the enrollment form or with written notice from the parent/guardian to the Summer Adventure staff.
3. Pick-up changes must be written in the Parent Notebook by the sign-in/out sheets.

**Daily Schedule:**

7:00 - 8:30	Fine Motors Activities at Learning Centers
8:30 - 9:00	Breakfast
9:00 - 11:30	Art / Outdoor Activities / Cooperative Group Games / Science Activities
11:30 - 12:30	Lunch (Two shifts when needed)
12:00 - 1:00	Indoor/outdoor play and field trip preparation
1:00 - 5:00	Field Trips
5:00 - 6:00	Snacks / Indoor-Outdoor Free Time / Curriculum Enrichment / Learning Centers / Free Choice

Schedules may vary so children will be able to participate in a variety of activities such as: summer school, sport camps, and other summer activities. Tutoring will be offered in the mornings on a limited basis (per teacher recommendation) beginning in July.

**Meal and Snacks:**

1. Breakfast and lunch will be provided free of charge for the summer of 2017.
2. Children may choose to bring a lunch from home.
3. Morning and afternoon snacks will be provided, which will include a choice of juice or milk.

**Dress Code:**

1. Children should wear comfortable clothes.
2. Children will play hard and may leave Summer Adventure with dirty clothes.
3. Children are encouraged to wear sneakers. Sandals are easily broken and are not practical for many activities.
4. Obscene or disruptive clothing will be addressed in an individual manner.

**Illness:**

1. If your child is ill, please do not bring him/her to Summer Adventure. If a child becomes ill while at the program, you will be asked to make arrangements to pick him/her up as soon as possible.

2. If children have been exposed to a communicable disease during the Summer Adventure Program, parents will be notified.
3. Immediate first aid will be provided for a child who sustains a minor injury (scratches, scrapes, insect bites, etc.). Parents will be informed. If there is question as to whether additional medical help is required, parents will be called immediately.

**Medication Policy:**

Any medication should be sent to Summer Adventure staff in its original container, along with written instructions for administering the medication. A request to administer medication **must** be signed by the parent.

**Lice:**

In keeping with the Logan-Rogersville School District “No Nits” policy, children sent home with lice or nits must be approved to return by the director. Children will be approved when no nits are present.

**Play Areas:**

The Upper Elementary playground areas will be utilized by the program.

**Program Activities and Information:**

1. Physical play
2. Creative art and activities
  - a) Art/Crafts
  - b) Dramatic Play
  - c) Indoor and Outdoor Organized Games
  - d) Community Resources
  - e) Personal and Social Skills
  - f) Recreational Reading
  - g) Free Choice at Learning Centers
3. Quiet time to be used for studying, recreational reading, or story time
4. Enrichment activities, such as music, drama, and science
5. Healthy snacks
6. Swimming
  - a) Children will be responsible for their own swimming suit and towel. A bag must be provided for these items.
  - b) Children may bring a floatation device.
  - c) Children who do not wish to swim may sit poolside.
7. Field trips
  - a) Parents should notify the staff if they plan to pick up their child at the field trip location. Record information in the Parent Notebook or notify staff by phone so that arrangements can be made.
  - b) Parents are required to provide sunscreen for their child. Parents will be notified when the supply is running low.
  - c) Every child attending Summer Adventure is expected to go on field trips with the entire group.
  - d) Parents will receive a monthly field trip calendar. Daily updates will be posted on the parent information board.
  - e) Please do not send additional money for your child for field trips unless we request it.

### Items from Home:

1. Children are discouraged from bringing electronic devices/toys from home. However, with parent and program director permission, children may bring CD players, I-pods, or Game Boys.
2. Any item brought from home should be clearly marked with the owner's name.
3. **Summer Adventure is not responsible for lost, stolen, "traded" or broken items.**
4. The director has the authority to suspend the privilege of bringing items to day camp.

### Discipline Policies:

The purpose of discipline is to "teach appropriate behavior, not to punish misbehavior." Through discipline, children learn acceptable ways to express their emotions and interact with others. They also develop self-control, self-direction, and self-esteem. While children may behave correctly simply out of fear of punishment, that approach will not teach self-control, and problems may occur over and over. Appropriate discipline is the process of letting kids know the expectations and limitations, consequences for the behavior, and alternatives for that behavior. This program uses positive guidance and self-discipline techniques to help children and youth achieve self-control.

The following are techniques that will be used in prevention of and while dealing with inappropriate behavior:

1. We will prevent troublesome behavior by offering a variety of interesting activities, establishing clear limits and rules, explaining expectations of behavior, explaining the reasons and rationales for rules, and providing duplicates of popular toys and materials (if possible).
2. When behavior violates established rules, the child's attention will be redirected to other activities.
3. In the event that unacceptable behavior continues, the child will be given help in recognizing and solving the problem.
  - a) A staff member and the child will calmly and privately discuss ways to solve the problem.
  - b) The child will be asked to verbalize the program's rule regarding the situation.
  - c) The child will be asked to name ways to solve the problem.
  - d) The child will be asked to identify possible consequences if the behavior continues. For example: "Other kids won't want to play with me." "I won't get to go on the field trip tomorrow."
  - e) Children will understand that every infraction does not warrant attention.
  - f) Children will understand the difference between "tattling" and "reporting."
  - g) Children may need to sit down for a short time to rethink their options.
  - h) Repeated or severe behavior problems on campus or during a field trip will result in suspension from Summer Adventure for the next day.
  - i) If a conflict becomes physical, intervening will be immediate with the use of positive problem-solving methods as outlined above. Parents will be notified.

The director of the program and staff will be responsible for maintaining a positive environment. Parents will be contacted by the director when behavior problems are extreme and/or continual and may result in dismissal from the program.

Events happen away from our program, which may have an effect on a child's behavior. Please discuss this with our staff so that we will be better prepared to handle situations as they occur. In order for us to instill self-discipline, we ask for cooperation and support from all parents.

## Summer Adventure Responsibilities and Rights

### Children's Responsibilities:

1. Take care of supplies/equipment.
2. Clean up after themselves.
3. Share with others.
4. Keep their hands to themselves.
5. Use appropriate language.
6. Treat staff and other children with respect.
7. Finish what they start.
8. Be responsible for personal belongings.
9. Leave all toy weapons at home.

### Parent's Responsibilities:

1. Sign their child in and out.
2. Read notes that are posted daily.
3. Pick their child up on time.
4. Treat the staff with respect.
5. Pay fees on time.
6. Bring concerns to the staff.
7. Notify staff of changes in arrangements.
8. Know about changes in policy.
9. Inform staff of child's contagious illnesses.
10. Keep child's records up to date.

### Staff's Responsibilities:

1. Treat parents and children with respect.
2. Provide a safe, friendly environment.
3. Provide a variety of interesting activities.
4. Keep parents informed of changes in policy.
5. Keep parents informed of contagious diseases.
6. Keep accurate records.
7. Be a good role model for the children.
8. Discourage any play with toy weapons; discourage children from making replicas of weapons.

### Children's Rights:

1. To be respected.
2. To have a choice of activities.
3. To have a safe and reliable environment.
4. To have equipment in working order with all parts/pieces.
5. To express their creativity.
6. To express emotions in an appropriate manner.
7. To have staff members that care about and enjoy them.

### Parents' Rights:

1. To be respected.
2. To visit the site at any time.
3. To know their children are safe.
4. To voice concerns about the program or activities.
5. To know if their child is misbehaving.
6. To know about field trips.
7. To have open communication with the director.

### Staffs' Rights:

1. To be respected by children, parents, and other staff.
2. To give input about the program.
3. To express their creativity.
4. To have a safe, comfortable work environment.

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### **SIGNATURE PAGE**

[This page **MUST** be signed and returned along with the enrollment fee to complete your application.]

### **Field Trips**

I give my permission as the parent/guardian for my child to participate in all activities which are part of the Summer Adventure program. I understand that these activities include trips away from school and that my child is under the direct supervision of the Summer Adventure Director or designee.

Signature of Parent/Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2017

### **Handbook**

I acknowledge that I have reviewed the policies, procedures, and guidelines as presented in the Summer Adventure Parent Handbook.

Student Name: \_\_\_\_\_  
(PLEASE PRINT First & Last Name)

Signature of Student: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2017