



Summer Program Parent Handbook

May 28 - August 9
8:00am - 5:30pm
Monday through Friday

Introduction

As of the summer of 2024, Sterling Public Schools and the Board of Education has decided to offer enrollment to our summer program, as an extension of our after-school program. Through this process, we will make an attempt to emulate the school systems students are currently used to while providing supervision to working parents.

Communication

Good communication is of the utmost importance to us. When we accept a family, we like to be sure that we can share any concerns or questions that may arise. It is important that there is a similar philosophy between staff and parents and administration. We welcome questions and feedback or discussions of any kind that are oriented towards a positive outcome for children. We will take steps to ensure you are properly informed about your child and will utilize two avenues of communication; phones and class dojo. Information regarding these two channels of communication will be provided following acceptance into our program.

Enrollment Policy

There are several forms that must be completed and, in our possession, before we can assume the responsibility of caring for your child. There are NO EXCEPTIONS. All forms must be updated as necessary. For example: if your address or phone number changes it is your responsibility to get these changes to us. We also look to you to keep us updated on any emergency contact information or medical changes of your child. If you have any questions regarding the completion of these forms, please feel free to ask.

Since this program is not a part of students' public education, we do reserve the ability to deny enrollment. No child will be denied enrollment on the basis of his/her race or religion. SPS does retain the right to deny enrollment if all the spots for a particular age group are filled. SPS will accept a child with special needs, however, if after observation it is realized that we do not have the proper training, equipment and facilities to properly care for a child, a child may be disenrolled.

Enrollment Requirements

- ❖ All registration materials in the parent packet must be completed prior to the start date.
- ❖ Two (2) week security deposit, equivalent to two (2) full weeks of your child(ren's) tuition, must be received to complete enrollment and ensure a slot for your child/children. ****Note – If your child has not yet attended and your family decides not to enroll, your security deposit is non-refundable****
- ❖ Parent handbook must be read and signed by parent(s).
- ❖ Students must have been enrolled at Sterling Public Schools during the 2023-2024 school year.

Tuition

Tuition is set at \$150 per week. The tuition fee is to hold the spot and pay for staffing. It is due every week your student is enrolled, regardless of attendance. Tuition may be paid weekly or monthly. Weekly payments are due the Friday before the week's service is provided. Monthly payments are due by the third of every month. A late fee of \$20.00 will be charged if weekly tuition

is not paid by Tuesday at 12:00pm for weekly payers or by the third day of the month for monthly payers. If you keep your child home for any reason (illness vacation), you will still be required to pay your tuition on time and in full.

If a check is returned due to insufficient funds, a \$50.00 fee will be charged. If two checks are returned due to insufficient funds, all future payments must be made in cash or by certified checks. Childcare services will be immediately halted until full payment of tuition and NSF charges have been made.

If your child is picked up after closing time, an additional fee of \$10.00 for the first five minutes, and \$1.00 for every minute thereafter will be charged. This fee is due before your child may return to the center. If there are repeated late pick-ups your child may be withdrawn.

You must give at least two weeks written notice (holidays are not included) if you plan to withdraw your child/children from the Summer Program for any reason. There are no refunds on tuition if you withdraw, however, with proper notification, your tuition deposit can be applied to any remaining balance on your account. ***Note – If your child has not yet attended the center and your family decides not to enroll, your security deposit is non-refundable*** Please keep in mind that all notifications to withdraw a child must be received in writing. Any outstanding fees must be paid on or before the child's last day.

If your child attends summer school, you are still required to pay the weekly fee if any part of that service is used. Students are not required to pack their lunch for days that they are attending summer school.

Registration Fee and Security Deposit

When you make the decision to place your child at our center you are required to pay a \$50.00, non-refundable registration fee per child and a two (2) week security deposit equal to two (2) weeks of tuition. These fees must be paid in full prior to your child starting otherwise care may be delayed until payment is paid in full. If there are multiple children enrolling, each child requires their own registration fee and two (2) week security deposit. (This will allow us to secure a spot for your child.) The registration fee is an annual fee and will be due each year on the anniversary of your child's start date. Subsidized families are required to pay the security deposit and registration fee as well.

Daily Schedule

Our daily schedule will be based on your child's age and classroom placement. Naps/quiet time for preschool students will follow the same schedule as previously used in preschool.

Soiled Clothing

The Centers for Disease Control of the United States Public Service require that clothing which has been soiled with bodily fluids be placed UNRINSED in a bag. The bag will be put in the child's cubby and picked up by the parents at the end of the day.

Closing Policy

We ask that you make every effort to pick-up your child before the center closes. Please respect the staff's after-hours family and additional responsibilities. By policy our staff may not take your child home with them.

If your child has not been picked up after closing, the staff will take the following measures:

1. Try your contact phone numbers.
2. Call your emergency contacts.
3. If these steps are unsuccessful, the administration will contact the community authorities.

** Appropriate late fees will be charged**

Weather Emergencies/Closings

In the event of severe weather conditions we reserve the right to close or have a delayed opening. We reserve the right to close for circumstances beyond our control, such as heat loss in the building, power outage, etc. If necessary, we will make an announcement via cell phone or our school system alerts. The program hours are 8:00am-5:30pm, Monday through Friday.

Anticipated Closings

We will not be open on July 4 and 5, 2024. The tuition for this week is decreased to \$100.

In case of Injury

If your child is injured while attending our program, you may want to consult with your family physician to determine whether the nature of the injury requires medical attention. If your child requires immediate medical attention the proper emergency steps will be taken. If your child receives a small injury during the day, an incident report form will be completed by his/her teacher, and a parental signature will be required. If your child receives an injury from another child, names will be kept confidential.

If your child receives a bite or bites someone else, you will receive a call from the staff regarding the incident report.

Management of Illness

Our policy is to care for only well children. At no time do we provide care for sick children. Children will be excluded if the symptoms or illness prevents the child from participating in activities and/or poses an increased risk to the child or other children in the program. We will follow the illness guidelines for symptoms and exclusions found in our school handbooks.

Do not bring your child to the center if he/she is not well enough to participate in a normal day's activities or if he/she has been exposed to a contagious disease, develops symptoms of a contagious disease, or is diagnosed by a physician as having a contagious disease.

Children will be visually screened when they arrive. If your child appears ill upon arrival you will be asked to take him/her home until he/she is not contagious or is able to withstand a normal day,

including outdoor time. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick up their child within 60 minutes. If a parent can not be reached, the emergency contact person will be called and asked to come pick the child up. In the event of a serious illness or injury, at the discretion of the staff, paramedics will be called and your child will be transported to an emergency medical facility.

Drop off and Pick up

Parents are required to sign their child in and out each day. In order to assure the safety and well being of everyone at the center, we ask that parents enter and exit through the front door only. Children are always to be walked into the building and placed with an SPS employee before parents leave the center. No child may be left at the center without completing the sign in process. No child is to be left unattended by a parent for any period of time. Please do not leave your child or their siblings unattended or unsupervised for any reason.

We appreciate families considering our schedule when picking up and dropping off their children. It is better if arrivals and departures do not occur during nap time, but when they do, please take note of the fact that children are sleeping. Come and go as quietly and quickly as possible. Children who arrive during nap time will be expected to rest or play quietly until their rest period is over. If you do not feel that your child can come in and settle down without difficulty, please wait until nap is over to drop him/her off.

We request that if your child will be absent or late that you call the center. This is extremely important for staffing purposes, illness tracking and most importantly safety of your child/children. If you do not call us with daily information, we may not be able to accommodate the staffing needs to add an additional child to the center. You must call the center by 9:30 am if your child/children will be absent or will be having an extra late arrival.

When you pick up your child at the end of the day, please check your child's cubby for notes, artwork or soiled clothing. Please notify staff of his/her departure and sign-out at the front entrance. No child will be released to anyone without your authorization. If custody is an issue, we must have a notarized court order on file outlining the custody arrangement. Identification will be required from any person picking-up your child. SPS will not release a child to any person that cannot or does not upon request, present a valid driver's license or proof of identity and does not have previous parental authorization.

Clothing/Personal Belongings

Each child is assigned a designated space to store personal belongings. We ask that you bring at least one change of seasonally appropriate clothing for your child to keep at the center and an extra sweater or light jacket. Please be sure that it is labeled with first and last names. If your child needs a pillow with which to sleep, please be sure that it is a travel size, as space is limited.

Children should arrive dressed for play. We like to have fun!! Having fun involves outdoor play and sometimes messy activities. Please make sure that your child is dressed appropriately. Clothing

should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. Swimsuits, towels, and swim shoes for summer. Sunscreen can be applied at a parent request with a signed authorization form. Sunscreen is recommended for all children and must be provided by parents.

We prefer that children do not bring toys from home unless it is something that can be shared with the entire group. Little ones have a difficult time sharing with others and it is even harder to do so with their own special toys from home. If your child/children do bring in something special from home and can not share or it causes a problem in class we will put it away until you arrive. Any item brought must be labeled. Guns and war toys are not allowed and may not be brought. Any child who brings a gun, knife, or other weapon to the center will be dismissed. Please note that we are not responsible for lost items. Please label all of your child's items, including coats, boots, blankets, pillow, etc.

Medication

We prefer that parents administer all prescription and over-the-counter medications at home before and after program hours. **For safety reasons, it is extremely important that we be aware of any medications that your child may have received prior to coming to school.**

Behavior Management

Expected behavior is based on the child's developmental level. Initially, a few simple and understandable age appropriate rules are established. These rules set the limits of behavior for the safety and protection of the children. Adults are firm, consistent, and supportive in their approach. Spanking, physical abuse, verbal abuse, name calling or isolation will never be used to discipline a child. Neither food nor sleep will ever be withheld from children as a means of punishment. Children are encouraged to use their words to resolve conflict whenever possible, or are redirected to alternative activities as necessary. Our overall goal is to help each child develop self-control.

We ask you to support us in modeling positive behavior with all the children at the center. Please do not use developmentally inappropriate language or harsh discipline measures while at the center or in front of any of the children. Please do not discipline other children that are enrolled in the program. Any concerns should be brought immediately to center staff. On occasion a child may appear to have difficulty in a classroom for various reasons. It's our policy to talk with parents and come up with a plan to help support the child. If the plan does not work, we would then recommend having an outside source evaluate the child and we would look to them for recommendations. As a last resort we would withdraw the child.

Outdoor Play

Outdoor play in the fresh air contributes to a child's good health and overall development. It is a time to exercise the large muscle groups. Children remain inside when the weather is inclement (raining and icing) or in EXTREME hot or cold. Teachers strive to get the children outdoors every day. If your child is too sick to go outdoors during their day, please have them remain home. This is a group care setting and all children will be going outdoors.

Nap Time

We feel that all children need some down time to relax and rest. Preschoolers rest on assigned mats each day after lunch. All children are given the opportunity to sleep. If they do not sleep, quiet activities are provided for them. Bedding (blankets and/or pillows) for all ages is provided by parents, and we ask that you take home and launder the bedding every Friday and return it on Monday. We are not responsible for providing bedding for your child should you forget it.

Nutrition

We will provide two snacks each day but students **MUST** pack a lunch daily. If you know that your child will not eat a particular snack, you may provide one for them. Please be sure that any food you choose to bring in for your child is healthy and ready made, it should not require any preparation. Lastly, please only provide food for your child that he/she has eaten at least twice before to reduce allergy risks.

Dismissal from Program Policy

Please be aware that should one of the following situations arise, we reserve the right to withdraw your child from the center immediately and your deposit may be forfeited:

- ❖ Failure to pay your tuition on time. Tuition is due in advance for the upcoming week. Allowance is not made for occasional absent days. Each week, a late fee will automatically be assessed if tuition is not in by Monday.
- ❖ Verbal abuse by yourself, your child or any “authorized pick-up” to other children, staff or another parent. Our goal is to ensure the safety of everyone in our center at all times. A child’s/parents, language, or behavior, which is hurtful to other children or staff, such as profanity, sexual language, humiliating behavior, throwing rocks, furniture, toys or anything harmful is inappropriate and unacceptable.
- ❖ If your child bites or hurts another child excessively and/or has an extreme behavior problem and we are unable to get this behavior problem under control.
- ❖ Refusal to pick up your child if they are sick, or continually dropping your child off when they are ill, is grounds for dismissal. Children need to be picked up within sixty minutes of notification of exclusion.
- ❖ Excessive lateness.
- ❖ Lack of parental cooperation.
- ❖ For any other reason SPS deems appropriate for the well-being of the center and the preservation of the proper child care environment.

Parent Signature Page

We, _____ the parents/guardians
of _____ have read the SPS Summer Program Parent Handbook and fully understand the policies and procedures. I agree and comply with any and all policies hereby stated in this handbook. I understand that violating these policies will jeopardize my child's enrollment. I understand that the policies in this handbook are subject to change.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Center Director Signature _____ Date _____

Please note that both parents/guardians must sign the signature page if applicable