

Good Shepherd Summer Care

Policies and Procedures

2010

Dear Parent(s),

Below you will find everything you need to know about Good Shepherd's Summer Care policies and procedures. Please keep this form for reference. Also, your first registration form, emergency form, medication form, and June's activity schedule are attached. Please return the green and tan forms, and if needed the blue forms to Mrs. Whitehouse by May 26th.

DESCRIPTION

The Good Shepherd Summer Care Program is an all day child care program that opens each day at 6:30 a.m. and closes at 6:00 p.m. This program is intended for currently enrolled students at Good Shepherd School, Kindergarten through sixth grade. Students registered for Kindergarten next fall may attend summer care during Vacation Bible School week. The first day of summer care will be June 10th and run until August 20th. Our program is planned with the children in mind...a program we feel is fun, exciting, and an overall learning experience.

REGISTRATION

Registration for Summer Care will be the same as the registration for after school care. Around the middle of each month you will receive a registration form for the upcoming month. If you are not familiar with this registration process, it is a calendar where you check all the days that your child(ren) will be attending summer care for that month.

All Good Shepherd School students will receive the June registration form in the Wednesday packet on May 12th. July and August registration forms will follow.

FEE POLICIES

If the registration form is received on or before the due date, **May 26, June 28, and July 26**, the cost is **\$25.00 per day per child**.

If the registration form is received after the due date, the cost is \$30.00 per day per child.

If you drop your child(ren) off without a filling out a registration form the cost will be \$35.00 per day per child. This payment is due when you pick up your child(ren).

You may pay for the entire month at the time the registration form is turned in, or you may wish to pay the **first day of each week** that your child(ren) attends.

If you wish to receive a receipt, please check the appropriate box.

If your child(ren) are picked up after 6:00 p.m., the cost is \$1.00 per minute per child due to the late pick up. Please respect this policy and our staff's schedule.

MEALS

Breakfast and snacks are included in the cost. Breakfast is served from 6:30-8:00 a.m. Snacks are served approximately at 9:30a.m. and at 3:30 p.m. **Lunch is NOT provided, and there is NO milk available for lunches.** Pop and glass containers are not permitted in school or on any field trips. We will be going on many picnics so you may want to pack your child(ren)s lunch in a cooling system bag. Be sure to write your child(ren)s name on their lunch bag/box.

ACTIVITIES

Our activities will typically begin between 9:00 - 10:00 a.m. each day. We ask that you bring your child(ren) to Summer Care by this time in order to ensure their participation, especially on field trips.

One day a week, we will be going to the St. Louis Park Aquatic Center. Along with the staff members from Good Shepherd Summer Care, there are ample amounts of certified life guards to watch each child.

Children attending Good Shepherd Summer Care Program will be involved with a sports-related class through the Golden Valley Park and Recreation Department. Children ages 5 and 6 will be participating in T-ball, and children ages 7-12 will be participating in a Kick Ball camp. Registration forms for these activities will be sent out following your June Summer Care registration. Only those children who attend Summer Care on the majority of these days will be signed up.

Arts and crafts activities are scheduled throughout the summer.

This year students may participate in a Mad Science Camp that runs August 16th – August 19th in the afternoon. Students in this camp will not be going on the afternoon field trip on these days and a summer care staff member will stay at Good Shepherd to help with the camp. There is an additional charge and registration process to be involved in this camp. If your child is participating, you will receive a reduced rate of \$20 per day for summer care during these dates. Please contact me directly with any questions you have.

For students who are enrolled in Vacation Bible School, and attend summer care only during the hours of 6:30 – 9:30 am, and will be picked up at the conclusion of Vacation Bible School each day at noon, the rate will be \$10.00 per day. If your child is in Vacation Bible School and you are unable to pick them up at noon, the regular summer care rate of \$25.00 per day will apply.

There are many other activities scheduled for our summer program. The program fees include all costs for field trips, so extra spending money is not allowed, unless specific instruction is given.

ABSENCES/ILLNESSES

If your child(ren) has been signed up and will not be coming, please call us at 763-545-4285 extension 855 before 9:00 a.m. This will help us as we are planning our schedule.

If you notify the Summer Care Room at least 24 hours ahead of time, you will receive a credit to your account. You may do this via email, phone message, or written notice. Otherwise, you will still need to pay for the days your child(ren) are registered for. In order for everyone to have a happy and healthy summer, we are keeping with the school's policy:

- If a child has had a fever of 100 degrees or more, he/she may not attend child care until the fever has returned to normal for 24 hours.
- If a child has vomited or had diarrhea, the child may not attend child care until the episodes have ceased for 24 hours.
- If a child has any rash, that may be disease related or you do not know the cause, check with your family physician before bringing your child to summer care.

MEDICATION POLICY

If a student requires prescription/nonprescription medication, you will need to fill out a medication form, informing the staff of what the medication is, when it should be administered, and how much should be given. Staff members will only administer medication if proper forms are filled out. Tylenol and Aspirin will not be administered without the proper forms.

SIGNING IN AND OUT

Please be sure when you drop your child(ren) off in the morning that you check in by recording the time your child(ren) arrives. At the end of the day, please check them out by recording the time your child(ren) is picked up as well as signing your name. If the person picking up your child(ren) is someone who is not listed on your emergency card, you must fill out a "change of pick up" form or we cannot release your child(ren) for safety reasons. Please tell them to bring their identification as we will check it for security. Remember to check the activity calendar for the times we will be returning from our field trips.

DISCIPLINE

Children will be expected to behave in an appropriate manner. If students demonstrate aggressive, abusive, disturbing, destructive, or disrespectful behavior, they will be removed from the program's activities and subject to suspension from the program at the discretion of the program supervisors.

CLOTHING

Please see that your child(ren) dress appropriate in accordance with the weather and field trips. We do go outside every day, with the exception of severe weather. On days when the temperature is unsafe according to the National Weather Center, that day's activity will be canceled and we will spend the day at school. On pool and water fun days, please remember a swimming suit, towel, and **sunscreen!** (Sunscreen policy enclosed) Please write your child(ren)s names on each of these items.

WATER BOTTLE

Your child(ren) may bring a water bottle each day. Please make sure their first and last name are written with permanent marker on the water bottle.

QUESTIONS

If you have any questions or would like more information about Good Shepherd Summer Care Program , contact Kimberly Whitehouse by phone 763-545-4285 extension 815 or by email Kimwhitehouse@gsgvschool.org . The phone number for the child care room is: 763-545-4285 extension 855.