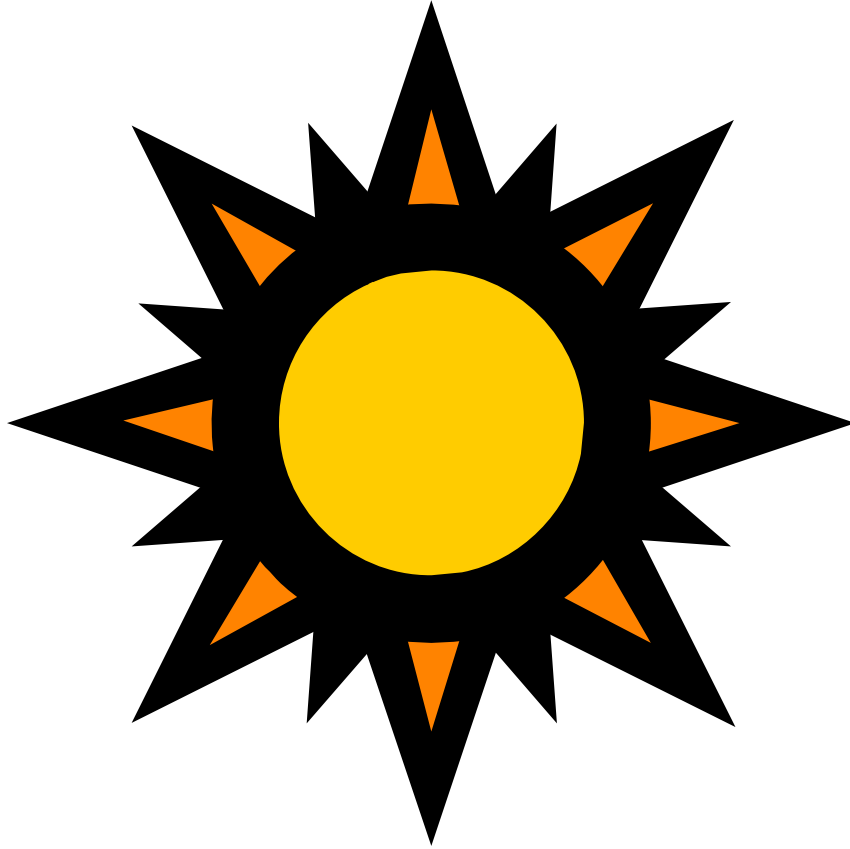


# **SFA SUMMER PROGRAM**



## **HANDBOOK SUMMER 2007 IMPORTANT PHONE NUMBERS**

**SUMMER PROGRAM  
(781)424-6100**

**SCHOOL  
(781)848-0842 x10**

## **REGISTRATION**

Registration is ongoing. If there is an additional week you would like to register your child for you may sign them up at any point during the summer. Please make sure staff is given **one weeks notice** in order to avoid the last minute sign up rate or denial of registration due to limited space on field trips.

## **HOURS AND FEES**

The program is available from 7:45A.M. till 5:30P.M., Monday through Friday.  
**(after 5:30P.M. a late fee will apply-see below)**

### **DAILY RATE**

\$50.00 per day

### **WEEKLY RATE**

\$200 per week

### **LAST MINUTE RATE (less than one weeks notice)**

\$60.00 per day

\$250.00 per week

### **FIELD TRIP FEE**

1 Week= \$40

2 Weeks= \$80

3 Weeks=\$120

4 Weeks=\$160

5 Weeks=\$200

6 Weeks=\$240

7 Weeks=\$280

8 Weeks=\$320

### **LATE PICKUP**

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If you pickup your child after 5:30 P.M. you will be charged a late fee of \$20.00 for the first 15 minutes and a dollar per minute after that. The late fee must be paid before your child may return to the summer program. If you are late more than (3) times, it will result in your child/children being suspended from the program for one week **without a refund or credit**. The 5<sup>th</sup> time will result in your child/children being expelled from the program.

### **PAYMENTS**

Payments are to be made to the staff no later than Monday morning of the week your child will be attending. If your payments are not up to date your child will not be allowed to attend the program.

## **EMERGENCY FORMS AND PICK UP**

We ask that you provide us with a list of emergency names and phone numbers. In addition, a list is needed of all the people who have permission to pick up your child/children. If for any reason, someone other than those listed will be picking up your child/children, you must send a written note with your permission to release your child to that particular person. We will not release your child without written consent from a parent/guardian. We ask that anyone picking up your child/children have picture identification. (including those on your emergency pick up list.) When picking up your child, please come to the front door of the school. You will gain access to the building by ringing the bell. Please be patient when waiting. Only summer program staff is permitted to let parent/guardians in the building. Parents/guardians must sign child out.

## **PERMISSION SLIPS AND FIELD TRIPS**

A permission slip has already been provided for French's Commons and Thayer Library. Additional permission slips will follow for each field trip. These permission slips must be filled out and returned on time. Failure to do so will result in your child/children not being allowed to go on the field trip and therefore not being allowed to participate in the program on that given day. Transportation for field trips will be provided by Braintree Public School Buses.

## **CHAPERONES**

Parents will be permitted to go on field trips. If you are planning to attend a field trip please let a staff member know two weeks prior to the field trip. CORI forms must be requested and submitted to a staff member two weeks prior to chaperoning a trip. Without an approved CORI form parents will not be permitted to attend field trips. If a parent attends a field trip he/she is responsible for his/her own expenses. Chaperones will be allowed to ride on the bus if there is space available. Otherwise transportation is the responsibility of the chaperone.

## **BEACH DAYS**

The summer program will be going to the beach once a week. On these days children should arrive at school wearing their bathing suits. (Appropriate beachwear is required.) Your child will need to bring a change of clothes and a Zip-Lock bagged lunch, labeled with his or her name. Please pack disposable items only (no glass please). Your child will need to wear sunscreen. We ask that they come with sunscreen already applied. If you would like to send in additional sunscreen you may. However, staff will not be responsible for re-applying sunscreen, children must do this themselves. Staff members may supervise but are not permitted to apply the sunscreen on children. If you do send your child with sunscreen, please make sure you put your child's name on it. Spray sunscreen would be best!

## **WATER PLAY**

Water play consisting of outdoor games in which your child may get wet will take place at SFA or French's Commons. Children will not be permitted to wear bathing suits

during water play. They should be wearing t-shirts and shorts that can get wet. Please send them in with additional clothing to change into after water play time.

## **SNACK AND LUNCH**

Snacks will be provided twice daily, at 10:00A.M. and 2:30P.M.

On field trip days, snacks will be given at 9:30 before we leave for our field trip.

If you know your child/children are going to stay late into the day and may be hungry it is perfectly fine to send them with additional snacks. Staff will not be permitted to give out additional snacks late in the day but children may help themselves to anything in their own lunch box.

Lunch will be at 12:00 P.M. daily unless we are on a field trip and then lunch time may vary. In lieu of a lunch program you will be informed of any day on which a special lunch will be provided. For example, we may order pizza, subs or take a trip to McDonalds. There will be a small cost for these lunches which will be collected in cash at the beginning of the week.

## **CLOTHING**

Children should come to the program in proper attire. Sneakers should be worn daily. Please send your children in play clothes. This program will have several outdoor activities that may result in your child getting dirty. Please provide your child with a smock or an old button down shirt to be used for art projects.

**\*PLEASE MAKE SURE YOUR CHILD ALWAYS HAS A CHANGE OF CLOTHES.**

## **REST TIME**

Rest time will occur each and everyday. This time is meant to be a cool down period, a time to relax. Children will be allowed to take a nap or read a book. If your child has a book they are reading they may bring that book in from home. Please communicate with the staff if your child has a summer reading list with a specific book you want them reading at this time.

## **GAMES AND TOYS FROM HOME**

The staff is not responsible for toys brought in from home. Unfortunately there is nowhere to lock toys up if they are left behind. If children bring in toys from home it is their responsibility to keep track of them. Game boys, head phones and other electronic equipment are not permitted at anytime.

## **MEDICAL**

If your child has any medical concerns i.e., asthma, allergies, or other needs, please make this known to the staff. Unfortunately, medications can not be administered by the staff. However, all staff members have been trained to use an Epipen and they may administer it in case of an emergency.

## **BEHAVIOR MANAGEMENT**

The Summer Program is designed to meet the needs of each child as an individual while assuring the safety of the group as a whole. When behavior problems occur a staff member will discuss the problem with the child and will remove the child from the group briefly, if the situation warrants this action. In most cases a time-out is (2-5) minutes depending on the child and the nature of the issue.

In more serious situations (for example but not limited to; children endangering themselves or others) a child may have a time out for more than five minutes. Children receive a warning once. Then in addition to sitting in time-out they are required to sign a time-out form. This form asks them questions about their behavior and asks them how they can better deal with the situation next time. The time-out form requires a parent signature. This way we know that the parent has been informed of the problem and can deal with the problem properly at home. After three time-out forms have been given the child will be suspended from the program for a day. Parents/Guardians will be called in for a conference to discuss the behavior problems. After three more time-out forms the child will be suspended from the program for one week. Any more behavior problems will result in expulsion from the program.

However, a child maybe suspended from the program at anytime and for any of the following behaviors: injuring another child, staff member or themselves; verbal harassment of other children or staff; repeated disruption of the orderly operation of the program; consistent need for one on one attention; non-payment of fees; refusal to meet with summer program staff, or any other unacceptable behaviors as determined by program staff.

In most cases a parent will receive a warning that a child's behavior may result in suspension or expulsion. However exceptions can be made in serious or disruptive cases. By making our expectations clear to the children, the staff hopes to minimize behavior problems. In some cases the program may no longer be beneficial to the child. The school Principal and Program Coordinator reserves the right to ask a parent to adjust the child's schedule or withdraw from the program.

### **Field Trip Behavior**

Field trips are meant to be a good time for everybody. If your child misbehaves or causes problems on field trips he/she may be suspended from one or more field trips. When this does occur your child will not be permitted to attend the program on the day of the next field trip. Please inform your child of these consequences so that we can avoid any problems.

**\*\*The School administration reserves the right to make changes to the handbook throughout the summer program. The full cooperation of parents/guardians is always appreciated.\*\***

**I have read and understand the following guidelines for The SFA Summer Program and agree to follow them. I have also relayed these guidelines to my child/children and they are aware of the rules they must follow.**

**Child's Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_