



E+ SUMMER PROGRAM 2020

Policies and Procedures

1. Program hours are from 7am to 5:30pm. Each child must be WALKED into the room and SIGNED IN BY PARENT EACH MORNING.
2. Each child will have a locker in which to keep their belongings. These lockers are located inside the Extended Day classroom. No food is to be left in lockers overnight.
3. The entrance doors to be used are located under the center-canopied entrance, Door #3. When we are at the ball fields or playground, use our back door (south) entrance, Door #4.
4. Breakfast time is 8:00am; those here by that time may join us for breakfast. If your child has already eaten and will NOT be eating with us, please let us know by checking the appropriate box on sign-in sheet. Those not checked off will be expected to join us for breakfast. Weekly menus will be posted.
5. Everyone MUST be at the Program by 9:30am each day unless otherwise noted on calendar. If child will not attend on scheduled day, notify Program staff by 9:30am at 763.755.7341, ext. 3.
6. Everyone must have a backpack, canvas or vinyl bag to carry back and forth each day. Please refrain from attaching keychains and other toys to backpacks as locker space is tight. Each child should bring a SWIMSUIT & TOWEL every day, as you never know when we might run through the sprinklers; a plastic water bottle is optional.
7. The Program will provide breakfast, lunch and afternoon snack. It is optional to bring a bag lunch from home. If so, we strongly encourage including the five components: grain, veggie, fruit, protein and milk. Due to limited space, we cannot store lunches in refrigerator-remember an ice pack.
8. Pop is allowed on designated announced days only. Students must eat their own lunch. No sharing or trading of food is allowed.
9. Each child is required to wear TENNIS SHOES or closed-toe shoes every day. No sandals, flip-flops, clogs or open-toe footwear allowed. We're very active; this is for child's safety.
10. A notice of departing and returning times of field trips, items to bring each day, and other pertinent information will be posted in room. It is the parent's responsibility to read the postings daily. Some days have early departures. No field trip departure time will be postponed waiting for the arrival of a child.
11. Each day we will have Recreational Reading for 30 minutes. Everyone must BRING from home reading material; a story, chapter, comic, joke, I Spy or Look-Alikes book or magazine. We suggest sending multiple books to prevent boredom from setting in.
12. Each afternoon we will promote S.Q.U.I.R.T. (Sustained Quiet Uninterrupted Individual Relaxation Time). For S.Q.U.I.R.T. everyone must BRING from home a quiet activity or hobby; workbooks, small puzzles, crosswords, Sudoku, word search, latch hook, non-violent handheld games that will keep them occupied on their own for 30 minutes. No music devices, stuffed animals, or action figures allowed.
13. No food or items from home, other than S.Q.U.I.R.T. activities and reading material, should be at Program unless teacher approved. S.Q.U.I.R.T. activities may only be out of lockers during S.Q.U.I.R.T.
14. Program voicemail and email will be checked periodically throughout the day. Messages will be returned as time permits.
15. Program closing time is 5:30pm. A \$2.00 late charge will be assessed for every minute, or fraction thereof, that a child is picked up after 5:30pm. The late fee is per child and is charged directly to the families TADS account. Please be respectful of other people's time.

E+ SUMMER PROGRAM 2020 Policies and Procedures, continued

16. When picking up your child, be sure the TEACHER KNOWS you are leaving. This procedure is for your child's protection. PARENTS must SIGN OUT their child each evening. Children are not allowed to leave Program by themselves and will be released to authorized adults only.
17. Summer tuition is billed weekly. Tuition charges are based on the *Summer Calendar* Form families provide to the program and not on attendance.
18. For receipt of tuition payments, please refer to your TADS account.
19. A dated written notice must be given one week prior to any permanent schedule change, a \$25 fee will be included to changes made after the *Summer Calendar* has been signed and turned in. A dated written notice must be given two weeks in advance of a withdrawal from Program.
20. To GUARANTEE a spot for your child, return *the Summer Calendar* by May 1st. Tuition will be charged for all days indicated on *the Summer Calendar*. Requests for additional days will be approved as space permits. See parent board for additional *Summer Calendars*.
21. Field trips are an important part of our Program. A school bus will be chartered to transport the staff and children on field trips. When possible, children and staff will walk to their destination. The staff will closely supervise all walks and field trips being careful to use sidewalks and crosswalks.
 - *Field Trip/Transportation Permission Form* completed by parent serves as consent for child to participate in all events scheduled.
22. If illness is detected while the child is in the Program, he/she will be taken to a quiet area to rest. Parent will be notified to pick up child. Before returning to the program: Children must be free of fever for 24 hours (without the aid of fever-reducing medicines), free of vomit for 24 hours, result of throat culture must be negative; and if antibiotics are prescribed, child must have been on the medication for 24 hours.
23. The Program staff can only administer medications and over-the-counter products when the following specific requirements are met.
 1. Parent permission in writing (Medicine Dispensing Permit Form) available at Program
 2. Doctor's permission in writing (Pharmacy Label for prescription products)
 3. Child's name is on product's label
 4. Medication is current and not outdated
24. In the event that emergency care is warranted, the Program Director, or in his/her absence, a Teacher; will take whatever steps are necessary to obtain needed care. One, we will attempt to contact a parent or guardian. Two, if unable to reach the parent, we will take the child to the Program's source of emergency medical care, or we will call an ambulance. The nature of the injury will determine the order in which the steps are taken. Our primary objective is to obtain medical treatment for your child.
25. All information on the Emergency and Authorization Form must be kept current (names, addresses, phone numbers). Most importantly it is the responsibility of the parents or guardians to inform Program personnel of any changes, in writing, of names of adults authorized or not authorized to pick up their child. *Change of Information Forms* are available on front parent board.
26. If you would like your child to wear sunscreen, you may send it along with him/her. The Program Staff, however, is not allowed to apply any topical lotions; therefore, the child would be responsible for putting sunscreen on by him/herself. Please label all containers.