



SPRINGFIELD CHRISTIAN SCHOOL

Summer Care 2015 Informational Packet

June 1 – August 14

**Monday – Friday
7:00 a.m. – 5:30 p.m.**

For children entering Kindergarten – 8th Grades

Springfield Christian School
2850 Cider Mill Lane
Springfield, IL 62702
School Office: (217) 698-1933

Our goal at Springfield Christian School (SCS) Summer Care is to provide a fun and safe environment for your child(ren) in an environment that honors Christ.

You may find answers to many “Frequently Asked Questions” below to help highlight the program’s important details. These pages contain information regarding the daily procedures for both children and parents/guardians involved with Summer Care. Please keep the following dates in mind as you complete the forms:

- Wednesday, April 24 Materials due to SCS office by 4:00 p.m.
- Thursday, May 14 Parent meeting in Room 205 from 6:30-7:30p.m.

If you have any questions or concerns, please feel free to contact the school office at any time. We look forward to partnering with you this summer!

~Frequently Asked Questions~

How do you register for Summer Care?

- Fill out a “Registration Packet” available in the Springfield Christian School office.

Who can register for Summer Care?

- Summer Care is available for children who will be entering kindergarten through eighth grade in the fall of 2015. Priority registration is given to SCS, West Side Christian Church and South Side Christian Church families. Registrations outside of these family groups will be accepted as space permits. We will notify families if they are put on a waiting list.
- Summer Care registration begins on Tuesday, March 24, and closes on Friday, April 24 at 4:30 p.m. There will be a \$30.00 **non-refundable** registration deposit (cash/check) per family.

How flexible is scheduling?

- Parents are provided with the options of three, four, or five days a week.
 - 3-day options: M,W,F / M,T,W / T,W,Th / W,Th,F (any 3 days)
 - 4-day options: M-Th / T-F (any 4 days)
 - 5-day option: M-F
- In order to keep consistent attendance each day, when registering for Summer Care, priority will be given to families who are requesting the most days.
- **No changes to scheduling will be allowed after registration is submitted.**

What is the weekly fee?

- The following fees apply:
 - 3 days - \$101.00 (\$91.00 for each additional child)
 - 4 days - \$131.00 (\$118.00 for each additional child)
 - 5 days - \$148.00 (\$133.00 for each additional child)
- Payment is required the **FIRST DAY** your child is in attendance each week. There will be a one-day grace period, after which a \$5.00 charge will be assessed for each day your child attends without that week's payment.
- If your child(ren) is not signed out by 5:30 p.m., late fees will apply as follows:
 - 1st time - no charge
 - 2nd time - \$10.00 per child per 15 minutes
 - 3rd time - \$20.00 per child per 15 minutesEach additional time, the fee increases by \$10 for each child.

What will my child be doing all day?

- A typical week consists of three to four off-campus trips including (but not limited to) roller skating, ice skating, swimming, bowling, zoo, putt-putt golfing, and Knight's Action Park.
- Since it will take some time to arrange the field trips and bus scheduling, a detailed calendar will not be available until the parent information meeting on Thursday, May 14, from 6:30-7:30 in Room 205.

What about lunch and snacks?

- Hot lunch is not offered during Summer Care. Each child is responsible for bringing his/her own sack lunch each day. Refrigeration, vending machines, and use of microwave ovens will be unavailable.
- An afternoon snack will be provided daily around 3:30 p.m.
- Children are allowed to bring money for snacks only on days when off-campus trips are taken. The Summer Care staff will place this money in a filing system that is brought on all field trips.
- Because a snack is provided immediately following field trips, it is recommended that no more than \$5.00 be sent per child on field trips.
- If your child/children forgets a sack lunch, the parent/guardian will be called. A lunch will be provided the first time a lunch is forgotten.

Can my child bring toys/electronics from home?

- Children are allowed to bring toys from home. However, this is only allowed with the understanding that SCS Staff will determine when they can use them. If bringing toys from home becomes a problem, the child will not be allowed to bring them again.
- The following items will not be allowed at Summer Care (except on specially designated days): handheld gaming devices, tablets (iPads), iPods, and cell phones. Electronic devices will only be permitted on special designated Video Game days.

- Please note: SCS reserves the right to ask the parent not to send any particular item. Also, it is not Summer Care's responsibility to keep track of your child's possessions. If they are lost, stolen, or broken, Summer Care staff and Springfield Christian School will not be held responsible.

What are the check-in/check-out procedures?

- Parents/guardians are to sign their child(ren) in each morning and out each evening in the designated area.
- Parents/guardians are also responsible for checking the table and their family folder for information and/or updates.
- If someone listed on your emergency contact list is picking up your child(ren), they will need to present photo identification the first time. If someone not listed on your contact list is picking up your child(ren), you will need to notify the directors (written notice preferred), and they will need photo identification.

Will my child get a T-shirt?

- Yes! Each child will be provided with one t-shirt, which will be worn for all of our off-campus trips. The shirts will be left at school to be washed.

What if my child gets sick?

- Parent/Guardians will be contacted and the child will be sent home if:
 - He/She is running a temperature above 100
 - He/She has vomited or had diarrhea
 - It is believed additional medical attention is needed
- DO NOT send your child to Summer Care if he/she is contagious, has a temperature above 100, or has been sick within the past 24 hours. Please inform the staff if your child comes down with something contagious so we can be aware and inform other parents if necessary.
 - Any medication to be administered to your child must be in the original bottle and accompanied with a signed parent/guardian medication form, including over-the-counter medicines.

What about sunscreen?

- Your child will be spending a lot of time outside this summer. It is strongly encouraged that you put sunscreen on them before they arrive at Summer Care for the day and that you also send a bottle of sunscreen with them for re-application later in the day if needed. Summer Care staff will also put sunscreen on children before outdoor field trips and activities.

What is the dress code?

- Only one-piece swimming suits may be worn.
- No spaghetti strap tank tops and no tummies showing.
- No short shorts.
- On days we go bowling or skating, please send socks with your child(ren).
- Put child's name on all belongings.

Who will be with my child this summer?

- We only hire adults for our Summer Care program (typically they will be college students and young adults) hired as full-time staff for the summer, and typically working 8-hour shifts, five days a week.
- All SCS employees must pass a fingerprint-based criminal background check, and agree to live by the Springfield Christian School: Statement of Faith, Declaration of Moral Integrity, and Lifestyle Statement.
- We typically maintain a staff-to-child ratio of 1:10.

Behavior Plan

Though behavior problems are not frequent, having a behavior plan in place is important. Please read the following plan that will be implemented during the Summer Care program and go over it with your child so that he/she is aware of the plan as well. Each phase is described in detail below. The staff will keep documentation of behavior problems so that it can be discussed in detail with parents/guardians if necessary. If a child reaches the third phase twice during the summer, he/she will be removed from the program. Based on the nature of the behavior, SCS reserves the right to accelerate a child through the Phase/Step progression.

Phase 1:

Step 1: Verbal Reprimand - Detailed Information Recorded

Step 2: Cool Down Time (one minute per each year of age) - Talk to Child About Behavior - Detailed Information Recorded

Step 3: Cool Down Time - Staff Member and Child Discuss the Behavior - Detailed Information Recorded

Step 4: Strike 1 - (Child can no longer repeat phase 1)

Phase 2:

Step 1: Verbal Reprimand - Detailed Information Recorded

Step 2: Fifteen Minute Cool Down Period - Call Parents to Discuss Behavior and Explain Future Steps - Detailed Information Recorded

Step 3: Call Parents and Have Child Picked Up - Suspended for the Remainder of Day and the Following Day - Detailed Information Recorded - Strike 2 - (Child can no longer repeat phase 2)

Phase 3:

Step 1: Verbal Reprimand - Detailed Information Recorded

Step 2: Twenty Minute Cool Down Time - Call Parents - Detailed Information Recorded

Step 3: Parent Must Come to Pick up Child - Detailed Information Recorded - Strike 3 - (Child May Not Come Back To Summer Care)