

ST. LUKE SCHOOL SUMMER PROGRAM 2020
JUNE 22- AUGUST 14
Telephone #: 825-7105 Ext: 232

Philosophy: To provide a safe, fun, warm and loving atmosphere for each child in our program during the summer months. To provide activities and experiences that foster learning and promote positive self-esteem emphasizing our Christian values.

General Information:

- Open 7:00 a.m. to 5:30 p.m. Monday-Friday (closed July 3rd)
- School age children grades preschool-8 (grade entering in August)
- Supervised by certified teachers and adult aides at a ratio of 1/10-12
- Breakfast and Lunch are free from the Department of Education. Children may pack lunch if preferred. An afternoon snack and drink will also be provided.
- Children will need to dress appropriately for the weather.
- Sneakers are preferred every day and are required for the gymnasium and playground.
- Students should pack a bookbag with a water bottle, sunscreen, towel, swimsuit, and flip flops or water shoes every day.
- PLEASE LABEL ALL PERSONAL ITEMS

Daily Schedule:

7:00 a.m. Open for the day/Free Play
8:30 a.m. Breakfast
9:00 a.m. Opening prayer and instructions
9:20 a.m. Activities and Programs
11:30 a.m. Lunch
12:00 p.m. Rest/Quiet Activities/Reading (bring a book)
12:30 p.m. Free Play
1:30 p.m. Activities/Programs
3:30 p.m. Snack – snack and drink are provided (donations are welcome)
4:00 p.m. Movie
5:30 p.m. Close for the day

*schedule itself, and order of the schedule may vary from time to time but will usually be adhered to.

Activities: will include but are not limited to arts and crafts, cooking, baking, games, sports, scavenger hunts, treasure hunts, music, karaoke, science activities, water activities, and more.

Field Trips: Right now there are no field trips due to Covid-19 but this is subject to change as we progress through the summer.

Registration Policy:

A completed application is required to register your child(ren). An emergency form must be completed on their first day. This year the registration fee can be added to the first week's check instead of sent in ahead of time.

Financial Policy:

<u>Cost for Full Week Attendance</u>		<u>Daily Rate 1-4 Days</u>	
1 child	\$140	1 child	\$40
2 children	\$210	2 children	\$60
3 children	\$280	3 children	\$80
4 children	\$350	4 children	\$100

*There is no charge for non-attendance days. The program is funded entirely by the fee charged. The bill must be paid on Monday of each week or on the first day of attendance for that week.

Checks made payable to: St. Luke School – in the memo section please write Summer Program and the number of days attending that week. Cash payments will receive a receipt. Bank returned checks will be charged \$25.

Attendance: Attendance forms will be available at the sign in table and will need to be completed at least a week in advance. Breakfast and lunch orders will be included on the attendance form. Please review the menu with your child before choosing for them. Menus will be available monthly.

Child Illness Policy: Please be considerate of others especially during this time. Keep your child home if they show any signs of fever, sore throat, nausea, or serious cold. Should your child become ill, you or the person on your emergency data form will be contacted immediately.

Medication Policy: If medication must be administered to your child, it needs to be given to a supervisor or assistant supervisor and a medication form must be completed. Medicine must be in its original container. This includes antibiotics, Tylenol, Aspirin, ointment, cough drops etc. Parents are responsible for picking up medicine and taking it home.

Accidents/First Aid/Emergency Procedures:

With accidents that are minor in nature, first aid will be administered by a staff member. If further medical attention is necessary, the following will be met:

1. Contact parent or guardian, if there is no answer, we will call next emergency contact.
2. If no contact can be made, we will follow emergency instructions on your emergency form. (hospital, doctor)
3. If emergency is life-threatening, staff will call 911.

HOW CAN PARENTS BE HELPFUL:

- Label children’s clothing, jacket, sunscreen, water bottle, towel, lunch, bag, **everything**.
- We welcome birthday treats and any other snack donations.
- Donating new or used toys, games, books. (These items will be sanitized and quarantined before we use them to follow the CDC guidelines)

Keep us informed of your child’s needs and notify us with concerns or questions.