

Grace Lutheran Church & School Menomonee Falls, Wisconsin

Summer Sizzlers Program Policies and Guidelines



PHILOSOPHY

Grace Lutheran Church and School believes that it is the Church/school's responsibility through people, programs, and resources to help meet the needs of young people and their parents. Through the Summer Care Program, we offer Christ centered care to children who are in need of supervision during the summer break.

MISSION STATEMENT

The Grace Lutheran Summer Care program will proclaim the Gospel through a variety of activities and events; it will teach the Biblical and Lutheran understanding of Word and Sacrament; and the staff will minister to the physical and spiritual needs of all who participate in the program and come under its service.

GOALS

- To provide a safe, secure, and loving environment where the Lord is always present.
- To provide a structured program that incorporates a variety of interesting in-door and off-site activities but gives children some time and freedom to be themselves and choose their own activities.
- To provide a variety of age appropriate activities that are fun and have educational value.
- To employ loving and caring adults who listen to the child's needs, give support, encouragement and are flexible.

POLICIES AND PROCEDURES

A. Admission

Parents must complete and submit a summer registration form. **An \$18.00 per child Summer Program fee must accompany the registration form or the registration will be considered incomplete.** Children must be enrolled students of Grace Lutheran School or members of Grace Lutheran Church. The 3rd child in a family does not pay the registration fee.

B. Program Hours

The Summer Program is available beginning on Monday, June 3rd, 2013 and ending on Wednesday, August 21st, 2013. It is open Monday through Friday from 7:00a.m to 6:00p.m. (If there is a need for care between 6:00 a.m. and 7:00 a.m., please contact us for availability.)

C. Fee Structure

Two rates will apply during the summer. Either the daily rate or the hourly rate can be chosen. The rate indicated on the registration form will apply for the duration of the Summer Program. By signing the registration form the parent/guardian agrees to pay the rate they have chosen. The hourly rate is \$4.10 per child. Fees will be calculated to the ½ hour. **Any part of a half-hour is charged as a half-hour.** The daily rate is \$37 per child. **Any part of day will be charged as a full day.**

A late fee of \$5.00 per 10 minutes is charged for each student who is left after the 6:00 p.m. closing time. The late fee is in addition to the regular hourly or daily fee. If there is insufficient pre-paid time then extra time must be purchased when the child is picked up. Consistent late pick up will result in suspension from the program.

The Summer Care Program is a pre-paid program. Time blocks can be purchased from Summer Care by leaving a check with a member of staff; the hours/days will then be credited to your account. Those paying the hourly rate can buy time blocks in multiples of 10 Hours. Those using the daily rate can purchase day blocks in any quantity they require.

Statements will be emailed weekly indicating the hours or days remaining on your account. If the purchased time has run out, a more time **MUST** be purchased before your child can return to the Summer Program. If payment is overdue it will be sent to the financial secretary and thus handed

over to a collection agency and the child(ren) will be suspended from the Summer Program. Checks issued with insufficient funds will result in your account being charged a \$30.00 service fee, which must be paid prior to your child returning to the Summer Program. The above fees apply to the 2013 Summer Program only.

D. Scheduling

A written schedule will be required from each family prior to the Summer Program beginning. This schedule should show hours and days that each child will be attending during the 11 week program. There are no daily or weekly minimum requirements. Vacation time should be noted on this schedule if known. Changes to this confirmed schedule are not permitted without the prior agreement of the Program Director. Any changes to the schedule will be charged at a daily rate of \$20 per day for each day changed from the original schedule. If you have "booked" a day and time and do not arrive you will be charged for the full hours that you had schedule. Late arrivals or early pick-ups are allowed as long as it does not interfere with field trip departures or other planned activities.

E. Location

All sessions from 7:00 a.m. through 6:00 p.m. Monday through Friday will be located in the Extended Care Rooms in the Fellowship Hall. There may be occasions when the Program will be moved to another location because of a previously booked event. Parents will receive notification if there is a new pick up point. There will also be activities that will take place in other locations in the building a note of where the group is will be left by the sign in/out sheet in the Fellowship Hall.

F. Field Trips

There will generally be three field trips during each week. Two days of each week will be spent on campus. A field trip schedule will be provided to each parent/guardian giving an approximate itinerary of events. A General Field Trip Permission Form and Summer Field Trip Schedule for each child, must be signed and returned to the Program Director prior to the start of the Summer Program in order for children to be able to participate in the summer field trips.

G. Arrival and Pick Up

In the morning students are to enter the building through the glass doors by the kitchen/gym. Coats and bags can be left on the coat hooks and racks in the hallway behind the kitchen. When picking up children from the Program the same glass doors by the kitchen/gym should be used. **YOU ARE REQUIRED TO COME INTO THE EXTENDED CARE ROOMS** to pick up your child(ren). This is for the safety of your child(ren). You must also sign your child in and out and record the time on the sheet provided. If a time and signature is missing, staff will record an estimated time of arrival or departure.

If someone, other than those people listed on the authorization form will be picking up your child(ren), please provide a note in person to a member of staff. Ensure that this person has proper ID since they will be asked for identification. If you are picking up from a Field Trip location you may authorize a member of staff to sign your child out on their return to Grace. The time recorded will be the time you collected you child(ren) from the field trip.

H. Dress Code

Shorts and T-shirts are acceptable for summer wear. Shorts should be of an appropriate length (should reach the tip of the fingers when hands are held down by the side), they should not be torn or ripped, have writing on the back, too tight or "baggy". T-shirts should not have "spaghetti" straps (sleeveless is acceptable), be too low-cut, too tight or too short. T-shirts will not have inappropriate language, symbols or pictures on them. Dresses, if worn, will not have "spaghetti" straps (sleeveless is acceptable) and will reach to at least 6 inches above the knee. One piece

bathing suits are required for any water activities. Closed toed sandals are recommended, although flip-flops will be allowed. Gym shoes will be required for indoor activities.

I. Leaving the Extended Care Room

On the occasions when children are involved in other school activities, such as tutoring or summer program activities they will be allowed to leave only with prior written permission from their parents. This need only be done at the start of the summer program. Time spent at school activities will not be charged to your account. For those on a daily rate, hours will be credited to your account. For each 10 hours credited you will earn a "free" day.

J. Lunch and Snacks

Parents will need to provide a morning snack and drink each day. If drop off is before 8:00am parents may provide a "breakfast" and drink for their child. Each child must bring their own morning snack and drink and cold lunch and drink each day. Microwaves are available to heat food. Some field trip days will include a hot lunch or will require a bag lunch, prior notification will be given. An afternoon snack and drink will be provided by Summer Care. We ask that only fruit juice, milk or water be sent with lunch or morning snack.

K. Sickness

Please do not bring your child(ren) to the Summer Program if they have been ill with a fever, vomiting or diarrhea in the last 24 hours. If a child is not going to be attending due to sickness please call and let a member of staff know by 8:00am. You will not be charged for sick days up to a maximum of 5 days for the duration of the summer program. After 5 days you will be charged the \$15 cancellation fee for each additional sick day taken.

L. Closures

The Summer Care Program will not be available on Thursday July 4th or Friday July 5th, 2013.

GENERAL DAILY ROUTINE

7:00am-8:00am	Playtime/Quiet Activity/Breakfast (Parents provide)
8:00am-9:30am	Reading/Work Book/Study Time
9:30am-10:00am	Snack (Parents provide snack and drink)
10:00am-11:30am	Outside/Gym/Outdoor activity
11:30am-12:15pm	Lunch (hot or cold lunch and drink)
12:15pm-1:00pm	Video/DVD/TV
1:00pm-1:45pm	Outside/Gym/Outdoor Activity
1:45pm-2:45pm	Indoor Summer Project Work
2:45pm-3:45pm	Project/Craft/Games
3:45pm-4:00pm	Snack Time (Provided by Extended Care)
4:00pm-4:45pm	Outside/Gym/Outdoor Activity
4:45pm-5:30pm	Craft/Playtime/Games
5:30pm-6:00pm	Clean-up/Quiet Activity

PLEASE NOTE: THESE ROUTINES ARE JUST AN OUTLINE OF OUR ACTIVITIES, WE ARE FLEXIBLE AND REGULARLY CHANGE OUR ACTIVITIES AND ROUTINE TO MATCH THE CHILDRENS NEEDS. THIS DOES NOT INCLUDE FOR OUR FIELD TRIP SCHEDULE WHICH WILL VARY.

Grace Ev. Lutheran Church and School
262-251 7140 Ext. 109
SUMMER SIZZLERS
Registration Form



Student Name (First/Middle/Last) _____

Grade Entering _____ School Year _____

Address _____

City _____ State _____ Zip _____

Parent(s) Name _____

Home Phone Number _____ Email: _____

Mothers Work Name & Address _____

Days of the Week _____ Hours _____

Mothers Work Phone _____ Cell Phone _____

Fathers Work Name & Address _____

Days of the Week _____ Hours _____

Fathers Work Phone _____ Cell Phone _____

Emergency Contact Name and Phone

1. _____

2. _____

3. _____

OVER.....

Please record days and times Summer Care will be needed on the attached summer schedule. The Program is available Monday through Friday from 7:00 a.m. to 6:00 p.m.

\$18.00 Registration Fee Paid _____ Date _____ Cash _____ or Check Number _____

Summer Program Rate	Daily \$37/Day	YES
	Hourly \$4.10/hour	YES

I agree to pay this rate for the duration of the Summer Program (6/3/13 to 8/22/13)

Parent Signature _____ Date _____

Please list and describe any medical conditions or allergies that the Summer Care Staff should be aware of.

If necessary the emergency cards on file in the Grace Lutheran School Office for the current academic year will be used for needed information. Parent signature below authorizes the use of this information as well as permission for the Summer Care Staff to call 911 for emergency medical needs.

Parent Signature _____ Date _____

My child has my permission to be given Tylenol or other brands of acetaminophen while in the Summer Care program. YES____ NO____

Parents Signature _____ Date _____