

Summer Care Program – 2017 Contract

_____ **Field Trip Fee / \$75.00 per participant**

Student Information: (please print)

Child's Name _____ Fall 2017 Grade _____ T-shirt Size _____

Child's Name _____ Fall 2017 Grade _____ T-shirt Size _____

Child's Name _____ Fall 2017 Grade _____ T-shirt Size _____

T-Shirt Sizes: Youth – Small (YS) Medium (YM) Large (YL) Adult – Small (AS) Medium (AM) Large (AL)

Parent Information:

Please list which parent is to be called first: _____

Parent Name/s _____

Address _____

Email Address You Prefer We Use for Communications: _____

Best 2 Telephone Numbers to Reach You Between 7:00 AM and 5:45PM Monday-Friday:

1.) _____ 2.) _____

Health Information:

Doctor: _____ Clinic _____

Phone: _____ Dietary or Medical Needs: _____

Other Concerns: _____

If medications need to be given, please fill out and return the Permission form found at the bottom of this contract.

Emergency Contact Information: (if parent cannot be reached)

First Contact Name: _____ Phone: _____

Second Contact Name: _____ Phone: _____

Please Circle the Days Attending: M T W TH F Drop-In Care

Conditions for Drop-In Care: Call 763-762-7361 by 5:45 PM *the day before* you need drop-in care. You may also schedule drop-in care in advance by e-mail to: cindypikovsky@saintvdp.org

Hours of Operation: 7:00 AM to 5:45 PM

7:00 AM to 8:45 AM – Check in on Field Trip Days

8:45 AM – Drop off time for Catholic Camp 6/26-6/29

8:45 AM to 3:30 PM – Program Activities and Field Trips

3:30 PM to 5:45 PM – Parent Pick-Up on Field Trip Days

Days of Operation: Week 1 – June 19-June 23

Week 2 – June 26-June 30

(Catholic Camp)

Week 3 – July 5-July 7

(Closed July 3 and 4)

Week 4 – July 10-July 14

Week 5 – July 17-July 21

Week 6 – July 24–July 28

Week 7 – July 31-August 4

Week 8 – August 7-August 11

Week 9 – August 14-August 18

(closed last 2 weeks of summer for Education Center cleaning needs)

Program Fees:

\$175.00 - 5 days per week

\$140.00 - 4 days per week

\$117.00 - 3 days per week

\$78.00 - 2 days per week

\$43.00 - 1 day per week

\$53.00 - per day drop in care

\$75.00 - one-time field trip fee *per participant*

5% Discount for 3 or more children

No credit for absences

Payment:

Payment is based on the number of days registered for and not on attendance. Once you have signed your child up as a drop-in you will be charged regardless of attendance. Please contact Dorothy Malone at dorothymalone@saintvdp.org with all billing questions.

Because the SVDP Summer Care Program has budgeted and staffed for your child's attendance throughout the time period stated above, you will be responsible for full summer payments even if you choose to withdraw your child from care before August 18, 2017. Please initial: _____

Parent/Guardian Signature

Date

Permission to Administer Medication

I hereby give permission to The St. Vincent de Paul Royal Kids Summer Care Program to administer

_____ to _____
(Name of Medication) (Child's Name)

(This includes both prescription and non-prescription medications. These products must be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist.)

Signed _____
Parent or Guardian of Child

Medicine to be given at _____ Dose _____ From: _____ To _____
(Time) (Date) (Date)

The SVDP Summer Care Program participants and staff are under the direct supervision of Cindy Pikovsky, who is responsible for the day to day operations of the program. Cindy reports to Dorothy Malone who reports to SVDP School Principal, Lisa Simon.

Contact Information: Cindy Pikovsky ~ 763-762-7361 or cindypikovsky@saintvdp.org
Dorothy Malone ~ dorothymalone@saintvdp.org Lisa Simon ~ lisasimon@saintvdp.org

Important Changes to Catholic Camp – June 26-June 29:

Catholic Camp is a program that builds off each day and groups are carefully arranged so the children get maximum benefits from attending. When your child does not attend each day it is detrimental to the group dynamic, as well as posing a problem for the volunteers and staff. Last summer the Summer Program registered and paid for 49 children to attend Catholic Camp. An average of 31 children attended each day and many did not attend all 4 days. Not only did the Summer Program pay for those who did not attend, but Catholic Camp groups were negatively affected.

This year Summer Program will provide the registration forms for Catholic Camp. You will fill them out and return them to Cindy Pikovsky along with the registration fee of \$32.00 per child. If your child attends all 4 days, Summer Program will credit your Summer Program account for the \$32.00.

The only space available to Summer Program the mornings of Catholic Camp is the Music Room. (Outdoor areas are not available) We will provide care in that room for children who are not attending Camp.

Bottom Line...please commit to sending your child to Catholic Camp all 4 days once registered!

Drop Off and Pick Up:

Enter through the door in the back of the building between the loading dock and the playground. As we are a secure facility, there is a buzzer on the wall to the right of the entry doors. Press that and we will unlock the door. The Summer Program is based in the cafeteria to your right. Always sign your child in and out at the book located at the table near the front of the cafeteria.

If it is necessary to have another person pick your child up from the SVDP Summer Care Program, please send a note that includes the name of the person picking up your child on that date. You must drop your child off by 8:45 AM in order for them to be escorted to Catholic Camp and to attend field trips.

Items to Bring and Keep at Summer Care:

- Bathing Suit and Towel
- Tennis shoes are needed for gym, field, playground, play and for certain field trips. If your child does not have tennis shoes for any of these activities, he/she will not be allowed to participate.
- Please supply your child with the sun screen they will be using. Include a spray and be sure to replenish their supply as needed.
- Water shoes or tennis shoes needed every Friday for sprinkler fun on the field. No shoes/no participation. No exceptions!

Meals and Snacks:

Pizza lunch is provided on Fridays. Participants must bring a bag lunch, including beverage, Monday, Tuesday, Wednesday, and Thursday. A morning and afternoon snack are provided daily. Water is available at all times.

Field Trips:

Please drop off your child by 8:45 AM and pick up after 3:30 PM on field trip days. Provide all necessary waivers applicable to the field trip. Waivers will be found on the SVDP website when available. Please be sure that your child has appropriate shoes and clothing for the field trip. All Summer Staff go on field trips. If your child cannot participate in a field trip for any reason, you must not send them to the Summer Care Program as there is no staff available to care for him/her at the Education Center.

Sun Protection:

Please sunscreen your child, head to toe, every morning with the highest possible SPF sunscreen. If your child is prone to sunburn, please provide a sun shirt and hat to be worn while outside or at the beach. FYI...each Summer Program staff applies sun screen to at least 10 children. It is impractical to wash hands between each child. It would be very helpful if you could teach your children to apply sun screen to their own faces. Summer Staff will use sprays to apply sunscreen to extremities and backs. They will not apply creams to these areas. Please talk to Cindy with concerns.

Care of Ill Children:

A parent will be notified immediately and will be expected to pick their child up ASAP when their child develops any of the following symptoms:

- Oral temperature of 100 degrees Fahrenheit or over
- Vomiting
- Diarrhea
- Rash of unknown origin

Personal Belongings:

Any toys or items brought from home will be the responsibility of the student. SVDP Summer Care Program cannot be responsible for any lost or damaged items brought from home.

Inclement Weather and Emergency Dismissal Policy:

SVDP Summer Care Program will follow the policies of the school in the event of inclement weather or an emergency. Every attempt will be made to notify parents in the event of a necessary closure of the program during program hours. If the parent cannot be reached, emergency contacts will be notified to pick up your children. Staff members will remain until all students are picked up.

If the SVDP Summer Care Program needs to close during their entire operation hours, you will not be billed for that day.

Pictures:

SVDP Summer Care Program may take pictures of participants and activities to be used to promote the program in brochures or on the SVDP web site. If you do not wish to have your child's picture taken or used in this way, notify Cindy Pikovsky at cindypikovsky@saintvdp.org

Discipline Policies:

It is the goal of the SVDP Summer Care Program to provide a safe, respectful environment for all children and staff. Participants of the program will be expected to respect others and their property, follow staff directions, and act in a safe manner toward themselves and others. When conflicts arise the staff will respond in a manner appropriate to the age of the child involved. This will include redirecting the child to a more appropriate activity and communicating the expectation of appropriate behavior to the child in a non-threatening, respectful manner. If the inappropriate behavior continues the child may be removed from the activity for a short time and be given the opportunity to process through the incident with a staff member. When these methods of guiding a child's behavior fail or the child threatens the safety of other children, the child will be separated from the group.

Problem behavior will be communicated to the parent through verbal communication.

If ever a child's behavior is out of control and threatens the safety of other children and staff members, the parent will be contacted and expected to pick their child up for the remainder of the day. A parent conference will then be required.

Parent/Guardian Signature

Date