

Policies and Procedures Updates

Dear Parents/Guardians,

As we approach the end of the school year and the start of Summer Recreation I wanted to provide a few updates and reminders regarding our program. As always, if you have any questions or concerns feel free to reach out. We have many fun activities planned for the kids and we are really excited to be offering this program this summer.

New Contact # 586 942 3495

Backup # 586 344 5407 (Just in case cell phone signals are not picking up on the main number)

Email: mgreenwold@abs.misd.net

Arrival and Dismissal

- Students will enter the building through door #1. You will be asked to sign your child in for attendance purposes. Please look for the designated table to complete this process.
- At 1pm, students will be dismissed from door #1. There will not be any sign-out procedures at this time unless specifically requested. This is similar to school dismissal. Students should be aware of the plan for who is picking them up at 1pm. If there is any question at this time, we will make calls based on the contact information we have.
- Students are expected to be on picked up on time at the conclusion of the Summer Recreation program. Please contact us immediately if you are unable to do so.
- If you need to drop off your child late or pick up your child early, please call or text the numbers above and let us know.
- There are a number of programs happening at Middle School South this summer. You may see other students there during our program who are attending other classes within the building.

Parent Responsibilities

- Make sure all registration information is current.
- Make Director aware of ALL allergies or other medical concerns. We do not dispense medication unless special arrangement has been made.
- Make Director aware of ALL changes in attendance schedule.
- Read all communications such as: e-mails, newsletters, and postings
- Pick child up by 1:00 p.m.
- Listen to concerns from the Director regarding child and work with the Director on a suitable resolution to any issues.

- Make alternative arrangements for ill children.
- Dress child appropriately for outdoor play (weather permitting).

Personal Items/Electronic Devices Clothing

- Children will participate in a variety of activities including indoor/outdoor play and arts & crafts, please dress accordingly.

Toys

- Do not bring any toys or stuffed animals from home.

Cell Phones/Electronic Devices

- Students are NOT allowed to use any electronic device, (including cell phones) without explicit staff authorization. If needed, students can bring a small bag to put their phone in.
- The SACC summer camp WILL NOT assume any responsibility for lost, stolen or damaged personal property.
- Your child's name should be clearly labeled on each item.

Health Policy & Procedures

- Children with signs of illness should be kept home to insure their health and well-being as well as that of the other children. If a child has any of the following conditions, the parent will be notified to pick the child up immediately:
- Fever over 100.4 degrees (Children must be fever free without fever reducing medication for 24 hours before returning to camp)
- Vomiting or diarrhea
- Lice-Physician's note is required to return
- Contagious diseases 5 Revised: 4/1/2023 Serious Injury - In the event of a serious injury, 911 will be called. A parent or emergency contact person listed on the Child Information Record will be contacted. If a child must be transported to a medical facility, a staff member will accompany the child until a parent is present.

Minor Injury

- Staff will conduct necessary first aid; cuts will be washed and bandaged, and bumps will have ice applied. A record is kept of all injuries and accidents requiring first aid.
- Medications – Director should be notified if you have any special circumstances.
- Allergies - Director must be informed of any allergies or medical conditions. If your child has allergies and/or a medical condition, a Health Action Plan must be in place.

Health Action Plans must be completed for children with diabetes, seizure, asthma, and if necessary, a General Health Care Plan. Please be aware we are a peanut/treenut safe/aware camp.

Snacks

- A small snack will be provided (pretzels, cheez-its, animal crackers, etc.) Students may bring their own water bottle. Please make sure it is clearly labeled.
- Students should not bring any other food with them. Please have them eat before they attend.

Inclement weather/Building closure

- In the event of inclement weather or a building issue, it is possible that summer recreation could be cancelled for that day. I will provide updates via email as soon as any information is available.

Discipline

- Students are expected to maintain self-control and a cooperative attitude. Staff will clearly define behavior expectations and consequences for negative behavior. The program director will speak with parents regarding any behavior incidents. Disruptive behavior, disrespect, foul language, and threats of any kind are not tolerated and may result in the removal of your child from our program.

Dismissal from program

- Failure to observe operational hours.
- Any behavior that causes harm or injury to another child or staff member.
- Ongoing disruption to the program by parent or child.
- Other reasons as determined by the program director.

**No refunds are given