

# ST. GABRIEL 2010 SUMMER CARE HANDBOOK



Dear Parents,

I'm sure all of you have been anxious to hear more information on Summer Care. The staff has been very busy organizing and planning our weekly themes and activities. ***Please take the time to read this letter carefully and keep it handy so you will understand our policies. Even if your child has attended in the past, please read this information again as there are always a few changes. Also, there are several forms that must be returned no later than Thursday, April 29.***

## **DAYS OPEN AND CLOSED:**

It is always necessary to close for several days at the beginning and the end of Summer Care so that the staff has sufficient time to set up, close down, maintain the building, and prepare for the new school year. However, due to the many snow days, we will not be closed at the beginning of the summer. We will be having the first week of Summer Care in the Gym in order to allow for maintenance of the Child Care Center and Pre-K house, and we will provide more information on this week before the start of Summer Care.

We will begin Summer Care on Tuesday, June 1. Fall classes will begin on Thursday, August 19, according to the tentative 2010-2011 school calendar. We will end Summer Care on Friday, August 13. (If there are any changes in these dates, we will notify you.)

We will close on Monday, May 31, in observance of Memorial Day, Monday, July 5, in observance of the 4<sup>th</sup> of July holiday and on Friday, August 6, due to the parish picnic. The regular weekly fees will be due on these weeks.

## **SIGN-IN AND SIGN-OUT:**

Summer Care will be held in the child care center from 7:00 A.M. – 6:00 P.M. Monday through Friday. Please enter the glass double doors as you do for After School Care. We will also use the Pre-K house for those going into Kindergarten and First grade. They will still be dropped off and picked up in the child care center. They will utilize that building for snacks, lunch and rest time on an "as need" basis.

All children must be officially "signed in" in the morning by a parent or guardian and later "signed out". Do Not Drop Off Children! There are daily field trip permission forms to sign and other information about your child's day that needs to be communicated. *If a parent or guardian does not bring his/her child to the center in the morning, a dated note of permission must be sent allowing the designated person to sign the permission for formal or informal field trips.* (A form is enclosed that may be used for your convenience. More forms will be available at the sign-in desk.) There are no provisions to keep children at the center during field trips. If you fail to sign the field trip permission form, our only alternative is to call you at work to send a fax or to come back to the center to sign appropriate papers, or make arrangements for someone to pick up your child.

## **RELEASE OF CHILDREN:**

All children must be signed out by a parent or other authorized individual. If any changes occur regarding persons authorized to pick up, the staff must be notified in writing. No phone call authorizations can be accepted. Also, notes for release of children brought in by unauthorized persons cannot be accepted. If you have access to a fax machine, permissions will be accepted at the following **Fax number: 239-1298**. However, you should first notify the child care office at 239-1298. (Please note that the office number and fax number are the same.)

## **PARENT PERMISSION FOR ACTIVITIES ON THE PREMISES:**

The staff must be given handwritten permission in order for your child to attend any school activity on the premises, such as summer school, tutoring, special classes, sports practices, etc. Cindy or Sharon must be given advance notice of any of these activities.

**PARENT PERMISSION FOR PHOTOS:**

The SGCC staff takes pictures of the children throughout the summer. We will send photos via email throughout the summer. Please sign permission for this and include your email address on your registration-medical form.

**PARENT PERMISSION FOR VIDEOS:**

Also a new State Guideline requires that we have a signature for PG movies to be shown during rest time. Please sign permission for this on your registration-medical form. I will also email a list of movies weekly to the email addresses that we have on file as the titles become available.

**MEDICAL INSURANCE CARDS:**

A copy of each child's or families insurance card must be returned with the enclosed registration/medical form.

**IMMUNIZATION CERTIFICATE:**

All children's immunization certificates must be current before they are able to attend Summer Care. We will notify you if your child's certificate has expired or will expire.

**FEES:**

The fee is \$140.00 per child per week (there is no weekly activity fee), however, fees will not be paid on a weekly basis. Rather, fees can be paid in 1, 2, or 4 installments as listed in the chart below. These fees are calculated assuming you will take advantage of the one week vacation credit. If you do not take a one week vacation credit you will be charged for that week at the end of the summer. You will be given an Automatic Withdrawal Authorization Agreement if your child participates in the program and you do not already have one on file. This agreement is mandatory and must be completed and returned along with the Registration/Medical Form. You do not have to fill out a new agreement if you already have one on file.

<b>Number of Installments</b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>
1 *	\$1,400.00	\$2,800.00	\$4,200.00
2 **	\$700.00	\$1400.00	\$2,100.00
4 ***	\$350.00	\$700.00	\$1,050.00

The Full Payment amounts are subject to change if we need to adjust the Summer Care start date due to snow days.

\*Due by last day of school.

\*\*Payments will be withdrawn on June & July 15 or June & July 30

\*\*\*Payments will be withdrawn on June 15 & 30 and July 15 & 30.

If it is necessary that you withdraw your child/children from the program, you must give at least two weeks' notice.

Receipts for payment are available upon request. If you have any questions concerning payments or fees, please see Cindy or Sharon.

**LATE CHARGE PICK-UP FEES:**

A \$1.00 per minute late fee after 6:00 P.M. (No exceptions)

**WHAT TO BRING:**

Please plan on leaving the following items at the center for the summer. Each child will have his/her own cubby and a rest mat/sheet.

1. A change of clothes: T-shirt, shorts, socks, and underwear in a bag labeled with child's name.
2. Rest time: Children should bring a **small** pillow and/or **small** blanket that must fit inside a tote bag (16" x 18") that will hang in each child's cubby. (Items will be returned if they do not fit inside the tote bag.) This bag will be provided by SGCC and will be kept at the center. Please do not send sleeping bags. Movies relating to our weekly themes will be shown at this time. (See Video policy above)
3. Swimmies, life jacket, or small ring: These items, labeled with child's name, should be brought for those who need them. Please do not bring large, inflatable toys.
4. Tennis shoes: Children may wear sandals or flip-flops on swim days only. **Tennis shoes must be worn on all other days for safety reasons.** If a child wishes to play outside at the center on swim days, he/she must bring tennis shoes on that day.

**LABEL ALL ITEMS BROUGHT FROM HOME WITH CHILD'S NAME!!!**

### **WHAT NOT TO BRING:**

1. Toys, dolls, games, valuables, money, or good clothes
2. Drinking cups (We will provide a sport bottle for each child to keep at the center.)

### **FIELD TRIPS:**

We will walk to those places nearby, use school buses, and may even ride the TARC. **If a sack lunch is needed on a field trip, a drink must also be brought from home and packed together with the lunch.** All lunches and drinks are kept in coolers. The cost of all field trips is included in your weekly fee. The children may not bring extra money. If the weather causes a field trip cancellation, alternative center activities will be scheduled in the Child Care Center or school gym.

**For your information, activity sheets will be given out weekly.** The first week's sheet is enclosed in this packet. It helps if you let us know if your child/children will not be here on a FIELD TRIP DAY where tickets must be bought in advance or when food is ordered in advance.

*A field trip permission form must be signed by a parent or guardian before a child may attend any field trip. If a parent or guardian does not bring his/her child to the center in the morning, a dated note of permission must be sent allowing the designated person to sign the formal or informal permission form at the sign-in desk. The children of those families who take a week's vacation credit may not participate in St. Gabriel Summer Care activities during that week.*

If your child has a health limitation that restricts his/her participation in any outdoor activity, you will need to make other arrangements on that day.

### **T-SHIRT:**

All children will be given a T-shirt to be kept at the center and worn on field trips and places where we expect to interact with other children. This is a visual help in keeping up with our group of children and keeping them safe. These will be kept at the center and laundered by the staff.

### **SWIM DAY:**

We will be going again this year to Upper Highlands Swim Club located at 2413 Parkdale Avenue off Browns Lane on most Mondays from 10:00 A.M. – 2:00 P.M. These days are reserved for St. Gabriel and Ascension Summer Care children. We will also be going to Happy Acres Swim Club, which is located on Hudson Lane across the street from St. Gabriel, on most Fridays from 9:30 – 11:30 A.M. These days at Happy Acres are designated for SGCC children only. **WATCH YOUR WEEKLY ACTIVITY CALENDARS!!**

On swim day, because we go to the pool shortly after your child arrives, we request that your child come ready to swim dressed in swimsuit with cover-up. Send towel and necessary clothes (shorts, T-shirt, underwear) in a labeled bag for changing after swimming. If your child wishes to play outside at the center, he/she must also bring tennis shoes on that day. **If your child has any swimming restrictions, please designate on the enclosed swimming form.**

### **SUNSCREEN:**

Sunscreen should be applied each swim day (or other days when needed) before coming to the center. Sunscreen can be reapplied by a staff person with parental permission. *A Permission for Sunscreen Application* is included in this packet and should be returned with your registration/medical form on April 29. COPPERTONE KIDS CONTINUOUS SPRAY SUNSCREEN (SPF 50) will be supplied by SGCC. You do not need to provide sunscreen for your child/children unless your child is allergic to this brand. If your child is allergic, you must supply a doctor's note and your own sunscreen. If you have any questions, please ask Cindy.

### **MORNING SNACK:**

This will be served from 8:45 – 9:15 A.M. only, except on swim days and early field trip days. On these days, snack will be served from 8:15 – 8:45 A.M. Milk and juice are also provided. Snacks cannot be held for those who arrive after the children are dismissed. Also, we ask that you do not send a breakfast snack to the center.

### **AFTERNOON SNACK:**

This will be served from approximately 3:00 – 3:30 P.M. Times may vary on field trip days. Milk and juice are also provided.

### **DAILY SACK LUNCH:**

This must be brought from home except on days when we eat out or food is brought to the center. Lunches will be refrigerated. We provide milk and juice but children may bring a drink if they wish. Please do not send foods that need preparation on a stove or in a microwave, and make sure all items are disposable. **Do not send lunchboxes, Tupperware, silverware, glassware, or "fast food"**. Please send plastic forks or spoons if needed. Lunches should be nutritious!

### **BIRTHDAYS:**

We love to celebrate birthdays, ½ birthdays, or special occasions with your help. Please let us know in advance if you would like to send a special treat. Due to day care regulations, we cannot accept home-baked goods.

### **MEDICATIONS:**

In order for any medicines to be given, you must sign a daily permission form that will be kept in a folder at the sign-in desk. This sheet states the child's name, medication, dosage, time given, and signature of parent and person giving medication. All medications and inhalers are kept in a locked box at the center.

**Prescription drugs** will be administered when parents send prescription medicine in a recently prescribed bottle with the original label from the pharmacy, along with a completed medication form obtained from the center (a copy of which is enclosed).

**Non-prescription drugs** will be administered when parents send the medication in the original bottle or tube and when there is a note from the physician stating that the child has permission to take the medicine. The note from the physician, explaining why the child needs to take the drug, when he/she is to take it, and the dosage amount, needs to accompany the medicine to the center.

**Inhalers** that are brought to the center must be accompanied by a note or letter from the physician on when and how many times the inhaler may be used, along with a completed medication form obtained from the center (a copy of which is enclosed). The inhaler must be in a recently prescribed box with the original label from the pharmacy.

**\*Parents who signed the SGCC medication form for prescription medicine or inhalers during the last school year are not required to sign another form until the next school year begins.**

### **CONTACT INFORMATION OR NUMBERS TO CALL DURING SUMMER CARE HOURS:**

Child Care Office and Sign-In/Sign-Out Desk – 239-1298

Fax – 239-1298

Cell Phone – 649-2044 (to leave a message)

Cindy's cell phone – 417-7875

Cindy's E-Mail – [cbowen@stgabriel.net](mailto:cbowen@stgabriel.net)

Sharon's E-Mail – [sbenson@stgabriel.net](mailto:sbenson@stgabriel.net)



Please complete and return to Cindy or Sharon **no later than THURSDAY, APRIL 29**, the following:

- 1) completed Summer Care 2010 registration and medical form
- 2) completed Automatic Withdrawal Authorization Agreement (only if account information needs to be changed)
- 3) copy of medical insurance card (must be submitted each summer)
- 4) completed swimming permission form (one per child)
- 5) completed sunscreen application permission form (one per family)
- 6) completed medication form and/or physician's note, if needed
- 7) copy of immunization certificate for those whose certificates will expire before Summer Care begins or for those who are new to SGCC.

The staff at St. Gabriel Child Care is looking forward to spending quality time with your child/children this summer.

Sincerely,  
Cindy Bowen  
SGCC Director