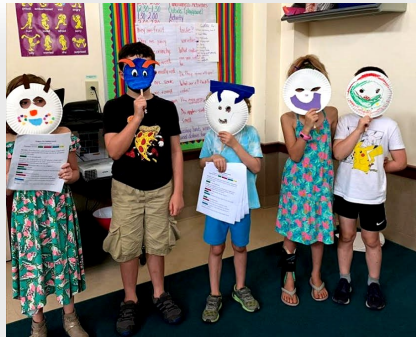




# CENTERS FOR SCHOOL-AGE DEVELOPMENT PARENT HANDBOOK



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**CENTERS FOR SCHOOL-AGE DEVELOPMENT (CSD)**  
**TELEPHONE DIRECTORY**

**MANAGEMENT STAFF**

Michelle Russell, School-age Program Coordinator                      717-513-4277 ext. 4341  
Faith Deitrick, School-age Program Manager                              570-524-0926 ext. 3429

**SUMMIT Early Learning offices, ENROLLMENT**

**Lewisburg:**

Josey Wagner: 570-524-0926 ext. 3421    cell: 570-217-4378

**Mifflinburg:**

Tasha Roberts: 570-966-2845 ext. 3171    cell: 570-490-8646

**Mifflin County**

Angela Beatty: **717-242-3032** ext. 4117    cell: 570-217-3075

**Selinsgrove:**

Allison Leonard: 570-372-4082 ext. 5172    cell: 570-217-1040

**SNYDER/UNION/NORTHUMBERLAND COUNTY PROGRAMS**

|                          |              |
|--------------------------|--------------|
| Mifflinburg Intermediate | 570-428-3217 |
| Selinsgrove Elementary   | 570-452-6295 |
| Selinsgrove Intermediate | 570-452-6022 |
| White Deer Elementary    | 570-490-8646 |

**MIFFLIN COUNTY PROGRAMS**

|                          |              |
|--------------------------|--------------|
| Indian Valley Elementary | 717-437-5739 |
| Lewistown Elementary     | 717-437-1294 |



## PURPOSE OF THIS HANDBOOK

This handbook has been prepared to help parents understand the policies and procedures of SUMMIT Early Learning, Inc. Please read it carefully and keep it where you can refer to it during the year.

## PROGRAM PHILOSOPHY

We believe our first responsibility is to the families we serve. We believe in the importance of and hold respect for FAMILIES, for within that social grouping are found children's first and primary teachers—their parents. We strive to reach out to each child and family. We attempt to enhance their quality of life by recognizing their unique needs, accepting and respecting their differences, and protecting their confidentiality.

SUMMIT Early Learning recognizes the value of including young children with disabilities in programs with their typically developing peers. We believe the benefits for all children are considerable.

SUMMIT Early Learning supports all efforts to help every child and family feel like they belong.

## CSD CURRICULUM

**IGNITE** | **INSPIRE** | **ACTIVATE**

The SUMMIT Centers for School-age Development (CSD) programs focus on preparing youth for the future - in a way that **IGNITES** Learning, **INSPIRES** creativity and **ACTIVATES** experiences.

We want to be sure that the students in our programs are working on skills that research tells us are most important for a strong workforce success and career readiness; these are:

- Communication & Critical Thinking
- Teamwork & Collaboration
- Career Exposure
- Real World Experiences
- Problem Solving

With an emphasis on **STEM** (science, technology, engineering and math) and the core subject areas, the CSD program is intentionally structured to develop foundational and competencies skills while keeping the kids active, and engaged in learning.



## ALL FAMILIES ARE WELCOME!

Our goal is to create an atmosphere that accepts and welcomes all families. The diverse family structures and the racial, cultural, ethnic, and religious backgrounds of all children and families enrolled in SUMMIT Early Learning programs are not only respected but embraced. The individuality of families is at the heart of an environment that is rich in learning opportunities. We strive to provide a safe setting where parents and staff can discuss issues related to diversity.

Celebrations are an important part of the CSD. We often celebrate events that are important to children and our students. Our basic practice is that staff will not initiate activities that could be seen as religious in intent, that are not developmentally relevant to the child's age group, and that do not represent differences in a balanced way. Children's discussions about their family traditions will be acknowledged and supported by the staff. Students may initiate celebration ideas and conversations. Families are also encouraged to come to their child's CSD program to share family traditions. Some of the reasons behind our approach include the following:

- We have many families from different religious, ethnic, and cultural backgrounds.
- Many parents wish to downplay the commercialized aspects of a holiday for either economic reasons or to focus on their religious experience of a holiday.
- Children, parents, and staff are often overwhelmed by holiday seasons and special family celebrations. Our approach allows our environment to be more relaxed.
- We wish to encourage and support families in establishing their own family traditions. These can be very important to children. Please be sure to review our birthday celebration guidelines provided at enrollment.



## **WHEN CSD BEGINS**

Care begins when the child enters the CSD room. The school district assumes responsibility of the child while the child is being transported to and from a CSD program held at another school. Middle school students enrolled in the CSD program may walk to the CSD program located at another school as long as a parent signs a release form (available at enrollment or at CSD site).

If a scheduled child is missing, we immediately use the follow-up system (below).

All CSD programs are certified by the state of Pennsylvania and receive regular inspections for compliance with licensing regulations. The center's licensing permit is posted at each site.

## **ARRIVAL**

The adult bringing the child to the CSD must accompany the child into the program and be certain that a staff member knows that the child has arrived. A daily sign-in/sign-out sheet is posted at the entrance to the classroom. If the student is transported to the program, a staff member will sign him or her in.

A note pad is available for you to leave messages for the staff regarding a change in attendance, pick-up information, or other special needs. Any necessary changes in plans or cancellations must be reported to both the school and the child care program. Checking your child's mailbox on a daily basis will ensure that all forms are returned promptly.

## **FOLLOW-UP SYSTEM**

Who checks to see if your child arrives safely at CSD? We do! Our follow-up system involves these steps:

1. The anticipated attendance is checked as each child arrives.
2. If a scheduled child is missing, we check the CSD phone and communication log for messages.
3. If the child is still not located, we call the parents to verify plans and alert them to a possible problem.

## POLICY FOR NON-NOTIFICATION OF ABSENCE

All parents are required to notify the CSD program if their child is going to be absent from scheduled after-school care. Calls to the school office are not transmitted to the CSD program. Parents must call the CSD phone to notify the staff of an absence. **A message should be left on the phone** if the call is made between CSD hours or the phone is not answered. Parents may also **leave a note on the CSD communication log**, but notes sent to the school are not a reliable form of communication with the CSD staff.

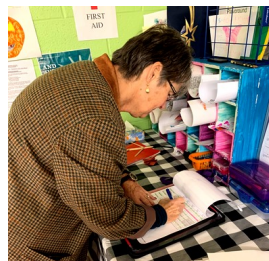


If a message on the answering machine, a call, or a note on the CSD communication log is not received, staff will make every effort to verify the child's whereabouts by calling the parent and the emergency contact numbers. Because of the excessive amount of time involved in verifying a child's whereabouts, the following procedures will be followed for non-notification of absences, as applicable per child:

1. Upon first failure to notify the CSD program site, a letter will be sent to the parent(s) as a reminder of the policy.
2. A fee of \$10 will be charged for the second and third occurrences of no notification.
3. A 2-day suspension of services may be applied to fourth, fifth, and sixth occurrences. The suspension of two consecutive days is to occur within one week of the incident.
4. The seventh occurrence of lack of notification of absence may result in termination of CSD services.

## DEPARTURE

When you arrive to take your child home, sign your child out on the sign-in/sign-out sheet before leaving. An adult must accompany each child off the grounds, and this person is responsible for the child after leaving the program.





## CHILD RELEASE

No adult other than the parent will be allowed to pick up any child enrolled in any SUMMIT Early Learning program without one of the following:

- Authorized approval by parent on the Emergency Contact/Parental Consent Form
- Parent's verbal notification (in person or by phone)
- Parent's written permission

Anyone unknown to staff will be asked to identify him or herself verbally and with picture ID, such as a driver's license.

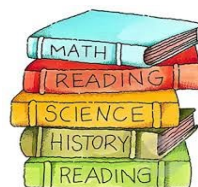
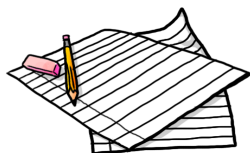
Unless a court issued order of custody or other court document that prohibits a natural parent to be with or take a child from a center SUMMIT Early Learning, staff cannot deny said parent.

## WHEN IS CARE NOT OFFERED?

Care is not offered for a short time between the school year program and summer camp and between summer camp and the school year program. These breaks are necessary for school maintenance, closing down and setting up programs, relocating equipment and supplies, and allowing times for orientation and professional development of staff.

## HOMEWORK

Children may do their homework at any time throughout the afternoon, but there will also be a designated time for homework support each day. Some children prefer to do their homework right away, while others find they need to move and release built-up energy before being able to focus. Staff will help manage and organize the homework environment. They are available to answer questions and help guide children with challenges while they facilitate activities for other children at the same time.



## CSD CODE OF BEHAVIOR

We believe school-age children generally know what acceptable behavior involves. They are capable of acting with age-appropriate responsibility in an atmosphere of reasonable structure and choices.

This age group does test limits, but they should respect authority and accept redirection in terms of natural and logical consequences. Children of this age should be able to get involved in activities within defined limits and accept the validity of rules.

Under most circumstances, a positive approach to behavior keeps activity moving on the right track. Using positive encouragement, assisting with problem solving, redirecting behavior, resolving conflicts, establishing clear rules and limits, and offering a variety of activity choices are basics.

CSD staff will follow the acceptable guidelines when handling challenging behaviors. Parents, staff and, if age-appropriate, the child will be part of the solution. However, if any child leaves the program unsupervised, uses extreme profanity, makes threatening or violent comments to staff or peers, or brings weapons into the program, CSD care will be evaluated by management and suspension or termination of services can occur immediately. SUMMIT Early Learning staff, parents, and volunteers are prohibited from using any type of physical punishment, humiliation, intimidation, ridicule, or verbal abuse of any kind.



## TRANSITION AND ADJUSTMENT TO THE PROGRAM

Our program's goal is to support you and your child in the transition process into and out of our programs. This goal can best be met by the sharing of information. As you enter our programs, the information you provide helps us understand you and your child's needs.

At any time, if there is additional information you feel is important, let your child's teacher know. When your child leaves one of our programs or moves within our programs, we want to support you. Any information on your child's progress, health information, etc. is available upon request.

A child's adjustment to the CSD program is quite different from the experience of a young preschooler. Many of them have already been in child care. It has been our experience that most children soon realize that the program is fun and engaging. They warm quickly to the activities for older students, make friends, socialize with their peers, and grow as they are asked to plan events and make decisions about

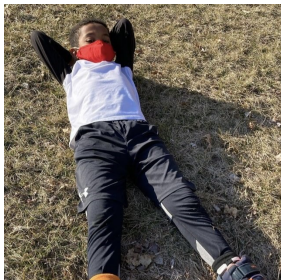
The first few weeks are a time for parents and staff to work out any problems in the transition from school. We expect the following weeks to be times of relaxation and enjoyment! Upon enrolling your child into the CSD program, **please contact your child's school office to alert them of your involvement with the program.** Please remind your child to go to the CSD room immediately after school and check in with a teacher. Children should have all belongings and homework assignments when arriving at the CSD site. CSD is NOT permitted to allow children or parents back into the classroom.

A "Home Alone" packet is available at each CSD site and at the SUMMIT Early Learning offices. This packet includes tips, transition activities and information in helping families and children transition to self-care. Several transition activities are used when children are transitioning from other classrooms.

If your child is new to CSD, is transitioning from another SUMMIT Early Learning program or aging out of the program, staff will take the time to meet with parents and classroom teachers to not only ensure a seamless transition from program to program or from program to self care but also support long term relationships with all of our families and continuity of care.

### STUDENT RESPONSIBILITIES

1. Go directly to the CSD program after leaving the classroom.
2. Enter the program quickly and be prepared to begin the afternoon
3. Do not leave the CSD area (inside or outside) without getting permission from a CSD teacher.
4. Be respectful, and listen to the CSD teachers.
5. Be respectful and considerate of others and others' property.
6. Remember homework and personal belongings before arriving.



## PARENT RESPONSIBILITIES

As a parent, you have the following responsibilities to CSD:

1. Notify CSD staff if your child will not be attending on a regularly scheduled day, and notify the SUMMIT Early Learning Child Care office and the school district promptly when there will be a change in your child's schedule. If you do not call or inform CSD staff of this information, it could jeopardize not only your CSD services but also your child's welfare if she or he cannot be located (see "Follow-Up System" on page 7 and "Policy for Non-Notification of Absence" on page 8 for more information).
2. Inform CSD promptly when you change address, job, phone number, pick-up information, or family situation. Income changes must be reported to the appropriate office for families receiving subsidies. The Emergency Contact/Parental Consent Form must be updated every 6 months or whenever necessary.
3. Provide a copy of a child's Individualized Education Plan (IEP), special plans, goals, or written assessments completed by professionals. Providing a copy of the IEP to your child's CSD teacher allows us to implement the necessary plans or assessments to ensure we are meeting the educational needs of the child. CSD staff will review the IEP and include family, the child's teacher, specialists and director when making decisions about a child. A delay providing this information could affect the child's enrollment.
4. Support CSD in seeking consistent aid support throughout the school day and afterschool- if there is support given in school, there should be support for out of school time.
5. Do not bring any firearms, incendiary devices, sharp objects, or unsafe material into the center that could harm children or staff (this includes medication, which MUST be handed directly to a staff member with the appropriate signed permissions; see Medication Policy on page 15).
6. Park in the designated space or area when dropping off or picking up.
7. Respect and trust in our care for your child- ask questions, problem solve respectfully with the teachers.
8. Frequently check mailboxes for important information.
9. Read program information and ask questions as needed.
10. Provide custody orders as needed.
11. Complete the Student Background Information sheet. These questions are designed to help staff provide the best care for your child.

## PARENT - TEACHER COMMUNICATION

Talking with parents about their children is an ongoing priority in our program. Most of the important information about children is shared in the daily interactions between parents and teachers. Whenever possible, your child's teacher will give verbal reports about your child. Formally, the CSD teachers will:

- Complete two assessments of your child. The assessments will be shared with parents during Parent-Teacher Conferences.
- Schedule a conference twice per year and at other times as requested.
- Periodically share written information through "Thought You'd Like to Know" reports.
- Share information on topics such as health services, wellness, nutrition, illness, and/or child development.
- Provide daily program information through REMIND, white board, and communication calendar.

## CLASS DOJO

We use Class Dojo as a means of communication with parents. You can use it on any device: it's a simple, free mobile app for iOS and Android, and can also be accessed from your computer at [classdojo.com](http://classdojo.com). You will receive the "classroom invitation" upon enrollment. Please check the app daily for messages and updates.

## REFERRAL POLICY

We believe in considering the needs of the "whole child" within our program. In addition to the physical, cognitive, and social needs of the child, we are concerned with addressing mental health, wellness, and medical services. Additional services are available and the necessary steps will be used in the referral process.



## FAMILY ENGAGEMENT

Families contribute to the success of our programs in many ways. Parents are welcome visitors in the program at any time. We offer many opportunities for family members to participate in the program, be engaged with other families and opportunities for conversations to support our children. The CSD is always changing and growing. Some current options include the following:

- Join our family group. (We hold events throughout the school year.)
- Read newsletters.
- Volunteer when possible.
- Suggest community speakers.
- Participate in annual program surveys.
- Review the parent bulletin board daily.
- Participate in educational workshops. (We hold a minimum of two events per year.)

Suggestions for program improvement and family-directed activities are not only welcome but necessary to ensure a high-quality program. SUMMIT Early Learning has developed many successful partnerships with other community agencies. At the time of enrollment and any time parents request this type of information, referrals to community resources are made available.



## ILLNESS...WHEN NOT TO SEND YOUR CHILD



As guides for exclusions for illness, SUMMIT Early Learning uses *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Programs*, (2nd edition), and *Managing Infectious Diseases in Child Care and Schools*, published by the American Academy of Pediatrics.

Children will be sent home on arrival or during the day for the following conditions:

1. Temperature over 100 degrees, by any method, accompanied by behavior changes or other signs or symptoms of illness.
2. Diarrhea, associated with illness, more than twice per day.
3. Vomiting more than once during the day, or more than 2 times in the last 24 hours.
4. Rashes of unknown cause with behavior change or fever.
5. Difficulty breathing, severe pain, convulsions.
6. Signs of communicable diseases.
7. Injuries or illness that prevent a child from participating in program activities. (SUMMIT Early Learning will only exclude children short-term for injuries. Accommodations will be made for children with injuries as per the American with Disabilities Act.)
8. Loss of balance or muscle control.
9. Vision disturbance.
10. Scabies, strep throat, and impetigo until 24 hours after treatment has been completed.
11. Inability to participate in the daily routines for health-related reasons.

Students may return to care when the conditions listed above no longer exist, 24 hours after the start of appropriate antibiotic treatment, or when the child's physician gives permission. SUMMIT Early Learning reserves the right to request a physician's release as a condition for re-admitting a child.

### **MEDICATION ADMINISTRATION**

The safest place for medications to be administered to your child is at home by you. Please ask your child's doctor to provide you with medications that can be given before or after SUMMIT Early Learning care hours.

Should medication be needed during SUMMIT Early Learning care hours, a one-day notice is best to ensure proper paperwork is obtained. Medication and appropriate paperwork must be given to either a manager or SUMMIT Early Learning health staff before medication administration approval will be granted.

Non-prescription medications can only be administered by SUMMIT Early Learning if your child has a specific medical condition diagnosed by a doctor. Sunscreen SPF 15 or higher, non-medicated diaper cream, and Vaseline do not require additional paperwork.

Medications may be transported on SUMMIT Early Learning buses only with the approval of the health coordinator and the operations director.

## **SAFETY FIRST**

AT SUMMIT CSD we provide the highest standard of supervision. Please be aware that staff must be physically present with a group of children or with the facility person under supervision. Critical oversight in which the supervisor can see, hear direct and assess the activity of the supervisee.

SUMMIT Early Learning recognizes the importance of a safe school-age program and school classroom environment. Our programs are housed in public schools, and we are therefore obligated to inform school districts of any threats, suspicious behavior, and possession of weapons. Please refer to your respective school district handbook for a specific definition of “weapons.”

If any concerns have to be reported to the school district, CSD staff will inform the parents of the children involved. CSD will take necessary steps to ensure the safety of all children.

## **ACCIDENTS**

For small bumps, scrapes, and cuts requiring no professional care, the staff will follow precautions and basic first aid procedures. Staff will notify parents of minor accidents and injuries through the use of a “Boo-Boo Report.”

In the case of a major accident requiring medical attention, appropriate emergency procedures will be taken by staff. Staff will:

1. Call 911 immediately.
2. Notify the parent(s) or, if the parent(s) cannot be reached, any other person listed on the Emergency Contact/Parental Consent Form.
3. In the event a parent cannot meet the child at the facility and a staff person will accompany the child on the ambulance until a parent is present.
4. Request that the parent or listed person meet the child at the hospital.

**It is vitally important that parents keep emergency contact information up to date at all times.** Parents are also requested to send a note if their child has a noticeable injury he or she received at home (see Mandated Reporting page 18).

## **EMERGENCY PLAN**

Every CSD site has an emergency plan that outlines staff procedures in case of an emergency. Each site has a shelter procedure in place for security, environmental emergencies, threats, and severe weather. The plan and evacuation sites are posted and located on the parent bulletin board. For more information, please contact the CSD teacher.



## **MEAL TIMES**

We provide a light afternoon snack following the nutritional and non-discriminatory standards of the Child and Adult Care Food Program. Menus are available for parents at each site. Snack is served family style. SUMMIT Early Learning is an equal opportunity provider.

## **NON-DISCRIMINATION POLICY**

Admissions, the provisions of services, and referrals of clients are made without regard to race, color, religious creed, disability, ancestry, national origin, sex, sexual orientation, gender identity or expression, limited English proficiency (LEP), genetic information, and veteran status.

SUMMIT Early Learning supports inclusion of all children. Program services are made accessible to eligible persons with disabilities through the most practical and economically feasible methods available.

These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications are considered only as a last resort among available methods. Discrimination complaints may be filed with any of the following:

- *SUMMIT Early Learning, 14 S. 11 St., Mifflinburg, PA 17844*
- *Pennsylvania Department of Human Services, Bureau of Equal Opportunity, Room 223, Health & Welfare Bldg, PO Box 2675, Harrisburg, PA 17105*
- *Pennsylvania Human Relations Commission, Harrisburg Regional Office, 333 Market Street, 8th Floor, Harrisburg, PA 17104*
- *U.S. Department of Health and Human Services, Office for Civil Rights, Suite 372, Public Ledger Bldg., 150 S. Independence Mall West, Philadelphia, PA 19106*

## **CONFIDENTIALITY**

All staff, volunteers, and consultants involved in the delivery of services at SUMMIT Early Learning must uphold the agency's confidentiality procedures, stated as follows: "No information regarding children and families of children enrolled with SUMMIT Early Learning will be discussed outside of the work setting.

Information will be discussed within the work setting only as is necessary and related to program operations or business. Information concerning a child or family will not be disclosed to anyone except the child's parent or guardian, except in the course of investigations and inspections by licensing and funding agencies, and in compliance with legal requirements."

Any breach of confidentiality is a policy violation and will be dealt with through the agency's defined disciplinary procedures. All health information is protected under the HIPAA regulations. Health assessments and immunization information are kept in the main office.

## CHILDREN'S RECORDS

Children's records are confidential and are stored in locked file cabinets. Classroom staff and supervisors have access to individual screening and assessment results to plan programs for that child. Persons outside of the SUMMIT Early Learning program may view the contents of children's records only with written parental permission. This permission is always sought before making referrals to other agencies. Parents have the rights to inspect all records maintained for their children. Any time you would like to review the records, please submit a request in writing and arrange to view the contents in the program coordinator or assistant coordinator's office.

## MANDATED REPORTING

SUMMIT Early Learning must follow **child protection laws** that went into effect in December 2014. Below are some important facts to understand:

1. Mandated reporters must report suspected abuse or neglect directly to Children and Youth Services (CYS). All SUMMIT Early Learning staff and volunteers are mandated reporters.
2. There are serious legal consequences for not reporting suspicions and for interfering with the reporting and investigation.
3. There are some major changes in how our staff handles suspected child abuse or neglect:
  - Anytime staff thinks a child may be abused or neglected, they must directly report this to CYS. (They do not have to be sure about it, and they MUST NOT start to investigate any suspicions.)
  - After making the report to CYS, the SUMMIT Early Learning staff will contact their supervisor, but the supervisor is not involved in the reporting or investigation.
  - The report to CYS is completely confidential. SUMMIT Early Learning staff cannot tell anyone, including parents, anything about what was reported or who made a report.

***\*We will continue to value each family and do everything we legally can to support families during a CYS referral and investigation process.***

## CHILD CUSTODY

SUMMIT Early Learning will comply with court-ordered custody decisions when appropriate documentation is provided to us. We ask that parents **NOT** ask staff to participate in child custody hearings or determinations. The family's lawyer must contact the central office in Mifflinburg for documents (there is a fee for copying records). Our staff maintains a non-judgmental role.

Parent/teacher conferences will be scheduled with the enrolling parent. It is the enrolling parent's responsibility to notify the non-enrolling parent. We encourage both parties to attend but cannot accommodate separate visits/conferences.

## SPECIAL CARE PLANS

Certain medical conditions require the completion of a Special Care Plan by the parent and/or physician. These conditions include, but are not limited to, asthma, seizures, and severe food allergies.

## ILLNESS AND OUTSIDE PLAY

Outdoor play time is an integral part of the daily program. Occasionally, parents request that, for health reasons, a child be allowed to remain indoors. If your child is in school but not well enough to be outdoors, please make arrangements for alternate care, and phone the CSD teacher to inform the teacher of your child's absence.

## WEATHER GUIDELINES

In our continuing effort to promote health and safety, we remind parents that we go outside regularly as long as:

1. The forecasted temperature and wind chill are above 15 degrees.
2. Heat index is at or below 90 degrees.
3. No precipitation is falling (rain and snow are okay).
4. No current air quality alert exists.



In addition to these basic guidelines, we take into consideration several factors: how well the children are dressed, whether they are in the sun or shade, how active or engaged they are, and whether they are asking to go back inside.

## CLOTHING

Clothing should be appropriate for play and for weather. All children are expected to go out daily! In the winter, parents should send their children with warm jackets, mittens or gloves, scarves, and hats each day, as well as boots and snow pants for snow days. In the spring, a light jacket for changes in temperature should be brought daily. Some children bring clothes to change into after school. Most find a simple backpack helpful in keeping belongings together.

## VIDEOTAPING AND PHOTOGRAPHING

Parents may videotape or take pictures of performances and special family events for **Private Use Only**. Only those events and occasions approved by SUMMIT Early Learning management staff may be videotaped or photographed. Staff may stop any videotaping or photographing at any time. Since these are for **Private Use Only**, parents are prohibited from posting videos or pictures that include children, other than their own, on any type of social media/on the internet.

## VALUABLES

All vehicles on the property should be locked. SUMMIT Early Learning is not responsible for valuables left on the property.



## **STUDENT CELLULAR PHONE POLICY**

The use by students of cellular telephones, or any other communication devices is prohibited during CSD program hours. Devices shall be turned off or made inoperable during the program hours. The removal of devices from the CSD programs will not only enhance the experience of the children in the program, it will also increase the safety of everyone in the program. Cell phones and other devices are contributing factors in bullying, taking and sharing of pictures and/or video, and can cause a spread of inaccurate rumors and information in the case of an emergency. Program hours are from the arrival at the program, either from parent/guardian drop-off or upon entry to the program after dismissal from school. When a student is suspected to be using or found using a cell phone or other device, any or all of the following consequences may be used:

1. Confiscation of the device
2. Notification of parent/guardian
3. Conference with parent/guardian
4. Suspension
5. Additional options as determined appropriate by management.

*The prohibitions contained in this policy shall not apply to any student provided that the school authorities approve of the presence of specifically-named devices.*

## **TOYS FROM HOME**

The program is well equipped with games and age-appropriate toys to keep children engaged, use their creativity, and keep their minds and bodies active to grow and develop. We discourage toys from home in the program. Special toys from home days are at the discretion of the program teacher. For the safety of all children, please make sure that no money, matches, candy, gum, or other foods are brought to the CSD. In addition, guns and other aggressive toys are never permitted.

## **ELECTRONICS**

The CSD programs support and encourage the use of the Internet/Electronics as a means of enriching and enhancing learning. School issued iPad, laptop or other educational devices are allowed for academic or homework support only. However, students engaging in electronic activities must agree to act within the framework of this [Electronic Use Policy](#) as described below.

1. Interact in a positive, cooperative, supportive manner and display respect.
2. Participate in a manner consistent with the stated purpose of the activities.
3. Treat fellow students and staff with mutual respect and understanding.

SUMMIT Early Learning is not liable for any broken, stolen, or damaged equipment that a child uses at the program. Teachers have the right to discontinue the use of electronics at any time, for misuse. Inappropriate websites, music, and violent and threatening games will not be permitted.

# SUMMER CAMP HIGHLIGHTS



## SUMMER CAMP TELEPHONE DIRECTORY

### MANAGEMENT STAFF

|  |              |
|--|--------------|
| Michelle Russell, school-age program coordinator | 717-513-4277 |
| Faith Deitrick, school-age program manager       | 570-768-4777 |

### SUMMIT Early Learning OFFICES, ENROLLMENT

|  |              |
|--|--------------|
| Lewisburg and Northumberland County office | 570-524-0926 |
| Mifflinburg and Snyder County office       | 570-939-3133 |
| Mifflin County office                      | 717-242-3032 |

### SUMMER CAMP SITES

|   |              |
|---|--------------|
| Mifflinburg Intermediate-CSD                    | 570-428-3217 |
| Selinsgrove Elementary-CSD                      | 570-452-6022 |
| Lewisburg Children’s Center                     | 570-524-0926 |
| Lewistown Elementary—Mifflin County Summer Camp | 717-437-5739 |
| Lewistown Children’s Center                     | 717-248-3529 |

Each Summer Camp site has a cell phone with voicemail that is taken on field trips. Please leave a message, and the staff will return your call as soon as possible. If you have an emergency while we are on a field trip and need to reach us, you may also call the SUMMIT Early Learning Child Care office in your county.



## WELCOME TO SUMMER CAMP!

We are excited that you chose SUMMIT Summer Camp to meet your summer needs. You will not be disappointed. Your child's camp experience will be jammed packed with swimming, field trips, and educational activities. Your child will have many opportunities to engage with peers while not only developing social skills but also making lasting memories. There is also time for child chosen activities, community engagement, relaxation and just plain FUN! **We have an amazing fun team team and we look forward to an exciting summer!**

### FIELD TRIP DAYS

Your child will be off site during the day. Please make sure to note the departure and return times for each trip. This means that you may have to drop your child off earlier than usual or pick your child up later than usual. It is important that we are able to leave for our field trips on time. If you will have a timing problem with a particular trip, please discuss this problem with the camp staff.

On rainy days, the camp may still go on the original trip or may make other arrangements. This decision will be made by the head teacher by 10:30 a.m. If the camp chooses to go to a different place, the office will be notified, and a note will be left at camp with information about the change. If departure times change, or there is a change in a field trip location we **alert** parents several ways. A notice will be posted on **Class Dojo** (see page 7). Please check the parent bulletin board daily and call if you have questions. If your child ONLY attends sporadically it is the parents responsibility to contact the camp staff weekly to check on schedule changes.



## BUS SAFETY

Children and staff enjoy going on field trips. We want to make sure everyone arrives at our destination safely. We encourage you to review the following bus rules with your child at home before camp begins. Camp staff will emphasize the importance of bus safety and will review bus policies and regulations with all children before going off site.

- Remain seated at all times while on the bus.
- Keep your hands to yourself and inside the bus at all times.
- Do not throw objects.
- Obey the driver's orders promptly and respectfully.
- Use quiet voices.
- Do not eat or drink on the bus.
- Be respectful of the bus and its contents.
- Be courteous to fellow campers, camp staff, and bus driver.
- In the event of an emergency, remain in the bus until instructions are given by the driver and/or teacher. (Periodic bus evacuation drills are practiced with the children.)
- Be absolutely quiet when approaching a railroad crossing.





## SWIMMING

Your child will have the opportunity to swim throughout the summer. Swimming days are usually at the local community pools. We recognize that swimming days can be most feared by parents but are enjoyed greatly by children. To ensure the safety of all children and staff, we adhere to and document the following policies and procedures:

1. All staff are mandated by the state to be trained yearly in water safety instruction.
2. We are required to take our own certified life guard (staff member) on swimming days.
3. All children are assessed at the pool to determine their current swimming level. No child may enter the deep area of the pool or jump off the diving board unless she or he has passed the pool's swim test. (If you have any questions about the specifics of this test, please ask your camp supervisor.) The test is optional; no child will ever be made to take the test.
4. Parents are asked to share any swimming concerns or levels with all camp staff.
5. Pool rules, expectations, and regulations are reviewed with all children prior to their first swim experience by the lifeguard and camp supervisor. The staff-child ratios apply while children are swimming. These smaller ratios mean that each staff person is responsible for one small specific group of children the entire day at the pool. Staff constantly take routine head counts of their specific group while swimming or at the pool side.

| <u>Age Group</u>              | <u>Children</u> | <u>Staff</u> |
|-------------------------------|-----------------|--------------|
| Young School Age (grades K-3) | 6               | 1            |
| Older School Age (grades 4-6) | 8               | 1            |

6. Children should bring a swimsuit, towel, and an extra shirt (if needed) on swim days.
7. Sunscreen is applied frequently throughout the day. (Please see Sunscreen Policy, page 26.)

## SUNSCREEN POLICY



SSUMMIT will provide sunscreen however, if you MUST supply your own then sunscreen MUST be: Manufactured (store-bought) with ingredients and instruction label SPF of 15 or higher, Lotion only, Waterproof (needed for Summer Camp only), labeled with first and last name of the child (please use a permanent marker on the bottle). Please give the bottle of sunscreen to your child's classroom teacher. When your child's supply gets low, your teacher will send a reminder note home informing you that another bottle of sunscreen is needed. The Camp Permission form needs to be signed by a parent in order to give staff permission to apply the sunscreen.

## FOOD AT CAMP

- Nutritious breakfasts and afternoon snacks will be provided for your child.
- You will need to provide a packed lunch for your child.
- Please include an ice pack in your child's lunch if it needs to stay cold.
- Please do not send anything that needs to be heated.
- Your child's name should be written on his or her lunch box or bag.
- There will be times that your child will have the opportunity to order out, at your cost, instead of bringing a lunch.
- Feel free to send a water bottle with your child on field trip days. We will have a 5-gallon jug of water with us on most field trips.

## DAILY SCHEDULE

Each camp's flexible daily schedule is posted. The daily schedule includes times of free choice and structured activities both inside and outside. We try to get outside as much as possible and as weather permits. The daily schedule is altered on field trip days.

## ACTIVITY CALENDARS

You will be provided a theme-based activity calendar for the entire summer. This calendar will display the things your child will be experiencing at camp. Included on these calendars will be items that you may need to send with your child for a particular activity. There will also be other important reminders on your calendars. Please make sure that your child is prepared for each day of camp. Calendars are subject to change due to weather, transportation problems, and other factors.



**CENTRAL OFFICE**

14 S. 11th Street  
Mifflinburg, PA 17844

**MIFFLIN COUNTY OFFICE**

10 Bollinger Road  
Lewistown, PA 17044

**[WWW.SUMMITEARLYLEARNING.ORG](http://WWW.SUMMITEARLYLEARNING.ORG)**

**[info@summitel.org](mailto:info@summitel.org)**

