SUMMIT

CENTERS FOR
SCHOOL-AGE DEVELOPMENT





PARENT HANDBOOK

WWW.SUMMITEARLYLEARNING.ORG

570-966-2845

UPDATED OCTOBER 2026

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SUMMIT Centers for School-age Development (CSD) Contact Information

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ENROLLMENT

Lewisburg: Josey Wagner: 570-217-4378, josey.wagner@summitel.org

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Mifflin County: Rachel Menendez: 570-217-3075, rachel.menendez@summitel.org

Selinsgrove: Tasha Roberts: 570-217-1040, tasha.roberts@summitel.org

SNYDER & UNION COUNTY PROGRAMS

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Selinsgrove Elementary: 570-452-6295

Selinsgrove Intermediate: 570-452-6022

MIFFLIN COUNTY PROGRAM

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 throughout 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.





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 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 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.

CSD CURRICULUM: IGNITE · INSPIRE · ACTIVATE

The SUMMIT Centers for School-age Development (CSD) Programs prepare youth for the future by IGNITING learning, INSPIRING creativity, and ACTIVATING real-world experiences.

Our curriculum focuses on the key skills that research identifies as essential for career readiness and workforce success:

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

With a strong emphasis on STEM (Science, Technology, Engineering, and Math) and core subjects, the CSD Program is designed to build foundational skills, enhance competencies, and keep students engaged in active learning.

VIDEOS & MOVIES

Staff may occasionally use carefully selected videos to support a planned activity or learning experience. Full-length movies are reserved for occasional, planned special activities during school-out days or summer programming.

Age appropriate selection

Videos and movies must be appropriate for the ages, developmental needs, and individual sensitivities of the children watching. Staff review content in advance; a movie's rating alone does not determine whether it is suitable.

For younger elementary children, selections emphasize simple stories, positive relationships, and limited intensity. Older school-age children may participate in more complex stories and related discussions. When younger and older children watch together, the selection must be appropriate for the youngest children present.

G-rated movies are the standard selection. A PG-rated movie may be considered for a separate older school-age group only after program leadership reviews and approves the specific title and parents/guardians provide written permission. PG-13, R, and NC-17 movies are not permitted. Unrated educational videos require staff review and program approval.

Supervision and family choice

Screen activities will not routinely replace outdoor play, physical activity, creative experiences, or opportunities to interact with others. Staff remain actively engaged and supervise children throughout viewing.

Families will receive advance notice of planned full-length movies, including the title, rating, and viewing date. A supervised, meaningful activity without screens will be available for children who do not participate. Children will not be penalized or excluded from other program opportunities because they choose not to watch.

Families are encouraged to share concerns, viewing restrictions, or information about content that may upset their child. Staff may stop a video or movie at any time if it is unsuitable for the group or causes distress.

School-issued devices remain limited to academic or homework support under the program's Electronics policy.



WHEN CSD BEGINS

Care starts when a child enters the CSD room. The school district is responsible for transportation between schools for CSD programs. Middle school students may walk to another school's CSD site with signed parental consent.

If a scheduled child is missing, we follow our immediate response system.

All CSD programs are state-certified in Pennsylvania and undergo regular inspections. Licensing permits are posted at each site.

ARRIVAL & DEPARTURE

Children MUST be signed in and out using the Procare app or by entering a 4-digit PIN on the program tablet upon drop-off and pick-up.

The adult bringing the child must escort them into the program and ensure a staff member acknowledges their arrival. An adult must accompany the child off the grounds and is responsible for them after leaving the program.

If the child is transported, a staff member will sign them in.

A notepad is available for messages about attendance changes, pick-up details, or special needs. Any schedule changes or cancellations must be reported to both the school and CSD Program.

FOLLOW-UP SYSTEM

Who ensures your child arrives safely at CSD? We do! Our follow-up system includes:

- Checking anticipated attendance as each child arrives.
- Checking the CSD phone, Procare app, and ClassDojo for messages.
- If the child's whereabouts are still unknown, contacting parents to verify plans and address any concerns.

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 themselves verbally and with a picture ID, such as a driver's license.

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

WALKING PERMISSION POLICY

Who Is Responsible During Walking to/from the Program

At SUMMIT Early Learning, Inc., parents/guardians may give their child permission to walk between their school (if it is within walking distance of the program site) and our School-Age Program. This policy applies only to students who attend another school and need to walk to and/or from that school in order to attend the program at the specified location. It outlines expectations and responsibilities for both families and program staff.

1. Permission to Walk

Parents/guardians must provide written permission for their child to walk:

- To their school in the morning.
- From their school to the program in the afternoon.
- Both to and from the program.

2. Walking Routes

Parents/guardians are responsible for specifying the walking route their child will take between the school and the program.

3. Effective Dates

Permission applies only for the specified dates indicated by the parent/guardian.

4. Responsibilities

- Parent/Guardian Responsibility: Parents/guardians are responsible for notifying both the school and the CSD program of any changes to walking arrangements, school dismissal times, or schedules.
- SUMMIT Responsibility: SUMMIT staff are responsible for children only while they are under our direct supervision at the CSD program. SUMMIT's care and supervision of a child begins when the child enters the CSD classroom and is signed in and ends when the child is signed out by a parent or guardian. SUMMIT is not responsible for children while they are in transit to or from the program.
- Non-Arrival Protocol: If a child does not arrive at the program as expected, staff will contact the school and/or parent/guardian to ensure the child's safety.

5. Documentation

Parents/guardians must complete a Walking Permission Form (available from the enrollment specialist and or CSD teacher) indicating their consent, walking route, and effective dates. This form must be signed and submitted to the program office before a child is allowed to walk independently.

IF CSD IS NOT NOTIFIED OF YOUR CHILD'S ABSENCE

If your child will be absent from the CSD after-school program, you must contact the CSD Program directly. Please do not call the school office, as messages are not passed along to CSD staff.

To report an absence, you may:

- Call or text the CSD program phone.
- Send a message through Procare or ClassDojo.
- Use the CSD communication log.

Notes sent to the school are not a reliable way to communicate with the CSD Program.

If we do not receive notice that your child will be absent, staff must spend time contacting parents and emergency contacts to ensure your child's safety. To reduce these disruptions, the following steps will be taken:

- 1st time: A reminder letter will be sent.
- 2nd & 3rd times: A $10 fee will be charged for each occurrence.
- 4th, 5th & 6th times: A 2-day suspension from the program will occur within one week of the missed notification.
- 7th time: CSD services will be terminated.

Thank you for helping us keep all children safe and accounted for.

WHEN CARE IS NOT OFFERED

Care is temporarily unavailable during the transition periods between the school year program and summer camp, as well as between summer camp and the school year program.

These breaks are essential for school maintenance, program setup and closure, equipment and supply relocation, and staff orientation and professional development.

HOMEWORK

Children have the flexibility to complete their homework at any time during the afternoon, with a designated homework support period available each day. While some children prefer to start their homework immediately, others may need physical activity to release energy before focusing. Staff will create a structured homework environment, providing guidance and assistance as needed while also facilitating activities for other children.



PROGRAM CODE OF CONDUCT

At CSD, we believe that school-age children possess an inherent understanding of appropriate behavior. We are committed to fostering an environment that empowers children to exercise age-appropriate responsibility within a framework of clear structure and positive choices.

We recognize that children naturally explore boundaries. However, we expect them to demonstrate respect for authority and respond positively to redirection through natural and logical consequences. Children should actively participate in activities within established guidelines and acknowledge the importance of rules.

Our primary approach to behavior management emphasizes positive reinforcement. We utilize strategies such as:

- Positive encouragement to recognize and reinforce desired behaviors.
- Collaborative problem-solving to equip children with effective conflict resolution skills.
- Gentle redirection to guide children back to appropriate behavior.
- Constructive conflict resolution to promote peaceful interactions.
- Clear and consistent rules and limits to provide a predictable and safe environment.
- A diverse range of engaging activities to cater to individual interests and needs.

CSD staff will adhere to established guidelines when addressing challenging behaviors. We will actively involve parents (and when appropriate, children) in developing collaborative solutions.

However, certain behaviors will not be tolerated and may result in immediate evaluation by management, potentially leading to suspension or termination of services. These include:

- Leaving the program unsupervised.
- Using extreme profanity.
- Making threatening or violent comments towards staff or peers.
- Bringing weapons into the program.

SUMMIT Early Learning staff, parents, and volunteers are strictly prohibited from using any form of physical punishment, humiliation, intimidation, ridicule, or verbal abuse. We are committed to creating a respectful and supportive environment for all children.

SUPPORTING YOUR CHILD'S TRANSITION & ADJUSTMENT

Our program is dedicated to providing comprehensive support for you and your child throughout the transition process, both when entering and leaving our care. We believe that open communication and information sharing are essential for a successful experience.

Entering the Program

- Information Sharing: To best understand your child's individual needs and preferences, we encourage you to share relevant information with us upon enrollment. Please communicate any additional information to your child's teacher at any time.
- School Communication: Upon enrolling your child in the CSD Program, please contact your child's school office to inform them of their participation.
- Arrival Procedures: Please remind your child to proceed directly to the CSD room after school and check in with a teacher. Children should bring all belongings and homework assignments with them. Please note that CSD is not permitted to allow children or parents back into the classroom after school has ended.

Adjustment to the CSD Program

- We understand that transitioning to our program is a unique experience for each child, particularly compared to preschool. Many children have prior childcare experience and quickly adapt to our engaging and fun environment.
- Children readily participate in age-appropriate activities, build friendships, and develop social skills. We empower them by involving them in planning events and making decisions about classroom expectations, goal setting, activities, long term projects and experiences.
- Initial Adjustment Period: The first few weeks are a collaborative time for parents and staff to address any transition-related concerns. We anticipate the following weeks to be relaxed and enjoyable.

Leaving or Moving Within the Program

- We are committed to supporting you during any transition, whether your child is moving to a different CSD location, transitioning to self-care, or leaving our care.
- We are happy to provide you with information regarding your child's progress, health, or other relevant details upon request.
- Transition Support: Staff will schedule meetings with parents and classroom teachers to ensure seamless transitions between programs or to self-care. We are committed to fostering long-term relationships and maintaining continuity of care for all families.
- "Home Alone" Packet: A "Home Alone" packet, containing tips, transition activities, and information for families and children transitioning to self-care, is available at each CSD site and the SUMMIT Early Learning offices.
- Transition Activities: We utilize several transition activities to support children moving between classrooms.

STUDENT RESPONSIBILITIES FOR A SUCCESSFUL CSD EXPERIENCE

To ensure a safe and enjoyable afternoon for everyone, we ask that students:

- Arrive promptly: Proceed directly to the CSD Program immediately after leaving the classroom.
- Be prepared: Enter the program quickly and be ready to participate in the afternoon's activities.
- Stay safe: Do not leave the designated CSD area (indoor or outdoor) without explicit permission from a CSD teacher.
- Show respect: Listen attentively and respectfully to CSD teachers.
- Be kind and considerate: Treat others and their belongings with respect and consideration.
- Bring essentials: Remember to bring all homework assignments and personal belongings to the CSD Program.

PARENT RESPONSIBILITIES FOR A SUCCESSFUL PARTNERSHIP WITH CSD

As a partner in your child's care, we ask that you fulfill the following responsibilities:

1. Communicate absences and schedule changes:
    - Please notify CSD staff promptly if your child will be absent on a scheduled day.
    - Inform SUMMIT Enrollment Staff and the school district immediately of any changes to your child's schedule.
    - Timely notification is crucial for your child's safety and to ensure the smooth operation of the program. (Refer to the following sections, "Follow-Up System" and "If CSD is Not Notified of Your Child’s Absence" for more details.)
2. Maintain up-to-date contact and family information:
    - Inform CSD immediately of any changes to your address, job, phone number, pick-up information, or family situation.
    - Families receiving tuition assistance must report income changes to the appropriate office.
    - The Emergency Contact/Parental Consent Form must be updated every six months or whenever necessary.
3. Share important educational information:
    - Provide a copy of your child's Individualized Education Plan (IEP), special plans, goals, or professional assessments.
    - Sharing this information allows CSD staff to implement necessary plans and meet your child's educational needs.
    - CSD staff will review the IEP and collaborate with family, teachers, specialists, and the director to make informed decisions.
    - Delaying this process could affect your child's enrollment.

continued on the next page

Parent Responsibilities continued.

4. Support consistent aid: If your child receives aid support during the school day, please support CSD in seeking consistent aid support during afterschool hours.
5. Ensure a safe environment:
    - Do not bring any firearms, incendiary devices, sharp objects, or unsafe materials into the center/program/location.
    - All medications must be handed directly to a staff member with the appropriate signed permissions. (Refer to the Medication Policy for details.)
6. Follow parking procedures: Park in designated spaces/areas during drop-off and pick-up.
7. Foster a collaborative partnership:
    - Trust in our care for your child.
    - Ask questions and engage in respectful problem-solving with teachers.
8. Stay informed:
    - Check mailboxes frequently for important information.
    - Read program information and ask questions as needed.
9. Provide legal documentation: Including custody orders as needed.
10. Complete student background information: Complete the form at the time of enrollment to help staff provide the best possible care for your child.



BUILDING STRONG PARENT-TEACHER COMMUNICATION

Open and consistent communication between parents and teachers is a cornerstone of our program. We believe that sharing information about your child's experiences and progress is essential for their success.

Daily Communication

- We prioritize daily interactions between parents and teachers, where valuable insights about your child are shared.
- Whenever feasible, your child's teacher will provide verbal updates regarding their day and activities.

Formal Communication

Assessments and Conferences:

- CSD teachers will conduct two assessments of your child throughout the year.
- These assessments will be shared and discussed with you during scheduled Parent-Teacher Conferences.
- We will schedule formal conferences twice per year, and we are always available to meet at your request.

"Thought You'd Like to Know" Reports:

- Teachers will periodically share written updates through "Thought You'd Like to Know" reports, highlighting your child's achievements and experiences.

Informative Resources:

- We will share information on important topics such as health services, wellness, nutrition, illness prevention, and child development to support your child's overall well-being.

Daily Program Updates:

- We will provide daily program information through various channels, including Procare, ClassDojo, activity calendars and memos ensuring you are always informed about our activities and schedules.

CLASSDOJO & PROCARE

We use ClassDojo and Procare as a means of communication with parents. They are simple, free mobile apps for iOS and Android, and can be accessed from any device. You will receive the "classroom invitation" upon enrollment for both platforms. Please check the apps daily for messages and updates.

What is ClassDojo ?

ClassDojo is an interactive communication platform that allows you to see how your child is doing in our programs. The intent is to “keep teachers, families, and kids connected.” ClassDojo gives our teachers a way to share with and inform families about the happenings of CSD.

Messaging
Messaging is an important part of ClassDojo. You and your child's teacher can easily communicate with one another about matters pertaining to your child.

Our teachers and other staff may send class announcements and reminders, school events, health related notifications, information on virtual activities, notification of changes to routines, and one-to-one contact for general questions or concerns.

Teachers can also send real-time messages to parents using the Messaging portion of ClassDojo to provide parents with updates on what is happening as well as sending individual messages providing information specific to your child. Using this information is a great way to talk to your child about their day.

Staff will respond to messages at their earliest convenience. Please note that staff are not required to respond to messages before or after their work hours.

How to Sign Up for ClassDojo
In order to participate, parent accounts can be set up with a Parent Code or with an email invitation. Both of these methods can be acquired through your child's teacher. ClassDojo can be used on an app for iOS and Android and from a computer at www.classdojo.com.

In order for SUMMIT to maintain each child's privacy and protection, only a legal parent or guardian may create an account for their child's classroom.

SUMMIT's children must obtain parental consent before creating their own account, or a parent or teacher must create an account on their behalf.

ClassDojo stores some limited information that may qualify as "Educational Records" under the Family Educational Rights and Privacy Act (FERPA). ClassDojo is also fully compliant with the Children's Online Privacy Protection Act (COPPA).

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.

PARTNERING WITH FAMILIES FOR PROGRAM SUCCESS

We believe that strong family engagement is essential to the success of our CSD program. We warmly welcome parents and family members to visit our program at any time and encourage active participation in our community.

Opportunities for Family Involvement

We offer a variety of opportunities for families to connect, contribute, and support our children:

- Join our family group: Participate in engaging events and activities throughout the school year, fostering connections with other families.
- Stay informed: Read our newsletters to keep up-to-date on program news, events, and resources.
- Volunteer your time: Share your skills and talents by volunteering in the program.
- Suggest community speakers: Help us enrich our program by recommending speakers who can share valuable knowledge and insights.
- Provide feedback: Participate in our annual program surveys to help us improve and tailor our services to meet your needs.
- Stay updated: Check the site for postings as well as Procare and ClassDojo daily for important announcements and information.
- Attend educational workshops: Enhance your parenting skills and knowledge by participating in our educational workshops, held at least twice per year.

Your Input Matters

We value your suggestions for program improvement and family-directed activities. Your input is crucial in ensuring we provide a high-quality program that meets the needs of our children and families.

Connecting with Community Resources

SUMMIT Early Learning has established strong partnerships with various community agencies. We are committed to connecting families with valuable resources. Referrals to community resources are available at the time of enrollment and upon request.



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 (4th edition), and Managing Infectious Diseases in Child Care and Schools (6th edition) 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. Children should not return until they are fever free for 24 hours without the use of a fever reducing medication.
2. Diarrhea, associated with illness, more than twice per day.
3. Vomiting two or more times within 24 hours.
4. Rashes of unknown cause with behavior change or fever.
5. Redness of eye accompanied with white/yellow drainage from the eyes.
6. Strep throat, child can return after appropriate antibiotic treatment for 12 hours.
7. Difficulty breathing, severe pain, convulsions.
8. Signs of communicable diseases.
9. Injuries or illness that prevent a child from participating in program activities. (SUMMIT will only exclude children short-term for injuries. Accommodations will be made for children with injuries as per the American with Disabilities Act.) Doctor note provided for return.
10. Loss of balance or muscle control.
11. Vision disturbance.
12. Scabies, strep throat, and impetigo until treatment has been started.
13. Inability to participate in the daily routines for health-related reasons.

Students may return to care when the conditions listed above no longer exist, 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.

If a medication is 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, diagnosed medical condition and written instructions from the health provider. Children in SUMMIT Early Learning programs may not carry nor administer their own medication.

Sunscreen (SPF 30 or higher), non-medicated diaper cream, hand lotion, Chapstick and Vaseline do not require additional paperwork. Permission is given by the parent on the Parental Consent Form or a written note with instructions and signed by the parent.

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 is required.

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.



SPECIAL CARE PLANS

Certain medical conditions require the completion of a Special Care Plan by the parent and physician. These conditions include asthma, seizures, severe food allergies and other specific health conditions where a plan of care is needed.

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 and 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, 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 received at home (see section titled Mandated Reporting).

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.

USDA Non-discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:
(833) 256-1665 or (202) 690-7442; or

3. email:
Program.Intake@usda.gov

SUMMIT Early Learning, Inc. is an equal opportunity provider.

ATTENTION: If you speak Spanish, language assistance services, free of charge, are available to you. Contact your child's school. ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Comuníquese con la escuela de su niño.

SUMMIT'S NON-DISCRIMINATION POLICY

Client Practices

Admissions, the provisions of services, and referrals of clients shall be made without regard to race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin (including Limited English Proficiency), age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth, gender identity or expression, affectionate or sexual orientation, and differences in sex), and retaliation.

Program services shall be 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 shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Any client/patient/student (and/or guardian) served by SUMMIT Early Learning, or any employee of SUMMIT Early Learning who believes they may have been discriminated against, may file a complaint of discrimination with any of the offices listed below:

SUMMIT Early Learning, Inc.
14 South 11th St.
Mifflinburg, PA 17844
570-966-2845
Fax: 570-966-9693
Email: info@summitel.org

Office for Civil Rights
(within 180 days from the date of incident)
U.S. Dept. of Health & Human Services
Centralized Case Management Operations
200 Independence Avenue, S.W.
Room 509 HHH Bldg
Washington, DC 20201
Customer Response Center: 800-368-1019
TDD: 800-537-7697
https://www.hhs.gov/ocr/complaints
Email: ocrcomplaint@hhs.gov

U.S. Equal Employment Opportunity Commission
(within 300 days from the date of incident)
801 Market Street, Suite 1000
Philadelphia, PA 19107
Inquiries: 800-669-4000 · TTY users only: 800-669-6820
https://www.eeoc.gov/filing-charge-discrimination
Email: PDOContact@eeoc.gov

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
(within 90 days from the date of incident)
Bureau of Equal Opportunity
Rm. 225, Health and Welfare Bldg.
PO Box 2675
Harrisburg, PA 17120
Inquiries: 717-787-1127
Email: RA-PWBEOAO@pa.gov

PA Human Relations Commission
(within 180 days from the date of incident)
333 Market Street, 8th Floor
Harrisburg, PA 17101
https://www.phrc.pa.gov/Complaints/Pages/How-to-File-a-Complaint.aspx
Inquiries: 717-787-4410
TTY users only: 717-787-7279

CHILD CUSTODY

SUMMIT Early Learning will comply with court-ordered custody decisions when appropriate documentation is provided. We ask that parents NOT request staff to participate in child custody hearings or determinations or have staff subpoenaed. The parent will be charged a minimum of $850.00 when a staff person is requested to be present at court or receives a subpoena related to a custody hearing. The family's attorney must contact the SUMMIT Early Learning Central Office in Mifflinburg for documents. (There is a fee for copying records.) Staff will maintain 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 may not accommodate separate visits/conferences.



CONFIDENTIALITY

All staff, volunteers, and consultants involved in the delivery of services at SUMMIT Early Learning must uphold the agency's confidentiality requirements, 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. Teaching 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 right to inspect all records maintained for their children. If you you would like to review the records, please submit a request in writing and arrange to view the contents at SUMMIT.

MANDATED REPORTING

Under PA law, all employees of SUMMIT Early Learning are required to report suspected child abuse. Child Abuse in PA is defined as "the physical or mental injury, sexual abuse, negligent treatment, or maltreatment of a child under the age of 18 by a person who is responsible for the child's welfare."

When we suspect that child abuse may have occurred, as mandated reporters we MUST notify Children and Youth Services and Childline. SUMMIT Early Learning staff will work cooperatively with Children and Youth Services staff to support families receiving services from both agencies.

We ask that parents/guardians notify staff when their child has an injury or mark that occurred at home. This notification can be in a written note or phone call to the staff. Staff will contact parents/guardians to inquire about how the injury or mark occurred.

If a parent reports an allegation of suspected child abuse against a SUMMIT Early Learning employee, we will follow strict procedures until the conclusion of the investigation. These procedures may include the immediate removal of the identified staff person, full cooperation with all investigating authorities, and suspension of all services for the child until the conclusion of the investigation.

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 contact CSD 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. A simple backpack is helpful for 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 CELL PHONE POLICY

To help create a safe and positive environment, students are not allowed to use cell phones or other communication devices during CSD program hours. All devices must be turned off or made unusable during this time.

Keeping devices off during the program helps reduce distractions, prevent bullying, and avoid the spread of misinformation—especially in emergencies. It also helps all children get the most out of their time in the program.

Program hours begin when your child arrives at the CSD Program—either by parent/guardian drop-off or when they enter after school ends.

If a student is found using a device during program hours, any of the following actions may be taken:

- The device may be taken and held by staff
- Parents/guardians may be notified
- A meeting with parents/guardians may be scheduled
- The student may be suspended from the program
- Other actions may be taken as needed by program management

The prohibitions within this policy shall not apply to any student if the school authorities approve of the presence of specifically-named devices.

TOYS FROM HOME

Our program is filled with fun, age-appropriate games and toys to keep children active, creative, and engaged throughout the day. Because we have plenty of materials to support play and learning, we ask that children do not bring toys from home unless it's a special "Toys from Home Day" planned by the program teacher. For everyone's safety, please make sure your child does not bring any of the following to the program:

- Money
- Matches or lighters
- Candy, gum, or other food
- Toy weapons or aggressive toys

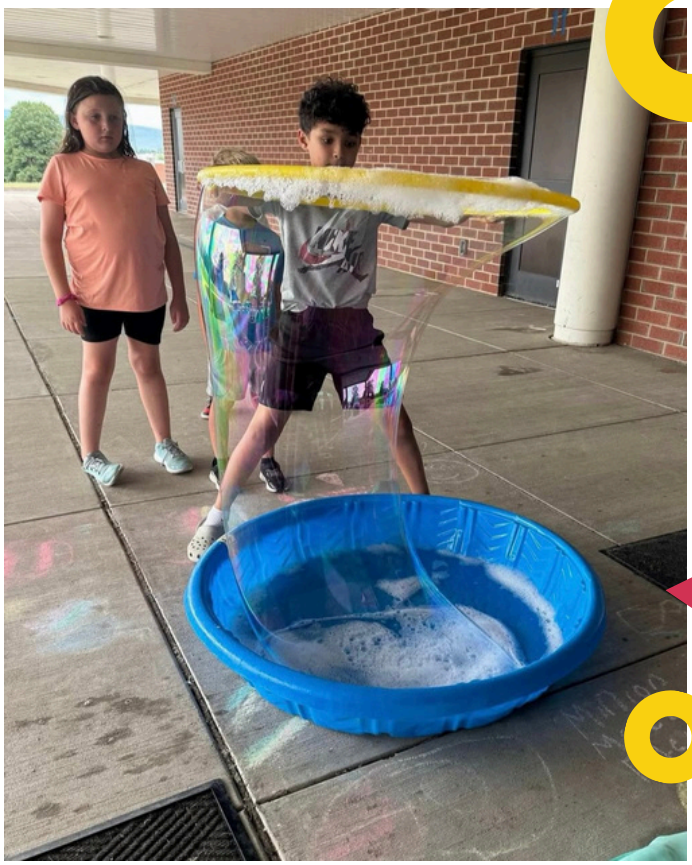
Thank you for helping us create a safe and enjoyable environment for all children.

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:

- Interact in a positive, cooperative, supportive manner and display respect.
- Participate in a manner consistent with the stated purpose of the activities.
- 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

[Camp Information Web Page]

SUMMER CAMP CONTACT INFORMATION

We want to make sure you can always get in touch!

Cell phones are always taken along on field trips.

You can message us on Procare or ClassDojo. We will reply as soon as possible.

For emergencies, you can also call the central business office, SUMMIT Early Learning in Mifflinburg.

CENTRAL BUSINESS OFFICE

14 S. 11th St., Mifflinburg, PA 17844
570-966-2845 · info@summitel.org

MANAGEMENT STAFF

Michelle Russell, School-age Program Coordinator
717-242-3032 or 570-966-2845 ext. 4341
michelle.russell@summitel.org

Faith Deitrick, School-age Program Manager
570-768-4581
faith.deitrick@summitel.org

ENROLLMENT

Lewisburg: Josey Wagner: 570-217-4378, josey.wagner@summitel.org

Mifflinburg: Sarah Sanders: 570-490-8646, sarah.sanders@summitel.org

Mifflin County: Rachel Menendez: 570-217-3075, rachel.menendez@summitel.org

Selinsgrove: Tasha Roberts: cell: 570-217-1040, tasha.roberts@summitel.org

SUMMER CAMP SITES

Mifflinburg Elementary: 570-428-3217

Selinsgrove Elementary: 570-452-6022

Kelly Elementary: 570-524-0926

Lewistown Elementary: 717-437-5739



WELCOME TO AN AMAZING SUMMER AT SUMMIT CAMP!

We're thrilled you've chosen SUMMIT Summer Camp for your child's summer adventure!

Get ready for an unforgettable experience filled with excitement and discovery.

Your child will dive into a summer packed with:

- Refreshing swimming: Enjoy fun-filled days in the water.
- Exciting field trips: Explore new places and create lasting memories.
- Engaging educational activities: Learn and grow through stimulating experiences.
- Social connections: Build friendships and develop essential social skills through peer interaction.
- Child-centered fun: Enjoy time for child-chosen activities, community involvement, relaxation, and pure FUN!

Our Summer Camp Team is ready to make this summer the best one yet.

We look forward to an exciting and memorable summer with your child!



EXCITING FIELD TRIP ADVENTURES!

We have some fantastic field trips planned for your child this summer! Please pay close attention to the departure and return times for each trip, as they may differ from our regular camp schedule. This may require adjustments to your child's drop-off or pick-up times.

Punctuality is Key

To ensure we can embark on our adventures on time, we kindly ask that you adhere to the scheduled departure times. If you anticipate any timing conflicts, please discuss them with our camp staff as soon as possible.

Weather-Related Adjustments

We understand that weather can be unpredictable. In the event of rain, we may proceed with the original trip or make alternative arrangements. Our camp leadership will make a decision as early as possible to ensure minimal disruption and to provide you with timely information.

Keeping You Informed

- Please check all communication platforms daily for updates.
- If we change locations, the office will be notified, and a notice will be posted at the camp with the updated information.
- We will communicate any changes to departure times or field trip locations through multiple channels, including ClassDojo, Procare and memos posted at the site. Please see ClassDojo & Procare section of this handbook for more information.
- Feel free to reach out to camp staff and leadership with any questions.
- To avoid missing any field trips or schedule changes, parents of children attending camp on an irregular or part-time basis should contact the staff weekly for updates.

SUNSCREEN POLICY

SUMMIT will provide sunscreen; however, if you MUST supply your own sunscreen, it MUST be:

- Manufactured (store-bought) with ingredients and instruction labeled
- SPF of 30 or higher
- Lotion only
- Waterproof (for Summer Camp only)
- Labeled with first and last name of the child (use a permanent marker on the bottle).
- Given to your child’s 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 must be signed by a parent in order to give staff permission to apply the sunscreen.

KEEPING EVERYONE SAFE ON THE BUS!

We love taking our campers on exciting field trips! To ensure everyone has a safe and enjoyable ride, we need to follow some important bus safety rules. We encourage you to review these rules with your child before camp starts, and our camp staff will reinforce them before each trip.

Bus Safety Rules

- Stay Seated: Remain seated throughout the entire bus ride.
- Hands Inside: Keep your hands to yourself and inside the bus at all times.
- No Throwing: Do not throw any objects inside or outside the bus.
- Respect the Driver: Follow the driver's instructions promptly and respectfully.
- Quiet Voices: Use quiet voices to avoid distracting the driver.
- No Food or Drinks: Please refrain from eating or drinking on the bus.
- Respect the Bus: Treat the bus and its contents with care.
- Be Courteous: Show kindness and respect to fellow campers, camp staff, and the bus driver.
- Emergency Procedures: In case of an emergency, stay on the bus and wait for instructions from the driver or a staff member. (We will practice bus evacuation drills regularly.)
- Railroad Crossing Safety: Remain completely quiet when approaching a railroad crossing.



SWIMMING FUN AND SAFETY AT CAMP

We're thrilled to offer your child the chance to enjoy swimming at our local community pools throughout the summer! We understand that swimming days can sometimes cause parents concern, but we prioritize safety and ensure a fun experience for everyone.

Our Commitment to Safety

We've implemented comprehensive safety measures to protect your child while swimming:

- Trained Staff: All camp staff receive annual state-mandated water safety training.
- Certified Lifeguard: We always have a certified lifeguard (a staff member) present on all swimming days.
- Swim Level Assessment:
  - All children are assessed at the pool to determine their swimming ability.
  - Children may only enter the deep end or use the diving board if they pass the pool's swim test. (Please ask your camp staff for specific details.)
  - The swim test is optional; no child will be required to take it.
- Parent Communication: We encourage you to share any swimming concerns or your child's swimming level with our camp staff.
- Pool Rules and Supervision:
  - The lifeguard and camp staff will review pool rules, expectations, and regulations with all children before their first swim.
  - We maintain strict staff-to-child ratios while swimming, as follows:
    - Young School Age (grades K-3): 1 staff per 6 children
    - Older School Age (grades 4-6): 1 staff per 8 children
  - Each staff member is responsible for a specific small group of children throughout the day at the pool.
  - Staff conduct regular head counts of their assigned groups while swimming and poolside.
- What to Bring: Children should bring a swimsuit, towel, and an extra shirt (if needed) on swim days.
- Sun Protection: Sunscreen is applied frequently throughout the day. (Please see Sunscreen Policy.)

We are dedicated to providing a safe and enjoyable swimming experience for your child.



MEALS & SNACKS: FUELING FUN AT CAMP

- Provided Meals: We'll provide nutritious breakfasts and afternoon snacks for your child.
- Packed Lunches: Please send a packed lunch for your child each day.
- Keep it Cool: If your child's lunch needs to stay cold, please include an ice pack.
- No Heating: Please do not send any food that requires heating.
- Label Lunches: Please write your child's name on their lunch box or bag.
- Optional Order-Out: Occasionally, your child will have the option to order lunch from a local establishment at your expense, instead of bringing a packed lunch.
- Hydration: Please feel free to send a water bottle with your child on field trip days. We also have a large water jug available on most field trips.

OUR DAILY CAMP ROUTINE

- Flexible Schedules: Each camp location will have a posted flexible daily schedule.
- Balanced Activities: The daily schedule includes a mix of free-choice activities and structured activities, both indoors and outdoors.
- Outdoor Play: We aim to spend as much time outdoors as weather permits.
- Field Trip Schedules: Please note that the daily schedule will be adjusted on field trip days.



PLANNING YOUR SUMMER ADVENTURES: FIELD TRIP & ACTIVITY CALENDARS

We're committed to keeping you informed and prepared for all the exciting activities at camp!

Summer Field Trip Calendar

At the start of the summer, you'll receive a comprehensive field trip calendar outlining all our planned off-site adventures. This calendar will include:

- Dates and Destinations: Clear details of each field trip.
- Departure and Return Times: Important information to help you plan your child's drop-off and pick-up.
- Any Special Requirements: Details on what your child needs to bring for each trip.

Monthly Activity Calendar

In addition to the summer-long field trip calendar, we'll provide a detailed activity calendar for each month. This calendar will be:

- Posted On-Site: Easily accessible at the camp location.
- Shared on Family Communication Platforms: Available through our designated online communication channels (ClassDojo, Procare).

This monthly calendar will highlight:

- Daily Themes and Activities: A breakdown of the activities planned for each day.
- Special Events: Information about any unique events or guest speakers.
- Needed Items: Reminders of any materials your child needs to bring.
- Important Reminders: Key announcements and updates.

We encourage you to check both calendars regularly to ensure your child is prepared and excited for all the fun-filled days ahead!

Please remember that all calendars are subject to change, and we will do our best to inform you of any updates as soon as possible.

