

SAINT ANDREW ACADEMY  
SUMMER PROGRAM  
PARENT/STUDENT HANDBOOK



Updated March 2018

Saint Andrew Academy  
Summer Program  
Parent/Student Handbook

Hours of Operation: 7:00a.m. - 6:00p.m.  
Days of the week: Monday – Friday  
Phone Number: (502)935-4578 #255

Summer Program Begins: May 30th  
Summer Program Ends: August 3rd

\*Closed July 4, 2017

### **Summer Program Policies and Guidelines**

Below is a listing of the policies and guidelines of Saint Andrew Academy Summer Program. Please read these policies and discuss the rules with your child(ren). The attached forms will need to be signed and returned to SAA Summer Program Director (Mrs. Kira) by May 25th.

#### **Requirements:**

All children must have to attend:  
-Complete Registration Packet  
-Current immunization record  
-Signed Parent Student Handbook Page

#### **Parental Responsibilities:**

With the child's safety and wellbeing in mind, it is most important that the parent completes the emergency information forms and adheres to all policies of the Summer Program.

#### **Clothing:**

-Your child should wear comfortable easy-to-move-in clothes that are suitable for playing outdoors and participating in art activities with glue, paint, and other messy materials.  
-Please make sure that your child has on clothes suitable for the weather.  
-An extra change of clothing (including socks and underwear)  
-No open-toed shoes are allowed. This helps prevent stubbed toes and falls from toes coming out of sandal straps, particularly when children run on the playground.  
-Please label all garments and/or belongings with your child's first and last names or with initials. We cannot be responsible for lost items.

## **Escorts:**

Children will not be allowed to leave our care with any person other than parents unless the parent or guardian has provided to our program with the persons information: the escorts full name and license number with the parents signed permission to escort the child from our premises. We will make no exceptions to this rule. Make your authorized escort aware that we will verify this information when he or she comes to pick up your child. We ask that you inform us when an authorized escort will be picking your child up from our program in writing or personally, when dropping your child off for the day.

## **Attendance:**

-Children must be in attendance by 9:00 am or have contacted the center by 9:00am in order to be able to attend the program that day. If your child will be absent please contact us by 9:00am. If your child is scheduled to arrive late, they must be here 15 minutes prior to field trip departure time.

-If you know in advance that your child will be absent for an extended amount of time (family vacation, extended illness, etc...) please notify the director or the summer program staff.

-If your child is attending part time and you need to deviate from your original attendance schedule arrangements must be made with the Director in advance to check for availability.

## **Fees:**

-All fees owed to St. Andrew Academy School, after care, or other organization must be up to date or your child will not be able to register. Payments will be made through FACTS agreement.

-If a parent/guardian fails to meet the summer program fee payment due date and does not make the adequate arrangements with the director and/or St. Andrew bookkeeper, the child will not be allowed to continue in the program.

-If you have any questions please contact the SPA Parish Office (502)937-5920.

-Staff members are employed only until 6:00pm it is only common courtesy to respect the closing time. A fee of \$1.00 per minute/per child will be assessed after 6:00pm. This fee will be added to your regular payment. If an emergency delays you please call the above phone number.

## **Medication:**

Over the counter medicine and prescription medicine will be given with written parental or guardian permission and as directed on the bottle. In order for your child to receive his or her medicine a confidential form at the center must be filled out and signed by the parent or guardian daily. No medication will be given without written permission. This includes any creams or ointments. EMERGENCY MEDICINE (ex. Asthma medication or epinephrine pins) must have an emergency plan of action on file.

\*\*\*No medications will ever be in a child's backpack. If a child's medication is needing to go home at pickup it must be turned into the classroom teacher.

## **Injury:**

1. Minor emergency, accident or illness a supervising teacher or staff will provide first aid, and another teacher will supervise the group.
2. An Incident Report/Accident Form will be completed and signed by a staff member and left in the child's folder. The parent must sign the form and leave a copy in the child's folder.
3. Severe emergency, accident or illness\*  
The Center will immediately notify EMS (911). The Center will then notify the parents.

## **Health:**

1. A Kentucky Immunization Certificate is required for each child enrolled at SAA.
2. Any immunization that expires during the school year must be updated immediately, and a new form must be submitted to the Center. Any child not properly immunized will be dismissed from SAA.
3. SAA is for well children only. Children who are able to come to school should be able to participate in all of the daily activities, including outdoor play. Children showing symptoms of illness will not be admitted. Children may not be brought to the center with any of the following symptoms:
  - skin rash or sores;
  - fever of 100 degrees or over;
  - vomiting; severe coughing;
  - sore throat;
  - chills;
  - diarrhea;
  - inflamed or swollen eyes;
  - flushed or unusual pallor of face;
  - earache;
  - severe headache;
  - listlessness;
  - nausea,
  - or symptoms of any communicable disease.

4.. Children who become ill during the day, who can no longer participate in activities, and whose continued care would compromise staff's ability to care for other children, must be picked up by a parent or other authorized adult within 1 hour of their being contacted. Failure to pick up an ill child within 1 hour can result in a late fee of \$1.00 per minute, or any portion thereof.

5. SAA will only administer medication to children whose parents have completed a daily Medication Form. The medication must be in the original container and have a pharmacy label that includes the child's name, specific dosage, time to administer, and the name of the physician prescribing the medication.

6. Non-prescription medicine, lotion, lip balm, sunscreen, and deet insect repellent (if recommended by Health Department) will only be given according to the directions on the label and only to children who have a signed Medication/Sunscreen Authorization Form.

7. Parents are asked to notify the SAA when their children have been exposed to any communicable disease, so other parents may be notified of possible exposure.

8. Parents of children with severe allergies or asthma should submit a completed Food Allergy Action Plan or Asthma Profile form, signed by their child's pediatrician or allergist, on the first day of school. (The forms are provided upon enrollment and are also available in the office.

**ONLY WELL CHILDREN CAN ATTEND.** We are depending on you, the parent to help maintain this policy. If symptoms of illness are observed, the child will not be admitted. If symptoms develop during the school day you will be contacted. Symptoms that are cause for keeping your child at home are as follows:

**ILLNESS**

**MAY RETURN**

Chicken pox\*

After lesions have crusted

Conjunctivitis (pink eye)  
mild cases

24 hrs. after start of treatment. no exclusion for

Croup\*

After illness had subsided

Diarrhea

After one normal bowl movement (Sent home after

2 loose BM's)

(for E. coli or Shigella infection, also negative test results of 2 stool cultures are required)

Fever (over 100 degrees)  
next day

24 hrs. after normal temperature (may not return the  
after being sent home unless a doctor's note is

supplied)

Hepatitis A  
been treated.

1 week after onset of illness or jaundice. Must have

Influenza

24 hrs. after symptoms have subsided

Lice	24 hrs. after treatment and <u>must</u> be nit free
Measles*	At least 4 days after onset of rash
Mumps*	10 days after swelling begins
Nausea (Vomiting)	24 hrs. after symptoms have subsided (sent home after first occurrence)
Whooping cough*	At least 7 days after therapy has begun
Pin worm*	After treatment is completed
Poison Ivy	After lesions have healed
Ringworm	24 hrs. after start of treatment
Roseola*	After illness has subsided
Scabies*	24 hrs. after start of treatment
Strep throat*	24 hrs. after start of treatment
Tuberculosis*	Physician or health Dept. letter stating that child is on treatment and may return to childcare

\*A note from the child's physician must be presented upon return to SAA.

### **Food:**

1. Breakfast, lunch and snack will be provided to your child daily starting on May 30st. This is at no extra cost to the parent.
2. If your child has any food allergies you must notify the St. Andrew Academy Summer Program in writing as stated on the Emergency release form.
3. Children should not bring gum, candy, etc... to the summer program.

### **Toys & Electronic Devices:**

1. Children should not bring toys from home, unless the toy is to be used only at nap time (i.e. a teddy bear, a doll, or another quiet toy). Toys will be put aside and sent home with the child in the afternoon. SAA will not be responsible for lost toys.
2. SAA staff will notify parents in advance when a child is asked to bring something from home to share on special days.
3. Toy guns, war toys, or other toys of destructive or violent nature are not allowed in our school.
4. Use of personal electronic devices is a privilege not a right. They may be allowed during the summer program but will be discontinued if they cause problems or the student is misusing the device. This decision will be made by the Director or Supervising staff person.

## **Behavior Policies – Guidelines**

- Children are expected to show proper respect for the summer program staff as they would for their parents, school teachers, or any other adult.
- Walk at all times while indoors.
- No roughhousing or horseplay inside or outside.
- Wrestling moves will not be tolerated.
- We will not allow name calling, abusive language, whether directed toward a staff member, another student, or themselves.
- Toys and games belonging to the Summer Program are provided for the children's enjoyment. Proper play and handling of the toys are expected. Deliberate abuse of any property may result in disciplinary action and replacement of the item purposely damaged.
- There will be no gum chewing, fighting, wrestling, biting, and running inside of buildings, climbing on table tops, hitting or kicking.
- Program personnel will not be subjected to physical or verbal abuse from children or parents. Severe infractions could result in termination of services.
- Please do not allow your children to bring money into center.

## **Discipline Procedures:**

Children are entitled to a pleasant and harmonious environment in the program. It is expected that the children respect the same rules that guide them during their school day.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner.

1. The child will be given a time out (in accordance with years of age), in order for him/her to calm down and think about his/her actions.
2. If another timeout is given to the child in a single day, an incident report will be written. This report will be given to the parent to sign and return to the program where it will remain in the child's file.
3. If the child receives three (3) written incident reports the parents, child, and director will have to meet to discuss how to eliminate the behavior issues.
4. If the behavior continues the Director may suspend the child from the summer program.
5. If the severity of the child's actions is great enough that it could endanger the safety of that child or the other children in the program, the child will be expelled from the program and not allowed to return.

### **Dismissal of a student:**

The program reserves the privilege of dismissing/withdrawing any child if, after entering, he or she seems unable to adjust to the group situation.

The program reserves the privilege of dismissing/withdrawing any child if the child-care tuition account is overdue and no substantial attempt has been made to make payment.

The program reserves the privilege of dismissing/withdrawing a child if the parent(s)/guardian(s) refuse to abide by Saint Andrew Academy's policies and procedures.

The program reserves the privilege of dismissing/withdrawing a child if that child or any parent, guardian, relative, or family friend of that child poses a threat or danger to any of the children and/or staff or engages in behavior which is threatening intimidating or aggressive towards staff or students.

### **Field Trip Rules**

- Follow directions.
- No talking when someone else is talking.
- Keep your hands, arms, and feet to yourselves.
- Stay with the group at all times.

### **Bus Rules:**

- Stay in your seats at all times.
- Keep everything in the windows.
- No eating or drinking on the bus.
- Please talk softly



Summer Program Releases

- I request that my child(ren) \_\_\_\_\_ be allowed to go for a walk on the grounds of SAA on any given day and time of the 2018 Summer Program.
- I request that my child(ren) \_\_\_\_\_ be allowed to go to the gym located on SAA property on any given day and time of the 2018 Summer Program.
- I request that my child(ren) \_\_\_\_\_ be allowed to go to the library located on SAA property on any given day and time of the year 2018 Summer Program.
- I understand that my child \_\_\_\_\_ may come into contact with classroom pets; fish and hermit crabs while at 2018 Summer Program.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Photo Release

During the 2018 Summer Program, photographs will be taken of our students participating in activities, enjoying field trips, etc. We would like to display these photos of your child on bulletin boards or posters within the school. In order to display or take photographs of your child we must have your written permission.

\_\_\_\_ Yes, you may use my child's photograph as previously stated.

\_\_\_\_ No, you may not use my child's photograph as previously stated.

Child(ren) Name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please fill out, sign and return



## Saint Andrew Academy Summer Program Parent/student Handbook

St. Andrew Academy Summer Program is relying on you as parents/guardians to support us in our endeavor to provide your child with a safe and loving environment that supports Christian attitudes and morals.

I have read and discussed the rules, policies, and expectations of St. Andrew Academy Summer program and agree to be governed by them while my child is enrolled in St. Andrew Academy summer program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child (ren) Signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please fill out, sign and return