

SummerQuest: Parent Handbook Addendum



Summer 2017

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Welcome to SummerQuest!

SummerQuest provides a summer recreation and enrichment program: not just child supervision, but curriculum designed for child growth and development. This parent handbook will explain our program, procedures and policies.

Program Overview

SummerQuest was created in partnership with the San Lorenzo Valley Unified School District to meet the needs of San Lorenzo Valley Families. SummerQuest is led by the same top-notch educators that developed the SLV Quest after-school program, which has earned an excellent reputation in the community.

SummerQuest offers one week camp sessions throughout the summer, with several schedule options to meet your needs. Each session will include a variety of enrichment activities, including arts and crafts, cooking, games, music and sports. At SummerQuest special attention is paid to gaining social skills including peaceful conflict resolution. Children are also given leadership opportunities and responsibilities.

Hours of Operation

SummerQuest will be open from 8:00am to 6:00pm, Monday through Friday. For each session, you may choose a full-time option or a part time option. Full time is 5 days from 8-6. Part time is either 3 full days or 5 half days. (8:00 am-1:00 pm or 1:00 pm-6:00 pm)

Schedule of Closures for Summer 2017

July 3-7 Closed

Thursday, Friday, August 24, 25 Closed

Admission Policies

SummerQuest is a group care program and may not be the right fit for all children. SummerQuest staff may request a conference with parents and a visit by the child before granting admission. Before a child's first day a registration packet must be completed for each child and the first week's fee.

Forms -The following forms are required and must be completed and returned to us one week before the child begins attending. Children without completed forms may be dropped from the session and placed on the waiting list.

- Summer Quest Registration Form
- Identification and Emergency Information
- Child's Preadmission Health History
- Field Trip Release
- Emergency Medical Consent
- Two Weeks Contract Notice
- Affidavit of Public School Attendance
- Parents Rights
- Personal Rights
- Program Supplied Sun Screen Permission
- Allergy and Food Restrictions Form
- Permission to sign child in

- Electronic Format for Newsletters and Statement Form

Arrivals/Departures

Upon arrival, all children must be signed in by a designated adult. Parents or other representatives are required to record the actual time of arrival and departure each day along with a complete signature. Children must also be logged into the computer as well. Children may not be dropped off in the parking lot; they must be signed in by you or a person on your list.

Children must be picked up or dropped off by a designated representative who is at least 18 years old. Please be sure to list anyone who might be picking up children on your child's emergency authorization form. We will ask for I.D. from anyone we do not recognize before releasing the child to his or her care. These procedures are followed in an effort to protect your child. We cannot accept a phone call request to add a pick-up person.

Payment Policies

Contracted fees for each session are due by the Friday two weeks prior to the start of the session. Fees may be paid by check by dropping the payment in the tuition box at SummerQuest, by mailing the check to 325 Marion Ave., Ben Lomond, 95005 Hermon Rd, Scotts Valley, CA 95066, by credit card via our automatic credit card payment option or via our online payment portal www.slvquest.com/Payment_Portal2.html.

A child's registration is not confirmed until payment is made and all forms required are received. If payment is not made by the two week deadline, SummerQuest has the right to give the camp spot to someone on the waiting list, or the right to allow the child to attend, with the payment of a \$45 late payment fee. A child may not attend a SummerQuest session until fees are paid.

You may change your contracted schedule, or cancel your reservation for a full refund prior to the two week deadline. Otherwise you will be responsible for that contracted fee regardless of usage.

Late Pick-up Fee

If a child is picked up later than their contracted pick-up time, even if it is before SummerQuest closing time, additional time will be charged. A Late pick-up fee of \$1 per minute will be assessed for pick-up after contracted time. Too many after-hours pick-ups can be cause for termination of enrollment. For a half day schedule, permission may be granted by the teacher for a child to stay longer per a request from a parent prior to the 1pm pick up time and that approved time extension will be charged at our regular childcare hourly rate.

Appropriate Attire

Please make sure that your children come dressed in layers. Summer can be unpredictable here and the mornings and evenings are sometimes cool enough to need a sweater. Unless in swim clothes all children must wear shirts and shoes. Flat, strap-on sandals are acceptable but flip flops are dangerous when children want to run and play on the blacktop.

Water Play Policy

We will be having water play days throughout the week, depending on activities and weather. For

parents' convenience, we require children to have a change of clothes in order to participate. You must bring us either swimming suits or suitable clothes to get soaked in. Children will be allowed to wear flip flops during water play, but must have other shoes for running and playing. Please also provide a towel with your child's name on it. All clothes and towels must be taken home on Friday or the last day of the week your child is here at SummerQuest and then brought back fresh and clean the following week. Water play days will occur, weather and behavior permitting.

Snacks and Lunches

Our program includes nutritional snacks provided mid-morning and mid-afternoon. Children arriving before 8:30 a.m. may bring breakfast items from home. Children should bring a lunch. We do have a microwave if your child brings a lunch that needs to be heated. However, on field trip days we may eat off-site, so it would be better to send cold lunches on those days.

Our summer program provides many cooking opportunities for children. We may use eggs and dairy products, but do not cook with meat or fish. Occasionally we may bake treats such as cookies or cupcakes. Please let us know if there are specific foods you do not want your child to eat.

Pool Trips

On some weeks will be going to the San Lorenzo Valley High School pool. Children will leave from Quest and return to Quest to be picked up. There will be at least two teachers supervising as well as the pool lifeguards. The pool itself has strict rules as to who can swim beyond the shallow end so we keep our children out of the deep end of the pool unless there is a parental request. On pool days' children will need to bring their swim suits and towels. We will provide sunscreen unless the parents provide individual sunscreen for their child. Please let the director know if you have a family pass for the pool.

There is no refund for missing departure times.

Open Door and Non-Discrimination Policy: We invite you to drop in unannounced and visit the program any time your child is on site. SummerQuest is an equal opportunity employer and provider. Children are considered for enrollment without regard to race, religion, color, sex, national origin or any other basis prohibited by law.

Thank you for taking the time to read through this guide. Welcome to SummerQuest!