

# Lesley Ellis School Summer Program

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## Parent Handbook

Summer 2020

### Welcome:

**Welcome to Summer 2020**, and thank you for choosing the **Lesley Ellis School Summer Program!** We appreciate the opportunity to create positive life-long memories for your child this summer. We invite you to read through this handbook and learn about our program and how your child will have an unforgettable, safe, fun summer.

The following information is important and will help create a truly unique and enjoyable experience for all our summer program friends. It is designed to give parents and care givers pertinent information regarding rules and policies, as well as tips and guidelines. Your child's attendance at our summer program indicates that you have read and understand the information in this handbook and you accept these rules and policies as part of the agreement. If for any reason you do not understand, or do not agree with the information in this handbook, please let us know.



### Contact Information:

#### Mailing address:

Lesley Ellis Summer Program  
34 Winter St.  
Arlington, MA 02474

Office Phone: 781-641-5987

Fax: 781-641-1052

Contact: Jeanette Keller

[summer@lesleyellis.org](mailto:summer@lesleyellis.org) and 781-354-9376, mobile

Website: [lesleyellis.org/how-we-learn/extra-credit/summer-programs](http://lesleyellis.org/how-we-learn/extra-credit/summer-programs)

## THINGS YOU NEED TO KNOW:

### Arrival and Departure Times:

Please arrive between 8:00 a.m. and 9:00 a.m. each day

Half-day dismissal is at 12:00 p.m.

Children can be picked up between 3:00 p.m. and 4:00 p.m. each day

Late pick up for any dismissal times will be subject to a late fee of \$10 for each 10-minute increment.

### Day of- and Check-In Procedures:

Please plan to arrive on time for summer program. Early arrivals are discouraged as the staff will be busy preparing for the day and will not be available to monitor early arrivals. You can check in your child by checking in with your child's program teacher and marking the attendance sheet when you arrive. You will use the same process at pick-up time. If another person will be picking up your child, a written note, indicating the name and relationship of that person to your child, dated and signed by the parent/guardian, should accompany the child at drop-off.

### Parking Options:

If there are spaces in the Oxford Street parking lot, you may park there. Oxford, Winter and Grafton Streets have many legal on-street parking spaces. Please be considerate of our neighbors and only park in legal parking spaces.

### Buddy Requests:

We will try to accommodate each request for a child to be in a group with friends. However, our main concern is to provide a well-balanced group experience for everyone. Please indicate on your registration form if your child would like to be placed with friends of the same grade and age. While we are typically able to honor these requests, we make no guarantees.

### Medication/Allergies:

All medications brought in must be in the original containers and clearly marked with your child's name and direction for use. All medication must be given to the teacher in your child's group. This includes prescription medications, over the counter medicine and allergy medications. Authorization forms are required for the administration of prescription and over the counter medications. Forms are available from the program teacher.

### Lunch, Snacks and Water Bottles:

Our summer program is nut-aware. Please do not pack any foods that contain nuts or peanuts. Your child should have a lunch, two snacks and a water bottle each day. Be sure that these items travel well and do not need heating or refrigeration. Children leaving at 12:00 noon do not eat lunch at school. Lunch bags and water bottles should be labeled with your child's name.







### Dressing for the Weather:

We will be going outside everyday, weather permitting. Be sure that your child is dressed appropriately and wearing comfortable clothes and shoes. Be sure that all your child's items are labeled. No flip-flops or crocs or open-toed sandals.

### Sunscreen:

We spend a majority of every day outdoors, so we ask that you send your child with sunscreen already applied. Children should have their own labeled sunscreen. We will reapply sunscreen later in the morning and in the afternoon if needed. No spray sunscreen can be applied in the hallways and classrooms.

### Bathing Suits:

Each day we will enjoy some sort of water fun – a sprinkler park, yard sprinkler, beach or local pool. Please be sure to pack a bathing suit, water shoes and towel each day. JD and SE will take a bus to the Arlington Boys & Girls Club for swimming lessons on Monday, Tuesday and Wednesday. Be sure to label all of your child's things.

### Backpacks & Water bottles

A child-sized backpack is a great way to carry lunch, bathing suits, towels and snacks when we are traveling around this summer. We highly recommend it! We also ask that your child bring a labeled water bottle everyday.

### Rest time for Young Adventurers:

Young Adventurers rest in the classroom after lunch. Each child will be provided with a mat for rest time. Each family should provide a blanket and crib sheet for rest time. These items can be left at summer program for the entire week. Children who do not sleep will be given quiet activities to use on their mat.

### Electronic Games and Cell Phones:

In order to ensure that your child has a rewarding and fun experience while in our summer program we ask that all electronics be kept at home. If your child needs to have a cell phone to contact you after the program, it should be in silent mode during summer program hours and only used after hours. We cannot be responsible for the loss of, or damage to, any devices.



## Behavior at Summer Program:

Summer Program participants will be expected to...

- Respect the rights and beliefs of others.
- Show respect to others and treat them as they would like to be treated, and try to be a friend to all.
- Show respect to teachers and staff and cooperate fully with their instructions.
- Communicate in an appropriate manner, which means not using foul language or gestures, harsh words or tone of voice.
- Conduct themselves responsibly. They understand that horseplay, unwelcome teasing, or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other Summer Program friends or teachers and staff. Understand that pushing, kicking, hitting or fighting are not acceptable and will not be tolerated.
- Use program equipment, supplies, and facilities properly.
- Respect the property of others.
- Be fully responsible for their actions and understand that irresponsible behavior will result in disciplinary action or dismissal from the summer program.
- We rarely send children home for disciplinary reasons, but if a child's behavior is repeatedly unacceptable (physically or verbally) towards others, or if the child's actions pose a threat to the safety of others or him/herself, you will be called and asked to come pick up your child.
- Know and follow the rules of the summer program.
- Be on time for all summer program activities.
- Have lots of FUN and a GREAT time!



## Payment of Program Fee:

- Registering and payment for registration can be made by credit card (Visa, MasterCard, or American Express) [here](#).  
Contact us at [summer@lesleyellis.org](mailto:summer@lesleyellis.org) or 781.641.5987 if you need to pay by check or cash.
- Payment in full is required for all registrations on or after May 1. We reserve the right to withdraw your child from our registration if full payment is not received by May 1. No refunds will be given after May 1.
- Any additions to a scheduled week in a completed registration, will be made at the discretion of the Summer Program Director and will incur a change fee of \$25.
- Your child cannot attend summer program without completed forms.



## Cancellation Policy/Refunds:

- The \$100 per week deposit is non-refundable.
- All cancellations made prior to May 1 will receive a refund for any balance paid less the the deposit for each week cancelled. A written notice of cancellation must be received prior to May 1. Changes in schedule due to the extension of your child's school year due to snow days will be made at the discretion of the Summer Program Director. Consideration for this extension must be received by May 1.
- In the event that your child cannot attend the summer program (including sick days), no refunds will be given.
- We reserve the right to change times or locations, substitute instructors, or change scheduled activities. If a program is cancelled due to low

