

Lesley Ellis School Summer Program



Parent Handbook

Summer 2023

Welcome to Summer 2023 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 and fun summer.

The following information is important and is designed to give parents and caregivers 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.



Contact Information:

Mailing address:
Lesley Ellis Summer Program

34 Winter St.

Arlington, MA 02474

Office Phone: 781-641-5987

Fax: 781-641-1052

Contact: Donielle Albrecht
summer@lesleyellis.org

Website: 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. daily.

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

Dismissal is between 3 :00 p.m. and 4:00 p.m.

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

Check-In Procedures:

Please plan to arrive on time. Early arrivals are discouraged as the staff will be preparing for the day and will not be available to monitor students. If another person will be picking up your child, please provide written instructions indicating the person's name, phone number, and their relationship to your child.

COVID 19 Information:

Our COVID-19 practices include hand hygiene and recognition of common symptoms. We will provide more information on any needed protocols as we approach summer.

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 goal 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. 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 nurse. 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 staff.

Lunch, Snacks and Water Bottles:

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 the program. Lunch bags and water bottles should be labeled with your child's name. **Our Summer Program is nut-aware.** Please avoid any foods that contain nuts or peanuts.





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 open-toed sandals.

Sunscreen:

We spend a majority of our 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. Please avoid spray sunscreen application in the hallways and classrooms.

Bathing Suits:

We will enjoy various forms of water fun – a sprinkler park, yard sprinkler, water games, or pool time at the Arlington Boys and Girls Club. Please be sure to pack a bathing suit, water shoes, towel and a change of clothes each day. Be sure to label all of your child's things.

Backpacks

A child-sized backpack is a great way to carry lunch, bathing suits, towels and snacks this summer. We highly recommend it!

Rest time for Young Adventurers:

Young Adventurers rest in the classroom after lunch. Each child will be provided with a mat for rest time and each family should provide a blanket and crib sheet for rest time. These items can be left at Summer Program for consecutive weeks of camp, but please launder each weekend. 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 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.
- Use appropriate conduct. Please understand that horseplay, unwelcome teasing, or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other Summer Program friends or 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 actions and understand that irresponsible behavior will result in disciplinary action or dismissal from the Summer Program.
- 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!**



Payment of Program Fee:

- Payment can be made by credit card (Visa, MasterCard, or American Express) or eCheck. Contact us at summer@lesleyellis.org or 781.641.5987 if you need assistance with payment options.
- A \$100 non-refundable deposit is due for each session at the time of registration.
- You may select to pay in full at the time of registration or select to pay the non-refundable deposit and the balance by May 1. If you select the May 1 option, your credit card will automatically be charged on May 1 for the summer balance.
- Registration submitted after May 1 must pay in full at the time of registration.
- Payment in full is required for all registrations by May 1. We reserve the right to withdraw your child from our registration if full payment is not received by May 1 and no refunds will be given after May 1.
- Any requests to transfer registration from one session to another will be made at the discretion of the Summer Program Director and will incur a change fee of \$25. Registration transfers may not be made from child to child.
- **Your child cannot attend Summer Program without completed forms.**



Cancellation Policy/Refunds:

- The \$100 per session deposit is due at the time of registration and is non-refundable.
- All cancellations made prior to May 1 will receive a refund for any balance paid less the the deposit for each session canceled. 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.
- We reserve the right to change times or locations, substitute instructors, or change scheduled activities. If a program is canceled due to low enrollment you will be notified and payment will be refunded.

