



Summer Programs Important Information

Building Healthy Communities Summer 2008

Sign in and Sign out

On the first day of the program, parents must designate the adults who are authorized to drop-off and pick-up their child by completing the Emergency Information for Leaders Card. Children will be released only to the authorized adults. Changes to who is authorized to drop-off or pick-up one's child must be made in writing – see the staff for such changes. On each occasion, the authorized adult must “sign-in” when dropping off the child and “sign-out” when picking up the child. Please be prepared to show photo identification when picking up. If a child walks to and from the program location, the parent must give written permission on the Emergency Information for Leaders Card for the child to leave the program site unattended at the end of the day.

Daily Activities

Daily activities include structured and unstructured activities; each program may include the following activities:

Check-In – get ready for the day.

Free Play – get acquainted time, have some fun.

Outside Play – various organized outdoor activities.

Inside Play – board games, cards, puzzles, etc.

Arts and Crafts – typically three projects per week.

Quiet Time – time to settle down before going home.

Active Play – indoor and outdoor activity to promote healthy lifestyles

Enrichment Opportunities

Representatives from various groups and county agencies may visit the program to make a presentation and answer questions. Examples may include Bike Safety, Health Department, Fire Department, and Police Department.

Field Trips

Summer Fun Centers may take several field trips. On the day of a field trip, the SFC program site will be closed. Pre-teen programs may take field trips on days when the SFC is open. Please inform the staff if your child is not attending a field trip. Buses will not wait for late arrivals.

Proper Attire

Participants should wear appropriate clothing for active activities and arts and crafts. For safety reasons, participants should wear athletic shoes that completely enclose the foot (NO backless shoes) – NO sandals are permitted. Children not properly attired will not be able to participate. You may provide a smock or old shirt for messy activities. All clothing should be marked for easy identification. Parents will be notified in advance when bathing suits are required. Please keep in mind that schools may not be air-conditioned during the summer.

Food and Liquids

Participants are required to bring a lunch and sufficient liquids for each day. Keep in mind that refrigeration and microwaves are not available for lunches or drinks. Therefore, it is suggested to freeze water bottles or drink boxes and pack them in an insulated bag with the lunch.

Personal Hygiene, Illness and Medications

All children must be toilet trained. If a child becomes ill at the program they must be picked up immediately. Medications must be self-administered with staff supervision. Children are not allowed to self-administer any medications without the proper forms. Written permission of a physician with a photograph of the child attached to the form are mandatory. Do not put medication in lunch boxes or backpacks without notification of staff and completed forms.

Drugs, Alcohol or Tobacco

Any program participant found to be in possession of any drug, alcohol or tobacco product will be immediately terminated from the program. No refund will be issued.

Late Pick-Up

Children must be picked up promptly at the end of each program day. A \$1.00 late fee per child will be charged for each 1-minute increment that a child is not picked up after the appointed program ending time. Repeated occurrences of late pick-up may result in termination from the program.

Lost and Found

Do not send or bring any personal items such as video games, music players, cell phones or other valuable items. We are not responsible for lost or stolen items. We do not have a location available to store lost and found items after the end of the program. All items must be claimed before the end of the program.

Rule #1 - Have Fun!!