

# Summer 2018 Information

## Preschool – 4<sup>th</sup> Grade Adventure Club

### Dates/Hours:

- Thursday, June 7<sup>th</sup> – Friday, August 24<sup>th</sup>  
(CLOSED July 4<sup>th</sup> – 6<sup>th</sup>)
- 6:30am – 6:00pm

### Locations:

**Early Learning Center** (children entering Preschool)

**Hilltop Primary School** (children entering K-4<sup>th</sup> grade)

**NEW!** Preschool and K-4 families will enter through the main door of the Early Learning Center labeled 11S.



### Payment/Change of Schedule:

You will receive a monthly invoice by the 10<sup>th</sup> of each month. Full payment is due on the 15<sup>th</sup>. A late payment fee of \$25 will be charged for all late payments. Once your vacation credit has been used, no refunds or credits will be issued for absences. Payments can be made in your online account at [www.westonkace.org](http://www.westonkace.org)

Withdrawal or change of schedule requires a one week written notice. Please submit this change in your online account.

All pick your day schedules MUST be submitted by the 15<sup>th</sup> of the month prior. Any days chosen after this date will be accepted on a space-available basis. Please remember you MUST pick 8 days per month.

### Drop Ins:

Drop ins will only be accepted if space is available. Please ask the Site Supervisor at your child's summer site if you are in need of a drop-in.

### Sign In/Out Procedures:

All sites will be using iPads for sign-in/out this summer! Children must be signed in and out daily by a parent, guardian, or other listed authorized individual.

Authorized pick-ups must be 16 years of age or older. You may add authorized pick-ups for your child via your online account. Children may not walk or ride bicycles to Adventure Club unsupervised. All individuals who are listed as authorized pick-ups should be prepared to show a photo ID daily.

### Absences:

If your child will be absent from the Adventure Club program due to illness or vacation, please make sure you let the Site Supervisor know. Vacation request forms can be found at the parent table.

### Remind 101:

We will again be utilizing the one-way communication service, Remind 101. This allows us to send reminder text messages to a number of your choosing. Reminder messages will include things like field trip information, special events, etc. To enroll in this service, please see the attached document for instructions.

### Appropriate Attire:

Tennis shoes are required to play in the gym and preferred for warm weather outdoor play. Children should wear comfortable clothing that allows for participation in all activities.

### Lockers:

Children at all locations will be given a locker to store their personal items (extra clothes, swimsuits, water bottle, etc). Please do not send toys from home. Preschool & Kindergarten children may bring a small blanket for daily rest time.

### Meals/Snacks:

Breakfast will be provided in the Hilltop cafeteria until 8:15am daily & hot lunch will be provided from food service at the High School Monday - Thursday each week. Please pack a bag lunch labeled with your child's first/last name & any food allergies for Friday field trips. These lunches will NOT be kept in coolers on these days so please pack accordingly. A light morning and afternoon snack is provided daily.

### Medication:

If your child needs medication during the summer program, you must fill out a medication authorization

form. This form does require a doctor's signature. No medication will be given without this form. Medication can only be accepted in the original bottle with your child's name on it. Please note that we do not cut pills. If only a ½ pill needs to be taken, they must be already cut.

**Allergies:**

If your child has an allergy, please double check that staff are aware of it on their first day. All students with allergies that require an Epi pen MUST bring a completed Food Allergy Action Plan, Medication form and the Epi pen. Your child will not be able to attend until these items have been received.

**Sunscreen:**

SPF 30 sunscreen will be provided for your child. If you prefer your child to use sunscreen from home, please make sure it is labeled with your child's first & last name. Please do not bring spray sunscreen.

**Enrichment Classes:**

All Adventure Club students will participate in enrichment classes each Monday – Thursday morning. Enrichment classes will run for 8 weeks. They will run from Monday, June 18<sup>th</sup> – Thursday, August 16<sup>th</sup>. Due to the holiday, there are no enrichment classes the week of July 2<sup>nd</sup>.

**Friday Field Trips:**

We have scheduled age appropriate field trips for each Friday of the Summer program. Preschool & Kindergarten students will go together on field trips and 1<sup>st</sup> – 4<sup>th</sup> grade students will go on a separate trip. Calendars with field trip locations will be provided monthly. Please remember that NO STAFF STAY BACK on field trip days so please make alternative arrangements if necessary.

Your child will receive both a cotton t-shirt and swim shirt. For safety purposes, field trip shirts MUST be worn on all field trip days. Please make sure your child wears their swim shirt on swimming field trip days! Drawstring bags have also been provided for field trip days. Please place your child's bag lunch and any other items they may need to bring on the field trip each Friday. Money is not permitted on ANY field trips!

**Activities/Swimming Lessons/Summer School:**

If your child is participating in any additional enrichment activities or swimming lessons please complete an activity form (located at the parent table). Activity forms MUST be completed and turned in one

week prior to the class beginning. We will transport/walk children to these activities Monday – Thursday from 1:00-4:00pm. The only exception to these hours will be for Preschool children attending the 12:10pm swimming lessons. *If you register for swimming lessons the time choices that we will transport for are: 12:10pm (preschool), 1:20pm, 2:10pm or 3:00pm (K-4) sessions.* If you sign up for an activity outside of these hours, you are responsible for getting your child to and from those activities. Please note that if you choose to attend other activities, you will still be responsible for your full Adventure Club tuition.

If your child is attending Summer School (Targeted Services) or Extended School Year (ESY) during the month of July, please also fill out an activity form. We will walk your child to and from these programs each day. On Friday field trip days, you will need to choose whether your child will attend Summer School, ESY or the field trip as we do not keep staff back. If you choose Summer School or ESY, please remember you will need to provide alternate care for the remainder of the day.

**Contact Information:**

**Early Learning Center**

Site Supervisor: Sandy Cook

Email: [cooks@westonka.k12.mn.us](mailto:cooks@westonka.k12.mn.us)

Site Cell Phone: 952-484-2734

**Hilltop Primary School**

Site Supervisor: Jess Fawley

[fawleyj@westonka.k12.mn.us](mailto:fawleyj@westonka.k12.mn.us)

Assistant Site Supervisor: Kelly Hilgers

[hilgersk@westonka.k12.mn.us](mailto:hilgersk@westonka.k12.mn.us)

Site Cell Phone: 952-292-0773

**Child Care Coordinator**

Ashley Tupper

[tuppera@westonka.k12.mn.us](mailto:tuppera@westonka.k12.mn.us)

Office Number: 952-491-8046

**Program Support Specialist**

Michelle Cheney

[cheneym@westonka.k12.mn.us](mailto:cheneym@westonka.k12.mn.us)

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