



## **2021 Family Policy Manual Spark Summer Learning**

Spark Summer Learning  
[info@sparksummer.org](mailto:info@sparksummer.org)  
[SparkSummer.org](http://SparkSummer.org)  
Phone: 402.436.1683

**Camp Location**  
Adams Elementary School  
7401 Jacobs Creek Dr, Lincoln, NE 68512

**Foundation for Lincoln Public Schools**  
[FoundationforLPS.org](http://FoundationforLPS.org)  
[info@foundationforlps.org](mailto:info@foundationforlps.org)  
Phone: 402.436.1612

## WELCOME

Dear Parents, Grandparents, Guardians and Caregivers:

We are excited to have your child join us on an adventure designed around the concepts of STEAM: Science, Technology, Engineering, Arts and Math!

STEAM is a way to teach how all things relate to each other, in school and life. It's the sciences taught through the lens of creativity and design. At Spark we use the concepts embedded in Project Based Learning; by using real-world scenarios, challenges, and problems, students gain useful knowledge and skills that increase throughout the project. This encourages critical thinking, problem solving, teamwork and self-management.

The mission of Spark Summer Learning is to spark exploration, ideas and creativity all summer long. Our days will be filled with a balance of hands-on get messy activities, quiet reflective time, time for kids to move their bodies and time to simply enjoy all that summer has to offer. We'll discover maker spaces, work with artists, create with scientists and explore topics that kids find the most interesting.

We can't wait to learn about you and what makes Sparks fly in your child's imagination. Thank you for becoming a part of the Spark family and entrusting us to help your children learn, grown, and explore their full potential.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Wendy', with a stylized flourish at the end.

Wendy Van DeLaCastro  
President, Foundation for Lincoln Public Schools  
Wendy.Van@lps.org  
402.436.1612

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## **PARTNERSHIPS WITH FAMILIES**

### **Parental Involvement & Communication**

Parent involvement is a key factor in providing quality childcare. Developing a solid relationship, built on mutual trust and respect, between parents and staff members is our goal. We ask parents to do the following to ensure excellent communication:

- Keep the lines of communication open.
  - Tell us when your child needs extra help or support.
  - Let us know if something new in your child's life may be affecting their behavior.
  - Familiarize yourself with program policies. Ask questions if you don't understand our policies or procedures.
  - Raise issues when they first develop.
  - Set up a time to speak privately, in person, or over the phone, away from other parents so the issue can be discussed openly and with undivided attention.
  - Be specific about your concerns. Give examples of things that have happened or observations you have made.
  - Call if you are going to be late for drop-off or pick-up.
  - Ask questions. The more you participate, the more involved you will feel.
- Additional Ways to Strengthen the Parent/Provider Relationship
  - Help us stay in tune with your needs and interests. Keep us informed about any important changes we need to know about to serve you well.
  - Share your child's special talents and strengths.
  - Let us know about your family and cultural traditions.
  - Make suggestions when you think we could serve you better.
  - If you are feeling disconnected, ask us for suggestions on ways you can connect with your child's experience in our program.
  - Tell us about your day when you pick up your child.
  - Visit whenever you can! You are always welcome!
- Ways We Strengthen the Parent/Provider Relationship Through Communication
  - A bulletin board is posted onsite with reminders, policies, menus and general info.
  - SparkSummer.org and the Spark Facebook page, provide general information regarding policies and procedures, contact information, current happenings, photos, conversation starters and more.
  - Enrolled families automatically receive email for program reminders and updates.
  - Forms for ideas, suggestions and/or complaints are available at the sign in/out table. We will respond within one business day. If you feel that your concerns or issues are not being addressed adequately, please contact Wendy Van DeLaCastro, President of the Foundation for LPS. 402-436-1612 [wendy.van@lps.org](mailto:wendy.van@lps.org).
  - A committee, made up of Foundation for LPS Board members, exists to oversee the policies and procedures of Spark Summer Learning. Concerns that are unable to be unresolved through staff may be taken to the Spark Summer Learning Committee. Email [info@sparksummer.org](mailto:info@sparksummer.org) and the grievance will be forwarded to the committee for discussion.

## **Parent/Guardian Responsibilities**

At Spark Summer Learning we expect the following out of parents/guardians:

- Understand and adhere to Spark Parent communication guidelines.
- Sign your child in/out daily.
- Honor Spark Summer Learning operating hours. For K-5th grade families this means not dropping your child off before 7:00 am, and picking your child up by 12:15 if they are enrolled in half days or 6:00 pm if enrolled in full days.
- Update your child's records as changes occur.
- Ensure tuition payments are made on time and accounts have enough funds available.
- Notify the site supervisor if:
  - Your child will not be attending.
  - If anyone other than the parent/guardian will pick the child up.
  - Of any special needs your child may have. The information must also be listed on your child's enrollment form.
  - You have questions or concerns with Spark Summer Learning staff or policies.
  - You will be changing your child's enrollment status by filling out the appropriate form provided by the Spark Summer Learning.
  - You have any changes in employment, address, phone numbers, care and/or custody arrangements, and any other important information regarding the child or family situation. All changes must be done so in writing.

## **Visitors**

Spark Summer Learning welcomes you to visit the site at any time and wants you to feel free to ask questions. Please sign in with the front office and check in with your child's learning leader upon arrival. Visits are also conducted by the program director, the president of the Foundation for LPS, and Foundation for LPS board members.

## **Parent Program Evaluations**

Summer-end program evaluation surveys will be emailed and available online. Once the evaluations are completed, evaluations are reported to the Foundation for LPS office and the Foundation for LPS Board of Directors.

## GENERAL INFORMATION

### Eligibility

The Foundation for Lincoln Public Schools Spark Summer Learning program does not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental abilities. Spark serves students who have completed K-5th grades (between the ages of 5 and 12). Spark will may make an exception to this rule on a case-by-case basis. Spark Summer Learning provides care only for children who are: toilet trained, have age-appropriate eating, dressing, and hygiene skills, able to abide by the rules of the program as outlined in the Family Policy Manual. Students must be able to function effectively in a setting with one adult for each 15 children for K-5th grade classes. At registration, it is mandatory that parents list on the registration form any special needs or requested accommodations. All information listed will only be shared with appropriate Spark staff. Failure to comply with this request at the time of registration may result in us being unable to accommodate your child's needs.

### Hours and Days of Operation

Spark Summer Learning is a 10-week summer program. During the summer we are closed to observe Memorial Day and Independence Day. Spark is held at Adams Elementary School, 7401 Jacobs Creek Drive, Lincoln, NE. Drop off runs from 7:00 am to 9:00 am. Children participating in breakfast must arrive by 8:30 am to provide adequate time to eat and staff to clean up before the start of the day's programming. STEAM programming begins at 9:00 am each day and concludes at 12:00 pm. Children enrolled in half days must be picked up by 12:15pm. Afternoon programming runs from 12:00 pm to 4:00 pm. Children will be participating in field trips, pool days and working with off-site partners as they explore the STEAM curriculum. If a child needs to be picked up during the core program hours, please call the site supervisor to confirm arrangements. Pick up time runs from 4:00 pm to 6:00 pm.

### Calendar & Schedule

Each week will have a theme, all relating to the exploration of science, technology, engineering, art and math. Calendars for each month are available on our website at [www.Sparksummer.org](http://www.Sparksummer.org) and will be posted on the parent information bulletin board. Wednesday afternoons we typically go to the pool. These outings will be posted on the parent bulletin board and appropriate clothing and sunscreen will be required. Please plan to provide this for your child. Students enrolled in half day sessions do not attend pool outings. While the schedule is open to change, a typical day at Spark looks something like this:

#### Full Day Schedule

- 7:00 am–9:00 am Student drop off – Maker challenge and structured play
- 8:15 am–8:45 am: Breakfast
- 9:00 am: Circle time
- 9:15 am–11:30 am: Structured STEAM activities and outdoor play
- 11:30 pm–12:30 pm: Lunch
- 12:30 pm–3:30pm: Academies
- 3:30 pm–4:00pm: Snack
- 4:00 pm–6:00pm: Student pick up – Structured play and maker challenges

### **Half Day Schedule**

- 7:00 am–9:00 am Student drop off – Maker challenge and structured play
- 8:15 am–8:45 am: Breakfast
- 9:00 am: Circle time
- 9:15 am–11:30 am: Structured STEAM activities and outdoor play

### **Temperature Checks**

At check-in staff will take student's temperature with an infrared thermometer to verify that they do not have a fever above 100 degrees.

### **Meals**

Breakfast will be provided each morning to all students who are scheduled to arrive at Spark before 8:45 am. Lunch will be served at approximately 11:30 pm each day for those enrolled in a full day and a healthy snack will be provided at approximately 3:30 pm. Children are welcome to bring a lunch from home if they would like, however refrigerator space is limited. Please let us know so we can plan accordingly.

We contract with Hy-Vee to provide healthy, fresh meal services. Links to their monthly menus are available on our website. Limited food accommodations may be able to be made. Please contact the site supervisor and notify Spark at time of registration if your child requires any dietary considerations.

### **Enrollment**

Enrollment opens March 1 and closes May 1, or until all spots are filled. Priority will be given to those enrolling in full day care. The following information must be completed and submitted via the online registration prior to your child's first day in the program:

- Online Enrollment Form
- \$50 one-time, non-refundable enrollment fee per family
- \$30 one-time, non-refundable activity fee per child

### **Tuition & Fees**

Pricing based on number of weeks enrolled. A non-refundable registration fee of \$50 per family, one-time \$30 activity per child and processing fees are due upon enrollment.

#### **1-4 Weeks**

- Full Day Registration: \$235/week
- Half Day Registration: \$160/week

#### **5-8 Weeks**

- Full Day Registration: \$215/week
- Half Day Registration: \$145/week

#### **9-10 Weeks**

- Full Day Registration: \$199/week
- Half Day Registration: \$130/week

**Costs Included in Tuition & Fees**

- Breakfast, lunch and snack are included daily for full time participants.
- Breakfast is included daily for half-day participants.
- Field trip transportation and admission fees are included.

**Payment**

Payments must be made electronically via credit card or ACH. Payment will be charged mid-week, the week prior to care. It is the parent/guardian responsibility to update their account in the enrollment platform regarding credit card and ACH information. If two consecutive payments are declined due to insufficient funds, invalid or closed account notifications or unauthorized payments you will be notified that your child/ren will be suspended effective immediately upon the Foundation receiving notification. You will be given one week beginning with the date of suspension to rectify your account.

The Foundation reserves the right to hold families responsible for all charges accrued during any period of time in which a child is suspended from the Spark Summer Learning program. All rectifying payments must be made to the Foundation office in the form of cash or money order. Failure to rectify your account in full within one week following the date of suspension may result in immediate removal from Spark Summer Learning, and your account being submitted to collections. Parents or guardians will be responsible for any collection costs or charges incurred. These charges will be added to the outstanding balance on their account. Should the child be removed from the program, and the account is paid in full, the child will be eligible for re-enrollment into Spark Summer Learning program provided the program does not have a wait list.

**Late Pick Up Fees**

All children are to be picked up by 12:15 pm for half day enrollment or 6:00 pm for full day enrollment. Families will be charged for late pick up at a rate of \$20.00 per child. Sign out time registered on the tablet will be used as the official pick up time.

**Program Withdrawal**

In the event the family wishes to cancel prior to the start of the program, the family must give a 14-day notice prior to the program start date by emailing [info@sparksummer.org](mailto:info@sparksummer.org). The family enrollment fee, activity fee(s) and credit card fees are non-refundable.

In the event that Spark must dismiss your child from the Spark Summer Learning Program, parents will receive a two-week notice. However, if a child is being removed for disciplinary reasons (please see “Disciplinary Procedures”) a two-week notice may not be possible. Parents are responsible for payment for those two weeks even if your child does not attend. Spark Summer Learning may terminate services for any of the following reasons, but are not limited to:

- Failure to honor obligations in the Family Policy Manual, or in any written policies provided
- Lack of parental cooperation
- Any actions by parents or children that adversely affect the program such as offensive language used by parent/guardian or staff harassment
- Failure to complete required forms
- Failure to pay
- Inability to meet the child’s needs without additional staff



## **DISCIPLINE**

### **Standards of Behavior**

Below are the expected standards of behavior for families enrolled in Spark Summer Learning. Please review these statements with your child:

- Program authority is established for the health, safety and well-being of all members of the Spark community.
- All members of the Spark community are expected to demonstrate respect for themselves, individuals enrolled in the program, staff members, parents and other adults, the space and materials.
- The rights, property and dignity of each person are to be safeguarded at all times. This means:
  - No abusive language, signs, messages or expressions will be allowed.
  - No theft of any kind will be tolerated.
  - Continued disrespect when reasonable requests are made will not be allowed.
  - School facilities are the property of all residents in the Lincoln Public School District. Abuse of any part of the facility or property will not be tolerated.

### **Approach to Discipline**

Spark Summer Learning follows many of the guidelines established by Lincoln Public Schools. We believe that all people should be treated with respect. We believe discipline should be:

- Individualized and consistent
- Appropriate to the child's level of understanding.
- Directed toward teaching the child acceptable behavior and self-control.

A teacher/staff member may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Recognizing appropriate behavior instead of focusing only upon unacceptable behavior.
- Reminding a child of behavior expectations daily by using clear, positive statements.
- Redirecting behavior using positive statements.
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, when limited to no more than one minute per year of the child's age.

### **Child Disciplinary Report**

Spark Summer Learning staff will judge when a negative behavior is sufficiently inappropriate to justify issuing a Child Disciplinary Report (CDR). The staff member at pick-up or site supervisor will notify the parent/guardian when a CDR is issued. Further behavior requiring CDR's may result in removal from the program.

## HEALTH, SAFETY AND SECURITY

### Illness

Spark Summer Learning cannot accept any child who has a contagious illness or any of the following:

- Fever: Any child with a temperature of 100 degrees or above
- Diarrhea
- Vomiting
- Contagious skin or eye infection

If any of the above occurs at Spark Summer Learning, parents will be called to pick up their child. The child must be picked up within one hour of being notified. If we cannot reach you, we will contact the authorized individuals on your child's/children(s) registration form. For the safety of all students and families please let the site supervisor know if your child has been diagnosed with a contagious illness.

Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children. Please refer to the health exclusion policy for additional information.

Illness	Student Can Return
Temperature of 100°F orally, or 99°F axillaries, or higher.	Fever-free for 24 hours.
Red, watery or draining eye(s).	All discharge has ceased.
Drainage from the ear(s).	a) All drainage from the ear(s) has ceased, or b) Physician or nurse practitioner note stating that the child is not communicable.
Lice.	After treatment, free of lice and nits.
Skin lesions, i.e., impetigo, ringworm, and scabies.	a) Skin sores are healed, or b) Physician or nurse practitioner note stating that the child is not communicable.
Vomiting.	Free of upset stomach and vomiting for 24 hours.
Diarrhea (two or more loose, watery stools per day).	Diarrhea-free for 24 hours.
Fainting or seizures or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck.	a) Free of symptoms, or b) physician or nurse practitioner note stating that the child is not communicable.
Fever with any specific signs and symptoms of a communicable disease to which the child has been exposed.	Fever free for 24 hours.
Any combination of symptoms for consecutive days of attendance.	Free of symptoms.
COVID-19 Positive.	Return policy follows the <a href="#">Lancaster County Directed Health Measures</a> .

## **COVID-19**

Spark Summer Learning follows the most up-to-date [directed health measures](#) of Nebraska Department of Health and Human Services and the Lancaster County Health Department.

## **Head Lice**

If head lice or nits are found on your child, you will be called to pick up the child. The child will be checked upon their return and may stay if the child is “nit free”.

## **Chronic and Special Health**

At the time of registration, parents are expected to indicate on their child’s registration form if the child has chronic or special health needs that require special attention. Parents are expected to provide the site supervisor of any procedures or accommodations that may need to be taken. If we are able to accommodate your child’s special health need, all staff within your child’s program will be properly trained in the procedures outlined by the parent.

## **Storing and Administering Medication**

Medication can be stored and administered at Spark Summer Learning under the following guidelines:

- All medication, with proper documentation must be delivered directly to site supervisor by the parent or guardian. Medication given to site supervisors by students will not be stored or administered.
- Expired medication will not be kept on site. All expired medication will be returned directly to a parent/guardian.

## **Parental Responsibility**

Parents or any licensed healthcare professional shall determine if Spark Summer Learning staff are competent to give or apply medication.

## **Written Permission and Instructions**

All Spark staff shall give or apply medication, both prescription and non-prescription, only with prior written permission and written instructions from a parent. Spark staff shall comply with the instructions provided by the parent. Medication shall be in the original container, stored according to instructions, clearly labeled for a named child, and returned to the parent when no longer needed. The dosage will not exceed that which is printed on the label. Any error in giving or applying medication shall be reported to the parent.

## **Medication Log**

Each site has a designated medication binder for children enrolled receiving medication. Information within the binder is kept confidential. For each child receiving medication there must be a completed medication log sheet signed by a parent or guardian which includes a competency statement permitting Spark Summer Learning to administer medication to your child. Medication log forms are required to be updated each summer and at any time medication type, dose, route, and/or time of administration is modified.

### **Epi-Pen**

If your child has an allergy that may require the use of an Epi-pen, Spark Summer Learning will require an Epi-pen be kept on site which will be provided by the parent or guardian. If your child would require the use of the Epi-pen while in attendance the following steps will be taken:

- The Epi-pen would be injected by a staff member.
- 911 would be called after the Epi-pen is injected.
- The parent or guardian would then be contacted and given further information.

### **Latex Gloves**

Latex gloves are worn by staff when administering first aid. Please inform the site supervisor and indicate on your child's registration form if your child has a latex allergy.

### **Sunscreen**

It is the responsibility of parents/guardians to provide sunscreen that is labeled with the child's name. Spark Summer Learning will keep some sunscreen on hand should a child be without. If your child has any reactions to sunscreen please notify the site supervisor or staff at pick-up and send specific instructions about how to care for your child when they are outdoors.

### **Minor and Serious Accidents**

In case of an accident at Spark Summer Learning, emergency first aid will be administered and parents/guardians will be notified. If the site supervisor is unable to reach the parent/guardian, emergency phone numbers will be used. An emergency unit will be called only in extreme cases. A staff member will accompany any child being transported to a local hospital, and remain with the child until the parent/guardian has arrived. At the time of enrollment parents give Spark Summer Learning program permission to transport and treat in the event a medical emergency arises. A copy of the child's registration form and immunization records, if available, will be brought to the hospital with the staff member. At least one staff member who is CPR/First Aid certified must be on duty at all times.

An accident report outlining the care and procedures administered to the child will be completed and placed in the child's file. A copy will also be given to the parent and the Foundation office. The accident report must be signed by the parent/guardian before the child will be allowed to return to Spark Summer Learning. Parents or Guardians are responsible for any expenses incurred due to an injury.

### **General Guidelines Used for Administering First Aid**

Below are the following guidelines we use when providing first aid care:

- Staff will not move the child until we determine the extent of the injury.
- Any mild cut or abrasion will be washed with warm water and a bandage will be applied. Salves, ointments, or creams will not be applied or kept on site, unless an 'as needed' script is provided by a licensed health care professional and the parent or guardian has supplied the medication.
- In case of deeper cuts possibly requiring sutures, staff will call the parent or guardian immediately. If we are unable to reach the parent or guardian, we will contact another

authorized person on the child's registration form, or notify the child's listed physician for medical advice.

- If a limb is visibly distorted, we will contact the parent or guardian immediately. The parent or guardian can then make the recommendation as to having 911 dispatched, or if the parent would prefer to transport. If we are unable to get in contact with the parent or guardian staff will call 911. If a child is transported to a local hospital, a staff member will accompany the child to the hospital, and remain with the child until the parent or guardian has arrived.
- If a child becomes unconscious 911 will be called immediately.
- In case of a head injury of any kind, staff will apply a cold compress to the injured area, and call the parent or guardian.

### **Mandated Reporting**

According to Nebraska state law, Spark employees and all other persons are required to notify Child Protective Services and law enforcement officials if they suspect a child has been subject to abuse or neglect to include but not limited to:

- Endangerment of physical or mental health
- Deprivation of necessary food, clothing, shelter or care
- Minor child six years of age or younger left unattended in a motor vehicle
- Suspected sexual abuse and/or exposure to sexual situations/materials

### **Emergency Procedures**

Staffs will be trained by Adams and LPS security staff on all emergency procedures including fire, tornado, lock-out, lock-down, evacuation, and shelter procedures. In the event of an emergency that creates an unsafe environment at Adams Elementary Spark staff will take the children to a predetermined the reunification at Bryan Life Pointe (7501 S 27th St. Lincoln NE). Parents should use the main parking lot to access the front lobby where they will sign their children out before being reunited.

### **Providing Appropriate Care and Supervision**

Staff members of a summer care program are the most important element in successful operation of the program. It is the staff that is responsible for creating and maintaining a safe, healthy environment. The staff shall assume responsibilities for providing adequate and appropriate supervision at all times to children in attendance. Every situation will differ; however, it is expected that childcare staff will use good judgment in assessing proper supervision while children are in our care. Appropriate supervision is provided by adhering to the following guidelines:

- Children shall never be left unattended.
- An accountability plan will be in place for children who need to use the bathroom or drinking fountain during outdoor play.
- Staff will be visible, attentive and available at all times.

## **ATTENDANCE AND ABSENCE**

One goal of the Spark Summer Learning program is to provide a safe environment for each child. Attendance will be taken as children arrive. If a child is scheduled to attend Spark Summer Learning, does not arrive, and a parent/guardian has not notified Spark Summer Learning, the site supervisor will call the parent and emergency contacts provided.

If a child will be absent or will be late to Spark Summer Learning, messages may be left on voice mail 24-hours a day by calling the number for your child's site. Messages may NOT be left with the school. Spark Summer Learning is not a program of the Lincoln Public Schools, and the school secretary is not responsible for taking messages for Spark Summer Learning.

### **Drop off and Pick Up**

Our program requires that every child is signed in and out of our program each day. We also require photo identification to pick up a child. Any person attempting to pick up a child must be listed as an authorized party by the parent/guardian prior to pick up.

### **Release of a Child**

It is our policy to release a child to either parent unless we have a copy of a court order/divorce decree prohibiting otherwise. Children are also eligible to be released to authorized individuals as permitted by the parent having custodial rights with advanced notice. For the safety of your child, it is imperative that parents provide a list of all authorized individuals who may pick up the child. Special instructions must be submitted in writing to be kept in your child's file. Spark Staff will not release children to unauthorized individuals.

### **Culture and Behavior**

What makes Spark unique is its culture and commitment to experiential learning. We expect kids to come to the program excited and ready to learn. We encourage positivity, creativity, kindness and friendship. To make the program a safe and welcoming, we ask that you help us support great behavior.

### **Items from Home**

Please discourage your child from bringing toys or other items from home. Spark Summer Learning has ample equipment to meet the children's needs. Spark Summer Learning will not assume responsibility for toys or other items brought from home except for those items in which Spark has asked you to bring (i.e. swim wear, sunscreen, etc).

Please do not send your child with a cell phone. In the event that you need to contact your child, please feel free to call the site and ask for the site supervisor. The site supervisor will be able to assist you in speaking with your child. A child may contact a parent/guardian from Spark phones if the site supervisor deems the situation as appropriate.

### **Lost and Found**

If your child is missing articles of clothing or personal property, please inquire at the site as soon as possible. Unclaimed items will be put in the lost and found. Spark Summer Learning is not responsible for lost items.

## **FIELD TRIPS**

Field trips are an integral part of the Spark Summer Learning. We have field trips or pool outings scheduled for most Wednesdays. We always welcome parent/guardian volunteers on field trips. If at any time you are interested in attending a scheduled field trip, please let your site supervisor know. Spark provides transportation through Adventure Bus and Charter.

For added safety the adult to child ratio is lowered on field trip days to 10:1. For swimming field trips we reduce child to adult ratio to 6:1. The following is a list of field trip safety procedures that is used for staff and children within the program.

### **Staff Procedures**

- Prior to a scheduled field trip, staff is informed of important details of the trip (example: prohibited areas, meeting locations, times, cell phone numbers, etc.)
- Staff will wear a designated Spark Summer Learning field trip t-shirt.
- Proper swimming attire – Staff must be in swim wear, as this is a requirement of all city pools. Spark Summer Learning will maintain a 6:1 child to adult ratio on swim trips. Half of the staff will be in the water, and the other half will be supervising by walking the pool deck.
- Each staff member will keep a list of children's names in their designated group.
- Each staff member team will carry a first aid kit.
- Staff will accompany children to and from the bathroom.
- During the field trip, staff will count their group before moving to another designated area.
- Fifteen minutes prior to the scheduled departure time, staff will meet at a designated location. site supervisors will take attendance and an additional head count prior to departure.
- The ultimate accountability of children will be done in writing, on a field trip tracking sheet, by name as each child loads the bus.
- One staff member will be assigned to complete a final check of the bus after arrival back at the site. This will serve as added safety to make sure all children have departed the bus.

### **Procedures Established for Children**

- Children must wear a designated Spark Summer Learning field trip t-shirt.
- Prior to departing the site, the following will be reviewed with the children:
  - Bus rules
  - Field trip rules and safety procedures
  - Safety procedures for crossing the street

Before we leave Adams elementary, children are reminded of our field trip rules. If for any reason they are separated from their group, we feel it is important to teach children the appropriate steps to take should such incident occur. Upon arrival at the field trip location, a "lost child" area is identified. We teach children to:

- Remain in the area where they last saw their group or go to the "lost child" area.
- Ask for help in an open visible place from someone in charge.
- NEVER leave the area with an unidentified person.