



Parent Toolkit

Pick-up and Drop-off:

- Parent parking: The best place for families to park is along 24th Street or Park Avenue (shown in orange). Only the main entrance to St. Matthew's Church will be open (marked below with the blue "X").
- The main entrance will be open from 7am - 11 am and 1pm - 6pm. Spark staff will be at the front desk during hours that the doors are open. To gain access when the door is locked call the phone number posted on the door.



For Information Call: 402-805-7998 • **Location:** St. Matthew's Episcopal Church,
2325 S 24th Street, Lincoln, NE 68502 • matt.tebo@sparksummer.org

SparkSummer.org



Check-in and Check-out Process:

- At drop-off staff will take student's temperature with an infrared thermometer to verify that they do not have a fever above 100 degrees.
- Remember that only those who you identified as primary and emergency contacts during registration can pick your child up. You may add other authorized individuals to pick up your child by submitting their information on the change of information form on our website: [here](#). Make sure these forms are up to date before a secondary contact comes to pick up your child.

Site Contact Information:

- Email: matt.tebo@sparksummer.org
- Spark site phone number: 402-805-7998. This phone is attended from 7 am – 6pm Monday through Friday from June 22nd to July 31st.
- You can reach Matt Tebo, Program Director, at 402-580-8330. This phone is attended outside of Spark hours, and general call back expectations are to receive a response within 3 hours.

Pool Days:

We are working with the department of Parks and Recreation to secure a group pool time for this summer. If we are able to attend the pool we will walk to Irvingdale Pool and may make multiple trips per week to accommodate all students or rotate weeks of pool attendance as possible with limitations on pool capacity. These days are always a little more complicated and we will make sure to send you the information detailing what each of these needs specifically the week before we take the trip (Look for these emails on Sunday). General information for these trips is as follows:

- Swimming gear: On pool days please send your child with appropriate swim wear. Irvingdale pool does not allow street clothes to be used in place of bathing suits. Parents should also provide a towel.
- Sunscreen: Parents are required to provide Spark with sunscreen for their child on the first day of the program. Please label your child's bottle.
- Spark T-shirts: On all pool days students are required to wear their Spark summer learning t-shirt so students are visible and identifiable.
- Pick-up/drop-off from off-site locations: During field trips children will not be available for pick-up from St. Matthew's Church. If you must pick up your child during a field trip, you must make prior plans with the Site Supervisor or Program Director. All normal pick-up and drop-off policies listed in the family policy still apply.

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Parent Involvement:

- We want families to be as involved as possible so if you would like to stop by during the day and see our activities you are always welcome.
- Parents can also help by telling others and spreading the word about Spark. We still have many drop in weeks available. The more the merrier!

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