



2019 Family Policy Manual

Spark Summer Learning
A program of the Foundation for Lincoln Public Schools
Foundation for Lincoln Public Schools
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Spark Location 2019
Adams Elementary School

Welcome

The mission of Spark Summer Learning is to spark exploration, ideas and creativity all summer long. 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. Kids find it more fun than traditional learning styles and makes sense to all types of learners.

We also use the concepts embedded in Project Based Learning, which is a revitalization of education for students so that they can develop intellectually and emotionally. 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.

In addition to finding resources, developing project timelines, and learning to overcome obstacles, students have the opportunity to publicly display their work. Displaying their completed projects in public gives the students the chance to grow their public speaking and presentation skills while explaining their project's outcome to individuals outside of the classroom.

This summer we hope your child grows personally and academically, and that they are excited to join us at Spark Summer Learning. We will work hard to help your child feel a part of the Spark Summer Learning community each and every day. Our days will be filled with a nice balance of hands-on get your hands messy activities, quiet reflective time, time to move our bodies and time to simply enjoy all that summer has to offer.

We will take field trips, play at the pool, explore maker spaces, work with artists, create with scientists and explore topics that are most interesting to our kids.

Our days will start with inspirational and supportive team meetings where we will set our goals and activities for the day. Our weeks will end with a celebration of all we accomplished...parents are welcome to join on Friday's for these special occasions. And our sessions will end with a culmination of that group's project.

Our staff will make your student feel like they are at summer camp every day! And you can be worry free during your busy work day as we offer convenient hours for working families, meals and transportation to all scheduled events. We want you to feel confident, knowing that your child is with a team of caring adults who have an interest in seeing them succeed.

Thank you for trusting us with your children, we take that responsibility very seriously, and thank you for becoming a part of the Spark family. We will work with each family to accommodate student needs to the best of our ability. All students are welcome at Spark Summer Learning! We can't wait to learn about you and what makes Sparks fly in your child's imagination.

Sincerely,



Wendy Van

President, Foundation for Lincoln Public Schools

Sources: Educators America

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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 11). Spark will 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, and are able to function effectively in a setting with one adult for each 15 children.

It is mandatory that parents list on the registration form at the time of registration should their child have any special needs or requested accommodations to be considered. Providing this at registration, you have the best chance to have your accommodations met. Failure to comply with this request at the time of registration may result in us being unable to accommodate your child's needs. All information listed will only be shared with appropriate Spark staff.

Hours and Days of Operation

Spark Summer Learning is a 10 week summer program that will be held at Adams Elementary School, 7401 Jacobs Creek Drive, Lincoln, NE. We will be closed on July 4th in observance of the holiday. The program will begin on May 28th and will run through August 2nd. Children may arrive anywhere between 7:00am and 9:00am and may be picked up between 4:00pm and 6:00pm. The core programming will begin at 9:00am each day and will conclude by 4:00pm. 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 at the site to confirm arrangements.

Sessions 1 and 2 will be four week sessions and will run from May 28th to June 21st and July 8th to August 2nd.

Calendar

Each week will have a theme, all relating to the exploration of science, technology, engineering, art and math. Calendars for each month will be made available on our website at www.Sparksummer.org and be posted on the parent information bulletin board.

Fieldtrips to the pool will be scheduled for most Wednesday afternoons. 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.

Many Friday afternoons, we will have a Spark Expo. Children will present what they have explored and we will celebrate the accomplishments of the week together. Parents are welcome and encouraged to attend.

2019 Weekly Themes			
Full-time	Session II	Week 1	Maker Party
		Week 2	Electro-Nano
		Week 3	Growing Green
		Week 4	Food Lab: Sugar Spice and Everything Science
	Session III	Week 5	Mech-tech Engineers
		Week 6	Look Up! (Aerospace)
		Week 7	Robotics Coding
		Week 8	CAD Camp
		Week 9	Garbology
		Week 10	LIVE - Virtual Reality

Daily Schedule

While the schedule is open to change, a typical day at Spark Summer Learning will look something like this:

- 7:00a-8:00a Student drop off – Maker challenge and structured play
- 8:00a-8:45a Breakfast/Structured play
- 8:45a-9:00a Circle time
- 9:00a-10:00a Structured activities
- 10:00a-10:30a Structured outdoor play
- 10:30a-12:00p Structured activities
- 12:00p-1:00p Lunch
- 1:00p-1:30p Rest period
- 1:30p-2:00p Reading time
- 2:00p-3:30p Student Clubs
- 3:30p-4:00p Snack
- 4:00p-6:00p Student pick up – Structured play & maker challenges

Meals

Breakfast will be provided each morning to all students who are scheduled to arrive at Spark before 8:00am. Please let staff know if your early morning plans change. Lunch will be served at approximately noon each day and a healthy snack will be provided at approximately 3:45pm. Children are welcome to bring a lunch from home if they would like, however refrigerator space is extremely limited. Please plan accordingly. Hy-Vee is providing healthy, fresh meal services. Links to their monthly menus are available on our website www.sparksummer.org. Limited food accommodations may be able to be made. Please contact the Program Director and notify Spark at time of registration if your child requires any dietary considerations.

Enrollment

Enrollment opens January 14th and will close April 1st, or until all spots are filled. After this time, we will start a waiting list and notify parents if space becomes available. Spots are provided on a first come, first serve basis with preference given to Session 1 full-time enrollment. If there are any remaining slots, drop in weeks will be offered on a first come first serve basis. The following information must be completed and submitted via the online registration prior to your child's first day in the program:

- Online registration form
- Pay the deposit and the non-refundable activities fee of \$40 per child for full-time, \$20 for sessions II, III and \$10 per week for drop-in weeks.
- Complete ACH deduction forms to establish recurring payments for remainder of the program

Program Withdrawal

In the event the family wishes to cancel prior to the start of the program, the family must give a two week (14 days) written notice prior to the program start date and complete our Spark Summer Learning Withdrawal form. This form is available from the Foundation for Lincoln Public Schools located at 5905 O Street or by calling 402.436.1612. Half (50%) of the deposit, less the nonrefundable activity fee will be refunded. Surcharges for credit cards are never refunded.

In the event that Spark is dismissing your child from the Spark Summer Learning Program, reasonable steps will be taken to avoid dismissal; however, if we can no longer provide care we will give a two week notice. The two week notice is null and void if the child is being removed for disciplinary reasons (please see "Disciplinary Procedures"). You 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 listed in the Family Policy Manual, or in any written policies provided.
- Any actions by parents or children that adversely affect the program. (Offensive language used by parent/guardian or staff harassment)
- Lack of parental cooperation.
- Failure to complete required forms.
- Inability to meet the child's needs without additional staff.
- Failure to maintain a current account balance.

Tuition/Deposit

Enrollment in full-time or part-time requires a 9-week minimum commitment. A non-refundable deposit equal to one week of care per child plus a one-time activities fee plus processing fees will be due upon enrollment. The deposit will be applied to your first week of care. Scholarships may be available and will be distributed according to need based or participation in the free/reduced lunch program through Lincoln Public Schools.

- Full-time: \$199/week plus \$40 activity fee
- Sessions II and III: \$220/week plus \$20 activity fee
- Drop in sessions: \$220/week plus \$10/week activity fee
- Activity fees and credit card surcharges are not refundable.

Payment/Return Payment

We will only take scheduled electronic payments. ACH is our preferred billing method, however if you would like to set up a recurring debit or credit card payment you will be charged an additional 7.5% to cover the fees associated with processing this form of payment. All payments will be scheduled to be deducted from accounts on the first and third Friday of the month.

A \$20.00 fee will be assessed to your account if Spark receives notification of a return payment due to insufficient funds or unauthorized payment from your financial institution. If Spark receives two (2) returned payments due to insufficient funds, or invalid or closed account notifications, or unauthorized payments, within one summer, your child may be removed from the Spark Summer Learning Program.

If Spark receives notification that your payment has been declined, a letter will be sent by the Foundation office notifying you of the response. Payment can be made at the Foundation office by the due date specified in the letter. It is the parent/guardian responsibility to notify the Foundation regarding all changes in bank accounts or payment considerations.

If two (2) consecutive payments are returned, 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 accruing 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. Completion of new registration paperwork may be required.

Late Pick-up Fees: All children are to be picked up by 6:00 pm. Families will be charged for late pick-up at a rate of \$20.00 per child. The clock located near the designated sign-in area at your site is the clock used to determine drop-off and pick-up times. The Foundation will complete and supply families with a form indicating all late pick-up fees assessed and a date specifying when these fees will be deducted from their account. Families will not be able to use the program until they have signed the form presented to them by the Program Director or Site Supervisor detailing the late pick-up.

Standards of Behavior

We find it helpful to provide an outline of the expected standards of behavior for families enrolled in Spark Summer Learning. Please take a few minutes to review these statements with your child.

- All members of the Spark community are expected to demonstrate respect for themselves, other children and adults, Spark Summer Learning staff, parents, and for the space and materials.
- The rights, property and dignity of each person are to be safeguarded at all times.
 - No abusive language, signs or expressions will be allowed.
 - No theft of any kind will be tolerated.
- Authority in the program is established for the health, safety and well-being of all members of the program.
 - Conditions do not exist which allow for continued disrespect from students when reasonable requests are made. Abusive language or signs will not be acceptable.
- 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 allowed to occur.

Discipline

Spark Summer Learning maintains similar standards and employs best practices in line with Lincoln Public Schools rules and regulations. Our main guideline for correction is that all people will be treated with respect. When this requirement is not met, Spark staff will adhere to the following redirection strategies:

- The child will be immediately separated from the situation.
- The child will be given a cooling down period of 3-5 minutes. The separation will be as brief as possible with the goal of the child to regain enough self-control to rejoin the group or activity. Isolating the child in any area where the child cannot be seen and supervised by a staff member is prohibited.
- Depending on the behavior, it may be necessary for the Site Supervisor to complete a Child Disciplinary Report as discussed below.

- In extreme situations, it may be necessary to immediately contact the parents or guardians.

Disruptive or disrespectful behavior will be addressed in a respectful manner. Repetitive negative behaviors will not be tolerated and Spark Summer Learning staff reserves the right to suspend students temporarily or expel them.

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 Program Director or Site Supervisor will notify the parent/guardian when a CDR is issued. Further behavior requiring CDR's may result in immediate and permanent 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.	Free of fever 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) Note is required from a physician or nurse practitioner 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) Note is required from a physician or nurse practitioner stating that the child is not communicable.
Vomiting.	Free of upset stomach and vomiting for 24 hours.

Illness	Student Can Return
Diarrhea (2 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) Note is required from a physician or nurse practitioner 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.	Free of fever for 24 hours.
Any combination of symptoms for consecutive days of attendance.	Free of symptoms.

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. All staff within your child’s program will be properly trained in the procedures outlined for children who have special accommodations, needs or medical conditions listed.

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

- Spark Summer Learning requests that all medication be delivered directly to Site Supervisor and that proper documentation is completed.
- Spark Summer Learning will not store nor administer any medication that has not been delivered to the Site Supervisor by parent/guardian, accompanying proper completed documentation. Expired medication will not be kept on site. All expired medication will be returned directly to a parent/guardian. It is the responsibility of parents/guardians to supply Spark Summer Learning with non-expired medication, accompanying completed proper documentation in order to administer any prescription or non-prescription medication on site.

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. Expired medication shall not be given or applied to a child and shall be returned to the parent. 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 their own Epi-pen 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 Program Director and send specific instructions about how to care for your child when they are outdoors. Parents will be required to complete a Sunscreen Administration Form on or before the first day of Spark.

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. These units are dispatched by city or county officials according to the location of the school and are usually required to take patients to the nearest hospital. A staff member would 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:

- 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 immediately. 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 the gym 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:

- Staff remaining in the same room as the children.
- 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 and available at all times.

Partnership with Families

Parental involvement is a very important part of our program. Parents and children working together with staff members is an important element in a quality child care program. Visitation is encouraged by parents and other interested parties who wish to see the site. A solid relationship with the Spark Summer Learning staff, built on mutual trust and respect, is key in making your child care arrangement work well for everyone. Keep these tips in mind as you begin to build your relationship:

- Keep the lines of communication open at all times. Let your provider know if there is something going on in your child's life that may be affecting behavior.
- Be aware of program policies and honor them. Respect drop-off and pick-up times, and call if you are going to be late for any reason.
- Get involved with the program. The more you participate, the more dedicated you will feel.

There are bound to be certain topics or situations that are difficult to talk about with Spark Summer Learning employees. If you have developed an honest, open way of communicating with one another, discussing these issues as they arise will not be as difficult. Things to consider when discussing difficult issues:

- Raise issues when they first develop. If you put off a discussion, it may be more difficult to address later.
- 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.

Spark Summer Learning is COMMITTED TO FAMILY FRIENDLY SERVICE.

To keep our commitment we need your help!

- Help us “stay in tune” with your needs and interests!
- Tell us about your day when you pick up your child.
- Help us learn about your child’s special talents and strengths.
- Tell us when your child needs extra help or support.
- Keep us informed about any important changes we need to know about to serve you well.
- Let us know about your family and cultural traditions.
- Make suggestions when you think we could serve you better.
- Ask questions if you don’t understand our policies or procedures.
- Tell us the best ways for you to connect with your child’s experience in our program.
- Visit whenever you can – You are always welcome!!

We want to build positive relationships with all of our families.....help us achieve this goal!

The list below indicates strategies which Spark Summer Learning feels are helpful in communicating with families:

- A parent bulletin board is posted at each site with reminders, policies, and general information specific to your child’s site.
- ‘Ideas, Suggestions, & Complaint’ forms are available for parents to complete at any time. These forms can generally be located on the sign in and out table at your child’s site or available online and submitted to the program director. Follow up expectations will be within one business day.
- If you feel that your concerns or issues are not being addressed adequately, please contact Wendy Van, President of the Foundation for LPS. 402-436-1612 wendy.van@lps.org.
- A Spark Committee, made up of Foundation for LPS Board members has been established to oversee the policies and procedures of Spark Summer Learning. Any concerns that are unable to be unresolved through staff, may be taken to this committee. Please email info@sparksummer.org and the grievance will be forwarded to the committee for discussion.

Our website (www.SparkSummer.org) and Facebook page (www.facebook.com/SparkSummerLearning) are excellent internet tools for our families to access general information regarding Spark Summer Learning policies and procedures, contact information, current happenings and much more. Enrolled families will automatically receive email alerts for program reminders and updates.

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.

Family Information: It is the responsibility of parents to notify the Site Supervisor of 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 by completing and submitting a Change of Information form to your Site Supervisor.

Parent/Guardian Responsibilities:

- Call your child's site or speak to the Site Supervisor if your child will not be attending.
- Notify the site in advance if anyone other than the parent/guardian will pick the child up.
- Understand and adhere to Spark Parent communication guidelines.
- Notify your Site Supervisor of any special needs your child may have. The information must also be listed on your child's enrollment form.
- Sign your child in/out daily.
- Honor Spark Summer Learning operating hours by not dropping your child off before 7:00 am, and picking your child up by 6:00 pm.
- Update your child's records as changes occur.
- Notify the Site Supervisor in the event of questions or concerns with Spark Summer Learning staff or policies.
- Have your tuition account set up with a valid account through ACH or Debit/Credit Card, and keep the account current.
- Notify in writing on the appropriate form provided by the Spark Summer Learning program of changes to your child's enrollment status or intention to withdraw from the Spark Summer Learning program.

Parent Program Evaluations

Summer-end program evaluations will be provided for the parents to complete. Evaluations will be made available online. Once the evaluations are completed, evaluations are reported to the Foundation for LPS office and the Foundation for LPS Board of Directors. You can also file a report to the Department of Health and Human Services at http://dhhs.ne.gov/publichealth/Pages/crl_childcare_complaints.aspx

ATTENDANCE AND ABSENCE

One goal of the Spark Summer Learning program is to provide a safe environment for each child. Knowing all children scheduled to be present is part of this goal. Attendance will be taken as children arrive and again at 9:00am. If a child is scheduled to attend Spark Summer Learning, the child 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 left with the school secretary **DOES NOT** fulfill this obligation. 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 & Pick-up Procedures

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 one of the parents from having custody of the child. Children are also eligible to be released to authorized individuals as permitted by the parent having custodial rights on a given day. For the safety of your child, it is imperative that this information is supplied and discussed with your child's Site Supervisor and special instructions submitted in writing to be kept in your child's file. **Spark Staff will not release children to individuals for whom we do not have proper documentation on file.**

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 in all our kids. To make the program a safe and welcoming place for all kids, 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). Be sure to visit with your Site Supervisor regarding your site's policies regarding items from home.

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. Conversely, a child may be permitted to contact a parent/guardian 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 of the Wednesdays and Fridays. 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.

Field Trip Procedures

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 then complete an initial 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 the Children:

- A buddy system will be established for each child.
- 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, 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.
- Teach children to tell a staff member immediately if their buddy is missing.