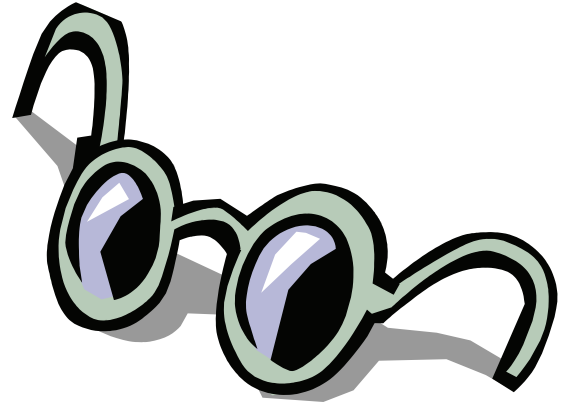


Chelmsford Community Education

Parents' Guide to SUMMERFEST 2011

Located at the Center School

84 Billerica Road
Chelmsford, MA 01824
978-251-0933 (Summerfest phone)



I. INTRODUCTION

The goal of the Chelmsford Public Schools Summerfest is to provide an invaluable service to the parents of the children in the Chelmsford area. The staff will make every effort to provide a safe and harmonious environment in which your child can make age appropriate choices that lead to sound social, emotional, and physical development.

Our program is located in the Center School, 84 Billerica Road, Chelmsford. Summerfest provides recreational and musical activities, arts and crafts, computers, cookouts, movies, field trips and always a super surprise or two. Sprinklers will provide refreshing play on hot days. All of the scheduled activities are subject to change. The staff consists of certified teachers, educational support personnel, nurses, college and high school students - the majority of whom cared for the children during our Extended Day Program.

This handbook presents the policies and procedures of the Summerfest Program. Knowing the policies and procedures will allow for a more beneficial experience for both you and your child. Any suggestions you have for inclusion in this handbook are welcomed. The Summerfest Staff looks forward to a successful and safe summer working with you and your child.

Robyn Adams, Christopher Holt, Keith Kinney and Natalie Martinec
Summer Supervisors

continued inside.....

Chelmsford Community Education
170 Dalton Road
Chelmsford, MA 01824
Phone: 978-251-5151 Fax: 978-251-5154
CommEd@Chelmsford.K12.ma.us
www.ChelmsfordCommunityEducation.org

Summerfest 2011 Parent's Guide

I have received a copy of the Chelmsford Community Education Summerfest 2011 Parents' Guide and agree to abide by the policies and procedures that are included.

Child's Name: _____
(please print)

Parent's Name: _____
(please print)

Parent's Signature: _____

Date: _____

Please return this portion only (keep the rest of the document)

- Drop off at the Community Education Office 170 Dalton Road, Chelmsford
OR
- Fax to the Community Education Office, 978-251-5154.
OR
- Drop off to the Summerfest 2011 staff at Center School when the program is open (beginning June 24, 7:00 a.m. - 6:00 p.m.).

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II. CHILD'S RECORD

It may be necessary to contact you during your work day in case of an emergency. It is imperative that you keep your child's record updated. If you move, change employment, or change the emergency phone number, contact the Community Education Office (978-251-5151) IMMEDIATELY.

If your family has court documents, such as restraining orders, we require a copy to be kept on file in our office and at the Summerfest Program.

III. ATTENDANCE

NEW FOR SUMMERFEST 2011 --- There will be a limit on the number of attendees each day, and the deadline to register and/or cancel is the Monday before the week your child plans to attend. This must be in writing to the CommEd Office - not to the Summerfest staff. See details under Costs.

IV. COSTS

You may sign up for the entire summer or just a day or two at a time. Fees are due one week in advance with the first week's payment required with registration. Thereafter, checks payable to *Town of Chelmsford/CommEd* can be given directly to the Summerfest staff at the Center School, or dropped off or mailed to

Chelmsford Community Education, 170 Dalton Road, Chelmsford, MA 01824. You will NOT receive a bill in the mail. It is important for us to know what days/weeks you are registering your child to attend our program. We are not a "drop-in" program and we hire our staff based upon the number of enrollees each week. If your child's schedule changes, we require notification in writing to the Community Education Office (CommEd@Chelmsford.k12.ma.us) by Monday of the preceding week. (For example, if your child is signed up for the week of July 18th, any changes must be received in writing in our office by Monday, July 11th.) After that time, you will be required to pay full tuition if your child withdraws or is absent for any reason.

All changes to schedules must be in writing to CommEd@Chelmsford.k12.ma.us. We will confirm the change in writing. Please save the confirmation, as we occasionally have difficulty with our email system.

In order to avoid late pick-up charges, all children must be picked up by 6:00 p.m. There is a \$10 fee (per child) for each additional 15 minutes (or fraction thereof) beyond that time.

V. ARRIVAL AND DISMISSAL

Doors open at 7:00 a.m. Use the main entrance of the building for Summerfest. Parents must bring their children directly to the person in charge of attendance when they arrive in the morning; they cannot be dropped off at the curb. If you have any special instructions or information that would help us to make your child's transition from home smoother, please inform us at this time. Parents must report directly to the person in charge of dismissing your child from Summerfest. Those picking up will be asked to provide a photo ID. **CHILDREN MAY NOT BE PICKED UP FROM THE PLAYGROUND.** Dismissal time is a good time to check on your child's progress and leave any special instructions which would help with proper adjustment. Please adhere to the afternoon pick-up time to avoid the late charges described previously. **IF SOMEONE OTHER THAN YOURSELF** is picking up your child, please leave a note with the Summerfest staff. As an alternate plan, you can call the Community Education Office, 978-251-5151, with the name and phone number of the person who will be picking up your child. Again, those picking up will be asked to provide a photo ID.

VI. CLOTHING AND PERSONAL BELONGINGS

- Sneakers are required to enable children to enjoy all the activities. No flip flops, please.
- We provide Coppertone Sport spray sunscreen with an SPF of 30 (or higher). You can send your own, if desired, labeled with your child's name. It is applied at noontime.
- **Please label your child's clothing and ALL personal belongings with his/her name.**
- **DO NOT ALLOW YOUR CHILD TO BRING TOYS FROM HOME, INCLUDING ELECTRONICS.**
- Children are not allowed to have cell phones at Summerfest; however, they can use the school phone, if necessary.
- During the summer, the staff collects many lost items, so regularly scheduled trips to the "Lost and Found" could prove to be economically worthwhile expeditions.

VII. BREAKFAST, SNACKS, AND BAG LUNCH

We do not normally provide breakfast or lunch. Your child should have his/her breakfast before coming to Summerfest, except on Tuesdays and Thursdays when we provide pancakes, 7:00-8:30

am only. Children will be provided with snacks and drinks during a morning break (except on pancake mornings) and an afternoon break. Snacks are for the children in our program only. They are not to be taken home.

Special dietary restraints or limitations must be communicated to the staff by a written note when you drop off your child. **YOU MUST PROVIDE YOUR CHILD WITH A BAG LUNCH EACH DAY.** Please remind children that they cannot share their food due to possible allergies.

VIII. ACTIVITIES

A variety of play activities is offered. Every attempt is made to have worthwhile, age-appropriate activities and play available. The activities may be individual, small group, or large group, or offered to different age groups. Each child is encouraged to make choices regarding the activities in which he/she participates. Arts, crafts, music, computers, and special activities are also offered. There are a variety of board games available and sports activities are conducted in the gymnasium and on the playground. Movies with "G" and "PG" ratings will be shown throughout the summer. Free, relaxed, cooperative play is encouraged to develop socialization skills.

IX. FIELD TRIPS

Advance sign-up is required for all field trips. In addition, your child must attend our program at least one other time prior to taking part in a field trip. This is due to our concern for safety relating to the staff's familiarity with the children, and any possible medical issues. Please note that the nurse will not always be present on field trips.

X. MEDICATIONS

Forms must be filled out if your child has medical issues; and, if your child will be taking any medications while in our program, a Medication Order Form must be signed by your child's physician prior to attendance at Summerfest. The forms and instructions are available in our office and on our website.

XI. ILLNESS / ACCIDENT REPORTS

Reports are filed with the Community Education Office explaining a child's accident or behavior incidents. If your child should become ill while at Summerfest, you will be notified at work. If you are unable to leave work, please

make sure arrangements have been made so that someone is available to pick up your child. You need to contact the person who will be picking up your child. If the person is different from the one listed on your child's record, give sufficient identification to the Summerfest staff. If an accident occurs, which requires First Aid rather than "TLC," first aid will be administered by a certified staff member. You will be notified at work if it appears that further medical attention is required.

XII. DISCIPLINE / BEHAVIOR

A Summerfest child of the day and/or week will be recognized throughout the summer. As the children are encouraged to use good behavior and make good choices, the Summerfest staff will be noting those actions and special recognition will be given daily and weekly.

Following are some of the expectations we have for children attending the Summerfest program. Most of these are the same ones your children are familiar with during the school year.

1. We expect that children will be courteous and respectful toward adults and other children.
2. We expect that children will not run in the building except in the gym when appropriate.
3. We expect that children will not deface or destroy school property, that they will not fool around in the restrooms, and will help keep this school clean, neat and litter-free.
4. We expect that children will seek the assistance of a staff member when having problems with another student. Fighting, pushing, rough play, tackling, shoving, acts of intimidation, etc. will not be allowed and could result in a request to pick up your child immediately from our program (please have alternate arrangements in place if you are unable to leave your job).
5. We expect that children will not throw any objects, such as rocks, dirt, pebbles, toys, etc. that could cause injury to another person.
6. We expect children to follow all the basic rules of good manners when eating in the cafeteria.
7. We expect children to use appropriate language at all times.
8. We expect that children will not bring unsafe objects to Summerfest, such as matches, knives or other objects which may be

considered or used as a weapon.

9. We expect that students will not leave the school grounds at any time during the day except at such obvious times as at pick-up or on field trips.
10. We expect that children will give a courteous response to any direction or request from a staff member in the program.
11. We expect that children will not exhibit behavior that could disrupt activities.

Students will be disciplined if their behavior is detrimental to themselves or to the individual or group with whom they are playing. Students' behavior will be discussed with them and an explanation of why the behavior is unacceptable will be given. Continued misbehavior will result in isolation from the group for a specified period of time. This is called a "time out." Persistent misbehavior will be discussed with a parent at dismissal time and a cooperative plan of behavior modification will be agreed upon. One form of punishment could include withholding privileges, such as attendance at a special activity or field trip. Severe or continued problems (including inappropriate language) may result in removal from the program. If your child has difficulty in our program, a daily log will be kept by the supervisors. The daily log will be used in making a decision concerning continued participation in Summerfest. We are unable to allow a child who shows continuous disruptive behavior to remain in our program.

XIII. TOILET-TRAINED

Children must be toilet-trained before attending our program. Pull-ups are not acceptable.

XIV. MISCELLANEOUS

We look forward to working with your child during the summer. If you have any questions regarding the program, please contact us.

