



# SummerCare Program - Parent Information

## SummerCare Information

Our program is intended for Kindergarten through 5th Grade students.

- Director: Debbie Grizzle (dgrizzle@gatewaybc.com)
- Location: 1651 Dutch Fork Road, Irmo, SC 29063
- Hours of Operation: 7AM-6PM
- 803.461.4829 (AfterSchool/SummerCare Office)
- 803.732.0590 (Church Office)

## Our Purpose

Gateway's AfterSchool and SummerCare Programs exist to provide a loving, safe, and educational place for children. Our goal is to meet the needs of each individual student and to build strong, caring relationships with each of them. We seek to show and teach them the absolute love of Christ.

## Discipline Policy

1. Children will not engage in any kind of aggressive behavior. This includes, but is not limited to, tackling, shoving, rough play, hitting, kicking, or any action that causes injury to another.
2. Children must use appropriate language at all times. Profanity will not be tolerated. This also includes bullying, being unkind, and disrespectful in their tone of voice.
3. Children will have an appropriate attitude. This includes their interaction with other children as well as staff.
4. Children are expected to follow instructions promptly as given by staff.
5. Children may not leave an area without permission from a staff member. Children should stay with their group at all times.
6. Children must always respect the personal property and space of others. In fairness to the other children and families in our program, we cannot allow a child's behavior to continuously disrupt our program. If after several attempts a child cannot get their behavior under control, we may find it necessary to dismiss the child.



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## Drop Off/Pick Up Procedures

Drop off begins at 7:00AM. All children must be picked up no later than 6:00PM.

The front doors of the building remain locked. As you approach the building, go to the door on the far-right side and someone will let you in. Enter your PIN (to be assigned) in the tablet at the kiosk to sign in and out. Please be sure to sign in and out daily. **PLEASE WALK YOUR CHILD IN EACH DAY.**

Pick up is the same as drop off. If someone other than you, the parent, is picking your child up, please let us know when you are dropping your child off in the morning.

If your pick-up plans change during the day, please call to let us know who is picking your child up. We will check ID (a driver's license) if we don't know the person picking your child up, so please let them know this and have them be prepared to show it to us. **WE CANNOT RELEASE YOUR CHILD WITHOUT PROPER IDENTIFICATION.** Often someone may pick up regularly, but the staff person on duty is a sub or hasn't met the person before. They will ask for ID if they are not sure if the person can pick your child up. You may be asked for ID. Please understand that this is a safety issue, and we will not take chances with your child's safety.

**Regarding child custody:** please let us know if a "non-custodial" parent is picking up. If you have a schedule of visitation, it is helpful to have this information, so we know when to expect them. **If the non-custodial parent does not have permission to pick your child up, we must have custody papers on file for your child.** This information is confidential. However, we will keep a copy in your child's classroom, in the main office and in our field trip file. We cannot be too safe when it comes to this!



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## Payment Policy

Fees are charged at a weekly rate and must be paid in full, regardless of the number of days your child attends. Payments are due each week. If you prefer, you may choose to pay fees bi-weekly or monthly with the approval of the director. Invoices need to be paid within 5 days of receipt. Any account that is overdue by a month or more will be required to leave the program until all fees are settled. If you are experiencing financial hardship, please contact the director to discuss possible accommodations.

## Weekly Updates

We will email a weekly update to let you know what we have planned for each week including field trips, special events, etc. This will be sent on Thursday for the following week. Be sure to save it, so you will know where we are going, when we are going, when we'll return and other important information regarding our schedule. Please be sure to note when we are leaving on field trips as the times vary. **It is important that your child arrives on time as we cannot wait to leave if someone is late. We appreciate your timely arrival on field trip days!**

## Lunches

A lunch must be sent with your child each day. We ask that you do not send items that need to be heated or refrigerated. Insulated lunch bags work well with an ice pack for cold items, and a thermos works well to keep foods hot for lunch. Please also provide a drink. We prefer that children do not bring soft drinks in their lunches. Most of the children that bring soft drinks end up throwing them away as they don't finish them. Don't forget to pack a spoon or fork if needed! Be sure to put your child's name on their lunch bags (or boxes). We will provide a morning and afternoon snack each day. If your child has food allergies, please plan to send a snack for them in addition to their lunch.

## Playground Safety

Children must be in Group 2 to be on the "Web" and must also be able to climb safely on the "WEB" to play on it. We will take a child off of any equipment if we feel they cannot safely play on that piece of equipment. Children may also lose the privilege of playing on the equipment if playground safety rules are not followed. We will go over these the first week of SummerCare. **Children must also wear tennis shoes to play on the equipment.**



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## Medical Policy

If it is necessary for your child to take medication at SummerCare, please follow the medication policy. You will need to get a medication form from the office for each medication your child is on. One important thing to remember: if your child brings medication to Gateway, please give it to the staff person when you drop your child off. Please do not let your child bring medication (including over the counter medications) in their backpacks or lunch boxes. **All medication must be given to the staff.** We keep all medication in the office. If your child needs on-going medication, please fill out the medication permission form to allow us to administer the medication. If you need additional forms, please let us know.

## Sunscreen

Please apply sunscreen before your child comes to SummerCare. It is important that your child wear sunscreen daily as we are outside every day.

## Change of Clothes

Please send a change of clothes in your child's backpack, regardless of their age! Children sometimes get really sweaty or spill something on their clothes, and it is good to have something to change into to keep them comfortable.

## Quiet Time

Children going into kindergarten and children who have just finished kindergarten will have a quiet time daily. We will provide them with a clean blanket each day. They are not required to take a nap, but they will be asked to be still and quiet. They will be allowed to read and draw if they choose.

Children in 1st -5th grades will have down time every day. During this time, they may read, sketch, journal or work on summer math and reading. They will be required to be quiet and work independently. Teachers will not be responsible for checking work or making sure it is completed.



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## Field Trips

SummerCare will be going on weekly field trips, or we will have special, organized activities on campus. Some of our field trips include The S.C. Marionette Theater, The State Museum, Riverbanks Zoo, local parks, swimming, etc. Some special on campus events include water day, game day, etc. You will be kept informed of these through the weekly updates. The costs for these are included in the registration fee. As for swimming, our groups will be taking field trips on different days. Our PreK-1st graders will go on Tuesdays and our 2nd-5th graders will go on Thursday mornings. Sometimes, we will combine our activities such as game day, water day, etc. **Please be sure your child wears their camp T-Shirt on all field trips.**

## Cell Phones and Electronics

We have a strict no cell phone policy. This includes smart watches, iPads, and any device that can be used for calls, texts and messages. If your child needs to reach you, we will be happy to call for them. If you need to reach them, call us and we will gladly get them for you. **Please keep all electronics at home. Children may not bring cell phones to Gateway!**