

Queen of All Saints Summer School
Family Handbook
925-685-8700

Queen of All Saints School has created a summer program that features an academic Summer School from 9:00 a.m. – 12:00 p.m. with wrap around, activity-filled childcare from 8:00 a.m. - 9:00 a.m. and 12:00 – 4:00 p.m.

The program is designed to serve children from Catholic schools, and children from private or public schools who are enrolled in their parish faith formation program. Children who will be entering Kindergarten through eighth grade in the fall are eligible for the program. Our focus is on the emotional and physical well-being of each child, providing remediation, academic support, enrichment, and goal setting skills to enable students to meet the challenges of the next school year.

Summer School Staff and Teachers

Principal	Lucia Prince
Academic Director	Penny Ogden
Extended Care	Mary Gatz
Grades K-2	Megan French
Grades 3-5	Roberto Perez
Middle/Jr. High	Penny Ogden
Dance/Music/Drama Club	Terry Davis

Enrichment Courses Daily Schedule (6/19-6/30)

8:00-10:15	STEM or Fine Arts (drama)
10:15-10:30	Recess
10:35-noon	Leadership or Makers workshop

Academic Courses Daily Schedule (7/3-7/21)

8:00-8:30	Warm-up activities
8:30-10:15	Language Arts
10:15-10:30	Recess
10:35-noon	Math

***STEM for students in grades 3-8 who are proficient in math and science*

Daily Afternoon Schedule /Extended Day - Dates of operation are June 19 to July 21, 2017.

12:00 - 12:30	Sign in and Lunch (students must bring their own lunch)
12:30 - 2:15	Activities with Weekly Theme/Dance-Art classes
2:15	Snack – provided by Extended Care
2:30-4:00	Outdoor and Indoor Activities/Dance-Art classes
Every Tuesday: Field trip to Todos Santos Farmer’s Market/Downtown Concord (1:00-2:00)	

Sign In/Out

Children arriving between 8:00-8:45 AM must be accompanied by a parent and signed in by the Extended Care staff. During afternoon Extended Care, children may only be signed out and picked up by an adult listed on their Registration Form. Children who are picked up after 4:00 PM, will be charged a Late Fee of \$2.00/5 min. per child, paid at the time of pick up. Please call the Summer School Office if you will be late (925-685-8700 x-213.)

School Dismissal

The children are dismissed to the schoolyard at noon. The school parking lot will be open for parents to pull on campus. Children who are not picked up by 12:10 PM will be signed in to Extended Care. Students who are not enrolled in the Extended Care Program will be charged accordingly at the time of pick up (\$10/hour or fraction thereof.) Please call the Summer School Office if you have a change in pick up plans (925-685-8700 x-213.)

Homework

Students are encourage to read nightly and record their reflection in a journal.

Expectations for Children's Behavior

Respect and concern for each other is expected and modeled at all times in the Queen of All Saints School Community. Our program strives to share with the children a philosophy which:

- acknowledges each child's importance as a worthwhile individual
- exhibits a spirit of cooperation and enthusiasm
- accepts each child as unique
- models mutual respect
- helps children learn techniques for getting along with others

Please see attached Disciplinary Chart and Incident form for description of actions and consequences.

NOTE: There is zero tolerance for dangerous behavior or physical violence. An immediate suspension or possible expulsion from the program will result if such behavior occurs.

If a child is disruptive, dangerous, or disrespectful to children and/or staff, a prompt resolution must be accomplished. If a problem arises in the first week into the program and conferencing is unable to resolve the situation, the family will be asked to leave and tuition and childcare fees for the remainder of the summer will be returned. In weeks two-five, if after working with a family without resolution for unacceptable behavior, the child will be asked to leave and no prepaid fees will be returned. With a Christian attitude of cooperation and problem solving we hope to avoid any unresolved situations. We want the focus of the Summer School Program to be learning, activities, and friendships.

Supplies

All materials for academic programs will be provided.

Dress Code

Although it is summer-time and we want the children to be comfortable, your child's safety is very important. Please check your children before they leave home and observe the following dress code:

- Shorts and tee shirts are acceptable. Spaghetti straps or low cut tops, crop tops and short-shorts are not acceptable attire.
- Both boys and girls must have pants/shorts that fit appropriately - no low rise or "sagging" pants.
- Tee shirts and blouses must extend to the top of the pants/shorts (no crop tops.)
- No midriff or stomachs showing for boys or girls.
- Sleeveless shirts are acceptable for boys and girls, but no tank tops.
- Socks and closed-toed shoes are to be worn. Please no open-toe sandals or flip-flops.

If you have questions regarding our dress code please speak with our Director.

Please label all clothing, backpacks and lunch boxes.

Items Not Permitted On Campus

The following items are **not permitted** on campus for either Extended Care or the Academic Day, and should be left at home: dangerous or violent objects; cell phones, iPods, or other electronic devices; gum, candy, soda, toys, games, etc. If such items are brought to school, they will be kept by the Director and given to the parent when they arrive to pick up the child. Dangerous or violent items will be confiscated and the child's parent will be called to pick up the items, and the child may be sent home. Please note the school is not responsible for lost, misplaced/stolen, or damaged items.

Lunches and Snacks

Each child needs to bring a morning snack to enjoy at recess, and their lunch if staying for the extended day. The school is a soda and gum free zone. Be sure all lunch boxes/bags are labeled.

Absences and Vacations

Queen of All Saints students who are required to attend Summer School must attend the full academic session and are only allowed one (1) absence to receive credit. The 4th of July holiday will be observed on Tuesday, July 4. Families who have vacation plans during Summer School need to remember teachers can only assess children for time attended. Please call the Summer School Office (685-8700 x-213) between 8:00-8:45 AM to report absences.

Medications

If your child requires medication during Summer School hours, the school must have a physician-signed Medication Form on file to dispense medications. Medication Forms may be found in the Summer School office. Please do not send over-the-counter medications with your child without submitting a Medication Form.

Please make us aware of any medical conditions or allergies your child may have, especially food or bee sting allergies.

Illness or Accident

In the event of an injury or if your child becomes ill, you will be notified. Please be sure your registration paperwork includes an accurate number where you, or designated adult, may be reached during Summer School hours.

Field Trips

Several walking field trips are planned to the surrounding Todos Santos area. Students must have a signed field trip form to attend. The Field Trip Permission Slip, which will include locations, dates and times, will be distributed at the time of enrollment.

After reading and discussing the Summer School Family Handbook, parents and students should sign the verification page below and return this form on the first day of Summer School.

Thank You For Choosing Queen of All Saints Summer School Program

To the Summer School Staff of Queen of All Saints: We have read the Queen of All Saints Summer School Family Handbook and agree to the guidelines outlined within.

Family Name _____ Date _____
(Please print)

Parent Signature

child

child

child

Register by June 14, 2017