



Summer
LEARN
2023

Welcome to Summer LEARN

Program Goals

The goals of the Summer LEARN Program is to offer diverse, high quality activities that promote leadership and youth development through enrichment activities, unique experiences, and opportunities to develop relationships with adults and peers.

Program Philosophy

LEARN provides safe, enriching, and fun activities that are conducive to social interaction and learning for students in K-6th grades during the school year and for students entering K-6th grades in the summer. In addition, LEARN offers educational activities to support school academics. Through our activities and student interactions, we strive to show children how to feel good about themselves, make healthy choices, resolve differences and contribute in healthy ways to their community.

Staff works with teachers, principals, social workers, nurses and special needs experts that work with your child. We hope it sends a message to families that we support them in their task of raising healthy, happy, responsible and capable children. LEARN supports families by including them in their child's day and offering our expertise in the care and nurturing of their children.

Confidentiality

The privacy of the children and parents whom we serve is important to LEARN Resource Center. All information given to LEARN Resource Center is considered private and will be held in confidence unless authorized by the parent for disclosure or a court order is issued requiring the release of stipulated information.

Inclusiveness Statement

LEARN is designed to provide out-of-school opportunities for children and youth enrolled in grades Kindergarten through 6th grade. All children must consistently demonstrate appropriate social skills, follow adult direction, show readiness for program activities and follow the program's basic safety rules. We recognize the value of a diverse participant base and will not discriminate in decisions and actions involving participation on the basis of age, race, gender, color, national origin, disability, religion, or sexual orientation. We, however, reserve the right to separate genders and/or groups for particular program activities for educational reasons, making sure that all activities are equitably available.

Plan of Care

If your child(ren) has health conditions and/or special needs, the appropriate Plan of Care Form must be completed with their registration. A parent meeting may be required to follow up on the information.

Staff

Program staff is the key to the development of quality programming. Staff work together to provide the best possible environment for children. All staff is required to participate in professional in-service training throughout the year. and all staff is certified in CPR and 1st Aid.

Child to staff ratio: LEARN will not exceed the following adult to child ratios:

- 15:1 for K & 1st graders
- 20:1 for grades 2nd-6th

No Smoking

There is **no smoking** at program sites (indoor & outdoors) as well as at any off site activities.

GENERAL PARTICIPATION GUIDELINES

- All participants must meet the grade requirements to be registered.

- All participants must arrive for scheduled activities on time or miss the given activity. Field trips missed will not be 'made up' and alternate care at the program site is not available. Activities will begin as scheduled. Participants must also be picked up from program in a timely manner.
- All participants must be toilet trained.
- Participants must be able to feed and dress themselves. Assistance will be given to younger children (or children with special needs) for tying shoes, and handling buttons, and other more difficult tasks.
- Youth must be able to communicate effectively with staff so questions and problems can be adequately addressed: i.e. restroom breaks. Children must also respond to their given name, for their own safety.

Special Needs

If a child does not meet the established participation guidelines and needs an exception or has special needs, on a case-by-case basis, LEARN will review whether it can accommodate the exception or request. Whether it can accommodate the special needs will depend on safety issues (whether there will be a direct threat to the health or safety of the child or others) and/or whether LEARN can provide its services and programs to the child and others without fundamentally altering the nature of the program without undue burden.

Parents need to discuss with LEARN exactly what is needed and what limitations the child has so that we can properly evaluate these issues. If a child's needs require significant individual attention by a staff, it may not be possible for the child to participate.

REGISTRATION AND PAYMENT INFORMATION

How to Register

In order to register for summer program, you may choose any of the methods listed below. Enrollment is subject to availability.

- Via the **website** at www.learnresourcecenter.org by clicking on Summer Enrollment Forms
- **In person** at the LEARN Resource Center office located at: 610 Professional Park Drive, New Haven between the hours of 9 AM and 3 PM.

All registration forms must be fully completed, including any special needs documentation and a signed program payment agreement with the registration fee to be considered fully enrolled in the program.

Registration Fees

There is a non-refundable and non-transferable registration fee of \$35 per child.

Program Fees

Summer LEARN's weekly program fees are based on a full week and is due regardless of your child's attendance. Credits are not available for absences. Payments are due in advance and no later than Friday for the upcoming week. If payment is not received by the close of program on Friday, you will be charged a \$20 late fee.

Payments can be made: through the Procure App; by paying with cash, check/money order at the program site; by calling Michele at our office to process your payment over the phone. Any overpayment will result in a credit that will be applied to your account balance.

Payment Responsibility

The parent/guardian who enrolled the child is responsible for the payment of all fees and ensuring all balances on the account are paid in full. There will be one account per family. LEARN will not get involved in financial, custody, or personal disputes between parents or guardians.

Late Payments

Summer LEARN program fees are due no later than the close of program on Friday for the upcoming week and is due regardless of your child's attendance. There are no credits for absences. Late payments will result in a \$20 late fee. Each week that an account is not current will result in an additional \$20 late fee. Repeated late

payments or failure to make these payments will result in the forfeiture of your child's participation in Summer LEARN. If your family has an emergency that may affect prompt payment, please contact Michele at (260) 749-9516 or michele@learnresourcecenter.org. Financial assistance or special payment arrangements may be available. Late payment fees are not covered by any financial assistance program.

Returned Payment

Returned checks will result in a \$25 returned payment charge. After two returned payment charges, other payment arrangements will be required.

Late Pick Up Fees

Summer LEARN ends at 6:00pm. Anyone arriving after the end of the service time they are registered for, per the LEARN clock, will be charged a late pick-up fee. Within the first five minutes, an automatic flat \$10 late fee is charged. After five minutes, an additional \$1 per minute fee is charged.

Example 1: If a child is picked up two minutes late, it is a flat \$10 late fee.

Example 2: If a parent/guardian arrives at 6:12pm, the charge is \$10 for the first five minutes, and \$7 for the additional seven minutes. The total late fee charge would be \$17 (only one charge per family of multiple children).

If you know you will be late, please make alternate pick-up arrangements. LEARN staff should be notified if you foresee arriving late as it is often stressful for a child when parents are late.

If there has not been a plan for your child(ren) to be picked up by 6:30 PM, your child(ren) will be turned over to the local police or Child Protective Services.

Late pick-up fees will be added to parents' billing statements and are due with the next regularly scheduled payment. Repeated failure to pick up children in a timely manner will result in forfeiture of your child's participation in LEARN. If you have an emergency and will be late to pick up your child from LAERN, call your Site Director as soon as possible.

LEARN has a limited amount of scholarship funds to offer financial assistance on a first come, first served basis. Please note, regular tuition payments are due until any financial assistance award decision is made. Contact our office for an application form.

Waiting Lists

In the event that our program fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available.

Address & Telephone Numbers

Please inform LEARN in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency. Also, please notify LEARN if you are going out of town; this allows us to quickly contact others on your emergency contact list if necessary.

PROGRAM INFORMATION AND PROCEDURES

PROCEDURE TO ACCEPT AND RELEASE PARTICIPANTS

Program Check In – When dropping off your child in the morning for Summer LEARN, you MUST escort your child in to the building and check your child/ren in using the Procure App. LEARN cannot allow children to be “dropped off” outside the building.

Program Check Out – Participants should be picked up no later than 6 PM. Each individual authorized to pick up a child will be assigned a unique 4-digit code that must be used in the Procure App when picking up a child. Please have your

government issued picture ID ready as it is required until staff become familiar with faces. Adults not listed on the registration form or on the Procure App are not permitted to remove a child from Summer LEARN. Only individuals 18 years or older may be listed as authorized to pick up.

In case of an emergency where no previously authorized individuals are available to pick up the child, the parent/guardian may contact the Site Director in advance by telephone to make special arrangements

If you must pick up your child prior to the end of program, please inform staff at drop off. This is to ensure your child will not be gone on a field trip.

PARENT PARTICIPATION

Parents are an important part of our program. We encourage you to share your talents, hobbies, and/or profession with our program. Please contact our program director to volunteer your services.

Parent Communication Log

At the program site, you will find a binder or notebook at the check-in/check-out table in which you can leave messages for the program director. Please write all messages down in this book including, known absences, vacations, the need to conference, etc. You may also message the program through the Procure App at any time. Please note that messages sent outside of program hours will not be responded to until the next business day.

Program Evaluation

LEARN Resource Center is always looking for feedback from the parents to further improve our programs. We will be distributing evaluations to parents over the course of the summer. We ask that you please fill out and return these evaluations. Parental assessment of the program's strengths and weaknesses will aid in the improvement of programs and in the facilitation of new ideas. Parents are invited to give regular assessments of the program to the program director at any time.

Visitation

Parents are welcome visitors to our program. Please check daily for posted notices, fliers or other information about program activities. We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our services for you and your family.

You may direct any suggestions, concerns, compliments and complaints to program staff, the program director, or the agency's Executive Director.

Separated Parents: If parents are separated but not legally divorced, LEARN Resource Center cannot deny parent access to a child. If one parent is concerned about the safety of the child when the child is with the non-custodial parent, action should be taken through the court system.

Without legal documentation, LEARN staff will not prevent access to the child by either parent.

Divorced Parent: In cases of divorce, either parent may pick up a child unless a court order indicates limited visitation or no visitation. If parents are in the process of separation or divorce while the child is at LEARN, every attempt should be made to keep staff members updated on issues affecting a child's custody or emotional well-being. Custody agreements must be kept on file at the agency's business office.

Guardianship: If a legal guardian rather than a parent enrolls a child, a copy of all appropriate legal paperwork must be on file at the program site. This is especially critical if natural parents have no custodial or visitation rights.

WHAT TO BRING FROM HOME

- Be sure to dress for the weather and label all belongings. A sturdy backpack for belongings is recommended and a plastic bag for wet clothes to go home in.
- Swim suit and bath or beach towel on swim/splash pad dLEARN. Label with child's first and last name.
- Extra clothes (T-shirt, shorts, and shoes) highly recommended for children 6 and younger.
- Shoes or sandals with a heel strap are required. Flip-flops are only permitted when leaving for the pool or

splash pad.

- Leak proof, non-breakable water bottle labeled with child's first and last name.

WHAT TO LEAVE AT HOME

- Gum, candy, soda pop and **all toys!**
- **All electronic devices**
- Any type of cards: magic, trading, Pokemon, etc.
- Pocket knives/weapons
- Expensive items
- **Cell phones**
- Fireworks (firecracker, sparklers, etc.)
- Any additional items or clothing deemed inappropriate

DRESS CODE

Children should be adequately dressed for both indoor and outdoor activities. The LEARN Program follows these dress code guidelines:

- No halter/tube tops, cut off shirts or bare midriffs.
- Male youth must wear a shirt at all times.
- Tank top straps should be three inches in width.
- Shorts and skirts should be at a minimum of mid-thigh in length.
- Pants/shorts/skirts must sit at the waist and **not** hang below the hips.
- Clothing that advertises alcohol, drugs, sex, tobacco products or contains profanity, expresses any type of negative attitude or any other expression that may be considered offensive to others will **not** be allowed.

LOST & FOUND

LEARN assumes no responsibility for lost articles. Although we attempt to return all lost articles, please make every effort to check the lost and found area each day before leaving program with your child(ren) Any unclaimed items at the end of program will be donated. Please write your child's name on their belongings.

PHONE

If an emergency arises while your child is in program, your child can receive a message by calling the LEARN program number. Please do not text your child during program as this can become a distraction during activities. Youth are not permitted personal use of phones at the program to call or text friends. Youth SHOULD NOT bring their cell phone to program.

MEALS AND SNACKS

LEARN Resource Center participates in the Summer Food Service Program to provide a free daily breakfast and lunch to all participants. Summer lunch & breakfast menus will be provided at registration (and are subject to change). If your child does not like a particular meal, please feel free to pack a lunch for your child(ren).

If your child has food allergies, you will be required to complete a Plan of Care for allergies. In most cases, we are able to provide food substitutes.

DISCIPLINE POLICY

Participants are expected to follow behavior guidelines and to interact appropriately in a group setting.

The basic behavior expectations for all LEARN participants are:

- We respect ourselves, others and property.
- We behave in a safe and orderly way.
- We act as responsible citizens.

An Incident Report will be sent home so parents are aware of behavior problems before a conference may be

requested. If unacceptable behavior continues, a conference may be requested with the parents. At this time, one of the site directors will work with the parents and child to determine the appropriate actions. This may include signing a behavior contract in order to remain in the program. If the inappropriate behavior continues, LEARN reserves the right to suspend the child from the program for a period of time or indefinitely.

Incident Report

This form is used to give parents a brief and general description written report of any behavior incident experienced by their child. Incident reports will be completed for the parent and will be handed directly to the parent or placed in their child's Parent File on the sign-out table for the parent to take. Staff will also use the Procure App to message parents of any behavior concerns during the program day.

Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between programs and be especially hurtful when persons are targeted with meanness and exclusion.

At LEARN bullying is inexcusable, and we have a firm policy against all types of bullying. Persons who are bullied may not have the potential to get the most out of their program experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with other staff members and our participants so both staff and youth will be comfortable alerting us to any problems during their program experience.

Consequences for Unacceptable Behaviors

If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the staff. This will enable us to work more effectively and productively with your child.

The following disciplinary procedures will be followed for general misbehavior:

1st offense: Child will be redirected and given a verbal warning

2nd offense: Child will be asked to take a personal time-out during free time or may lose some or all of the privilege of participating in an activity.

3rd offense: Child will be written up and receive an Incident Report and a parent may be contacted by telephone.

- Depending of the severity of the child's behavior, staff may choose to contact parent first informing them of the incident and may request that the parent arrange to pick up their child as soon as possible.
- If the child's misbehavior continues, staff may choose to suspend the child from the program for 1-5 days.
- Program staff will do their best to keep in contact with parents regarding each child's behavior, both positive and negative.

LEARN reserves the right to remove a child from our program for any of the following reasons or for other safety reasons that might not be listed:

- Failure of parent/guardian to pay weekly fees as outlined in the Program Payment Agreement.
- The child's needs are not being met in our program setting.
- The child is a safety threat to himself/herself, other children, LEARN staff, members, or volunteers. This includes behavior such as fighting, striking others, biting, etc. and/or wandering/running away from the program.

- Using profanity, vulgarity, or obscenity frequently.
- Acting in a lewd manner.
- Inappropriately dressed
- Possession of and/or using tobacco, alcohol, illegal drugs firecrackers, firearms, explosives or sharp items including broken glass, razors, knives (etc.) that could potentially cause harm to the child in possession of it or other children.
- Inappropriate touching of self or others
- Any additional behavior deemed by LEARN which disrupts the day-to-day operations of the program.

Field Trips and Transportation

At least one field trip (virtual or in-person) is planned per week. Information about field trips will be shared in the weekly newsletter as well as posted and available for pick up at the site. Please note that due to weather or other unforeseen circumstances, field trips may change or be cancelled. Cancelled field trips will not be rescheduled.

There are occasions that participants may return late from a field trip. Parents need to be aware of the fact that we sometimes may return late from a field trip through circumstances that are beyond our control (i.e. trains). Children are transported by the agency's van by drivers 18+ years old with a clean driving record and valid license. The use of seat belts is mandatory in the van. At times, LEARN may rent a van/bus through CTN (Community Transportation Network) to transport children to and from field trip destinations.

Swim Days

On swim days, we will be going to Jury Pool. Please note that your child MUST have a bathing suit in order to swim. Cut offs/athletic shorts are not allowed to be worn per Jury Pool rules.

Hot Weather

We will spend time outdoors throughout our program day. The program schedule may be modified when necessary for extremely hot days. Activities that are to be held outdoors may be moved indoors and other activities will be modified to be less vigorous to limit physical activity. Children will be able to refill their own personal water bottle throughout the day.

Safety and Insurance

LEARN Resource Center takes every precaution to ensure a safe and fun experience for all kids. If an accident should occur while your child is in the LEARN program, please note that LEARN Resource Center does not furnish accident insurance. All medical bills are the responsibility of the child's parent or guardian.

Medical Emergencies

In the event that a child is injured, sick or in need of emergency medical attention, the parent or guardian will be notified immediately. If he or she cannot be reached, LEARN staff will notify an emergency contact person listed on the child's registration form.

Sunscreen

Sunscreen should be applied to your child in the morning, prior to his/her arrival to program. Parents must provide one bottle of waterproof broad-spectrum SPF 30 or higher sunscreen. Sunscreen must be labeled with your child's name. It is the child's responsibility to apply sunscreen as needed. LEARN staff will remind children to reapply sunscreen regularly. If your child will need staff assistance applying sunscreen, you must provide written permission.

Please be aware that children may still get sunburned despite the precautions taken.

Medication

If your child must take any prescription medication during LEARN program hours, parents must provide a signed Prescription Medication Consent form which includes written instructions, dosage information, potential side effects for LEARN to monitor and a doctor's signature. The medication must be provided in its original prescription bottle with the child's name, dosage, prescribing doctor, written instructions, and expiration

information. If non-prescription medication is to be administered during LEARN, a Non-Prescription Medication Consent form must be completed. Medications cannot be sent with the child.

Management of Communicable Disease

If a child has any of the following signs or symptoms of illness, he/she shall be immediately isolated for:

- Severe Coughing
- Chronic runny nose with colored discharge
- Difficult or rapid breathing
- Yellowish skin or eyes
- Has had a fever 100 or more within the past 24-hours
- Untreated infected skin patches
- Sore throat or difficulty swallowing
- Vomiting and or diarrhea
- Evidence of lice, scabies or other parasitic infestation
- Pink or runny eyes/conjunctivitis
- Severe stomach or head pain

If any of these symptoms occur prior to dropping off at the program, please do not send your child for the well-being of all children.

The child will be isolated from the group and will be supervised by an adult, and the parents will be called immediately and asked to promptly pick up their child. If the child has a communicable disease, a return note from the physician may be requested. Upon departure from the camp, parents/guardians will be notified verbally or by a written statement that a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

Child Abuse/Neglect

LEARN staff members are considered mandatory reporters for child abuse and/or neglect. LEARN staff members will, if they have a reason to suspect a child is a victim of abuse and/or neglect, notify CPS by calling the CPS hotline at 1-800-800-5556. Parents may contact Family and Social Services Administration/Office of Early Childhood and Out of School Learning with any questions or concerns: 402 W. Washington Street, Room W-361, Indianapolis, IN 46204, 317-234-4056 or 1-877-511-1144 or www.childcarefinder.gov.

Special Events & Birthday

Special food treats may be brought in for holiday, special events or birthday. Arrangements should be made ahead of time with the program directors. All food must be brought in covered containers with written directions if necessary. If sending in store bought items, please send unopened packages.