



# St. Constance School Summer Day Program

## \*Handbook\*



Camp location:  
***St. Constance School***  
5841 W. Strong Street  
Chicago, IL 60630  
(773) 283-2311  
[www.scssummerdayprogram.weebly.com](http://www.scssummerdayprogram.weebly.com)



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# St. Constance Summer Day Program Rules

*\*Each student's safety is important to all of us, therefore, it is imperative that all students follow the rules in order to ensure their safety so we all have fun and exciting experiences and memories at St. Constance Summer Day Program located at St. Constance School. Please click the link at the bottom of this page to view our St. Constance Summer Day Program Handbook. Thank you!*

## **DAILY PROGRAM RULES:**

1. Respect fellow students, teachers, staff, instructors, administrators, and directors. This also includes respect in cultural, ethnic, and family backgrounds.
2. Respect the property inside and outside of the St. Constance School building. Do not litter or damage any property of St. Constance School and Parish. Clean up any mess that you make and put away any supplies/materials you used.
3. Respect other students' & staffs' property. Respect others in the same way that you want to be respected.
4. All students should participate in & follow the planned program and listen & respect the rules & boundaries of all games played in the program.
5. All students are expected to display good teamwork. How we play is more important than whether we win or lose!
6. All students are expected to conduct themselves in a safe manner. Contact an adult staff member immediately if they don't feel well or if someone gets hurt.
7. This summer program is a time to meet new friends. We ask that all students mix and mingle with everyone else. Groups of friends that exclude other students will not be allowed since it is a form of bullying, and St. Constance Summer Day Program has a zero-tolerance policy for bullying of any kind. Behavior problems that cannot be resolved cooperatively will result in the notification of the parent(s), and the possibility of your child's dismissal from the summer program. Certain abusive behaviors will result in immediate dismissal; if your child is not respectful, he/she may be required to sit out of certain activities. Be sure your child understands that his/her behavior will be monitored by teachers, staff, administrators, and directors.
8. Inappropriate & abusive language, name calling, theft, hitting, kicking, or other

physical abuse is not permitted.

9. Students need to stay with their group AT ALL TIMES and may not leave the facility unless accompanied by their own parent, guardian, or staff member.

10. Enter and exit the building ONLY through the Breezeway entrance in the parking lot of St. Constance School.

11. Please do not bring any of the following items to the summer program: any electronic games/devices, cell phones, large amount money, trading cards, valuable items, guns, knives, or weapons of any sort - fake or real.

12. Please bring water bottles, so your child always remains hydrated.

13. **PERSONAL BELONGINGS:** at St. Constance Summer Day Program, teachers, administrators, directors, & staff will not be responsible for any personal belongings that are sent to this summer program. Please do not send in any items that are valuable as they may be broken, lost, or stolen. If you strongly feel that your child should bring a cell phone, that is acceptable, as long as it is shut off and only used for emergency purposes. In addition, any electronic games/devices are not permitted throughout the program day from 9am-3pm. If there are students who are staying for the aftercare program from 3pm-6pm, they may bring electronic games/devices and ONLY use them during the aftercare program. Again, each student is responsible for any items brought to the before & after care programs.

14. **SUMMER PROGRAM ATTIRE:**

- Please remember to dress your child appropriately for the summer program (play clothes). The program will include a variety of activities in which your child may get dirty, we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials or dirt in the course of your child engaging in a fun outside activity. Please dress comfortably for the weather. Children may want a sweater or sweatshirt to wear indoors as it is air-conditioned in certain parts of the building. Please make sure clothes are appropriate (no flip-flops, sandals, Crocks, short shorts, skirts, etc.)
- Gym shoes must be worn at all times (not sandals, flip-flops, or Crocks) each day. This is to ensure the safety of your child. Many of our activities will require walking and/or running. Sandals, flip-flops, and Crocks tend to be difficult to run in and are unsafe.
- Avoid wearing jewelry, especially hanging/hoop earrings; a safety precaution (some small stud earrings are acceptable).

- On sunny days, you may want to send in sunglasses and hats for your child to wear; however, your child will be responsible for them.
- If your child needs sunblock lotion, please apply the sunblock before arriving. If your child burns easily, please notify the program directors so that the sunblock lotion can be applied more often. Please send in a bottle of sunblock lotion labeled with your child's name to be kept in their backpack at the summer day program.

**\*\*NO PEANUT/NUT PRODUCTS OF ANY KIND CAN BE BROUGHT IN FOR LUNCH OR SNACKS!**

## **Policies of St. Constance Summer Day Program**

### **DROP-OFF & PICK-UP POLICY OF STUDENTS**

-Safety is most important to the summer program. All children **MUST** be brought to and picked up from St. Constance School by a parent or authorized person. At St. Constance, both the **drop-off and pick-up location are at the Breezeway entrance through the parking lot**. To further ensure your child(ren's) safety, we insist you drive slowly and with caution when dropping off or picking up your child. I know we are all in a hurry, but accidents can happen within a second! Sometimes it is difficult to see small students, as they are pretty quick! Please follow our safety requirements.

-When picking-up your child at the end of the day, please park your car in designated parking spaces and enter through the Breezeway entrance to sign out your child. Children will not be allowed to leave if they see you pull up and wait by the sidewalk. Please wait for an adult staff member who is 18 years or older to open the door for you. Even if you see your child near the door, s/he is not allowed to open the door and let you inside the facility. We ask that you be patient and wait for the adult staff member to allow you inside the facility, so you can sign-out your child. Please be aware of others walking to their vehicles and yield to give them time to board their cars safely. This helps us to provide the safest environment possible for your child(ren).

### **SIGN-OUT**

-You must sign out your child every day when you pick them up from the summer program. ***Please bring a photo ID with you every day.*** This is a very essential part of the program. Only parents or other authorized persons are responsible for signing out their child(ren) for pick-up at the end of each day. Again, this helps us to provide the safest environment possible as well as provide the opportunity for us to talk with you about your child's day.

-Children will be released only to those authorized by the parent on the child's program registration form. ***This person must also bring a photo ID with them when they pick up the child(ren).*** It is the parent's responsibility to notify the staff of any changes in authorization. If someone other than these people must pick-up your child, a written note with your signature must be sent in ahead of time. ***No child will be released to anyone who is unauthorized to pick-up that child.***

-Please help to ensure the safest possible environment and remember to notify the us of any absences. No student will be allowed to leave by him/herself and / or sign him/herself out of the summer program, regardless of written permission.

## **EARLY PICK-UP**

If your child will be leaving early for the day, please notify the site directors, *Mrs. Kelly Mikrut* or *Ms. Jennifer Blecka*, in writing, on the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign out your child.

## **LATE PICK-UP**

- Camp ends promptly at 3:00 p.m.
- After Care ends promptly at 6:00 p.m.
- For all children not picked up by the end of the program day, regular or after care hours, the following late policy will be in effect:
  - First 10 minutes: grace period
  - Each 1 minute thereafter = \$1.00 per child
  - The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.
  - St. Constance Summer Day Program should be notified if you foresee late arrival, as it is often stressful for a child when parents are late.
- NOTE: When a child is not picked up in emergency situations including, but not limited to: inclement weather or natural disasters, we will follow the above "late pick-up" policy listed above starting 45 minutes from when the parent has been informed of the need for their child(ren) to be picked-up.

## **\*FOOD ALLERGIES!!!**

Certain food products are prohibited, such as **peanuts**, or other substances that could pose a danger to students with allergies. For all lunches, please make sure that there are **no peanut/nut products** in any of the food.

## **WHEN YOUR CHILD IS SICK**

-At St. Constance School, we follow the Chicago Archdiocesan IZZY website, which follows the CDC website for medical protocols. Covid numbers could possibly fluctuate in the next few months and throughout the summer, so we will follow these site's protocols and keep you updated if anything changes:

<https://www.cdc.gov>

<https://archchicago.sharepoint.com/sites/Intranet/SitePages/Masks.aspx>

-Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

-If you are keeping your child home due to illness, please contact the directors by 8:45 a.m. and inform them of your child's absence (call or text). When calling and you get a voicemail, please leave a message. Tell us your name, the child's name, reason for absence, and a phone number we can reach you at.

-When your child has a fever of 100.4 or higher, vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms return to normal. We may require a physician's release/test results for any medical or health condition. If your child becomes ill while at the summer program, you will be asked to pick up your child as soon as possible.

-The following are defined as illness or communicable health problems:

- ✓ The Flu, Covid 19, etc.
- ✓ Fever (100.4) or feeling feverish/having chills
- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fatigue (tiredness)
- ✓ Sore throat
- ✓ Runny or stuffy nose
- ✓ Muscle pain or body aches
- ✓ Headache
- ✓ Vomiting or upset stomach
- ✓ Diarrhea
- ✓ Strep Throat
- ✓ Change in or loss of taste or smell
- ✓ Conjunctivitis (pink eye)
- ✓ An open rash
- ✓ Head lice
- ✓ Knowledge that the child has had a fever within the past 24 hours

\*In the event that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the program as soon as possible.

## **ACCIDENTS/EMERGENCIES**

-All precautions will be taken to prevent serious health risks to all students. In the event that a minor injury occurs, First Aid will be administered at the location by the teachers/staff. The certified teachers/administrators/directors/staff of St. Constance Summer Day Program have been officially trained and certified in CPR and the use of an AED.

-The following procedures will be followed:

- ✓ First Aid will be provided, and the incident recorded in the program log.
- ✓ The child will periodically be observed after First Aid has been applied.

-In the event of a **major** medical emergency, immediate action will be taken by the staff as per your orders on the program registration form and policies and waivers. Please be sure to keep these forms updated at all times.

-If parents or other authorized adults are unable to be reached, the child (and a staff member) will be taken to the nearest hospital for any necessary treatment.

### **\*In Summation:**

-In the event that a **MAJOR** injury or health problem arises, and professional medical care is required, the following steps will be taken:

- 1.) 911 will be called.
- 2.) Immediate First Aid will be administered by the staff member until professional medical services arrive.

- 3.) You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 4.) A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- 5.) The incident will be documented in the St. Constance Summer Day Program incident report files.

## **MEDICATION POLICY**

- Prescription and "over-the-counter" medications will not be dispensed without written consent from the child's parent.
- Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child's name, the name of medication, the dosage amount, and the time or times to be given.
- Hand all medication (including inhalers, epi pens, etc.) to the program directors/staff. Students are not allowed to keep medications in their possession, in their backpacks, or lunch bags. Please be sure to write your child's full name on each medication.
- All medications will be locked up and given to your child at the prescribed time. All medications will be given back to the parent/guardian on the last day of the program, or whenever your child's last day at our summer program will be.

## **EMERGENCY PLAN**

- Staff members have been trained and are expected to be well-versed in emergency procedures. We will include a variety of safety drills so that students are aware of what to do in an emergency.
- Facility Evacuation (in case of fire, or other emergency): In the event of an emergency requiring facility evacuation, students and staff will exit the building through the nearest exit and will be led at pre-determined assembly area. ***Our emergency evacuation meeting area will be at St. Robert Bellarmine School (4646 N. Austin Ave. Chicago, IL 60630).***
- Parents: Please create an emergency plan to have your child picked up during emergency situations. Be aware of local weather conditions that you feel may warrant your child being picked up from the program.

## **EXTEREME HEAT DAYS or Rainy days**

- During periods of extreme heat, the staff will scale down the physical activities. Students will not be able to be outside for more than 15-20 minutes at a time. Indoor facilities will be utilized by programming more crafts and low-activity events or activities. The staff will take children inside to increase their water intake on these days. All precautions will be taken to prevent heat-related injuries during these times. Drinking plenty of water is encouraged at the program. Provide your child with a hat to wear and dress them in light colors.
- On rainy days, there are specially scheduled activities at the summer program. Alternative indoor activities have been planned and may include instructional videos, activities, sing-a-longs, and games. Regular activities will resume once weather permits.
- Regularly watch the weather updates.



## **EXPECTATIONS**

Good behavior will be encouraged in a positive manner. Tonight, you and your child are required to read through and sign the "Conduct Agreement" form, found at the end of this packet. This way you will both be aware of the rules and consequences. The staff will work cooperatively with parents, keeping them informed of (if any) behavior problems and methods used to teach and guide them toward socially acceptable behavior.

## **SUMMER DAY PROGRAM CONTACT INFORMATION**

**Program Directors & Administrators:** Mrs. Kelly Mikrut (773) 860-0646  
Ms. Jennifer Blecka (773) 544-5829

**Program Telephone:** (773) 860-0646 or (773) 544-5829 – These numbers are your fastest way of getting ahold of us throughout, before, and after the summer program day. If we are not able to answer right away, please leave a detailed message or text with a contact number that we can reach you at.

**Program Location Address:** St. Constance School – 5841 W. Strong Street, Chicago, IL 60630 Enter through the Breezeway entrance in the parking lot.

**Emergency Telephone:** St. Constance School Office (773) 283-2311 -Leave a message with the receptionist and she will contact the directors/staff members.

If you have questions or concerns, please feel free to address them with St. Constance Summer Day Program Directors, Mrs. Kelly Mikrut, at (773) 860-0646, or Ms. Jennifer Blecka (773) 544-5829.

Thank you for enrolling your child(ren) in our St. Constance Summer Day Program, and we look forward to a happy and safe summer!

Sincerely,

Mrs. Kelly Mikrut and Ms. Jennifer Blecka - Program Directors

# CONDUCT AGREEMENT 2024

At the St. Constance Summer Day Program, we take the happiness of your child(ren) very seriously. We want every day to be a happy memory for them. Therefore, we work very hard to create an environment which will promote enjoyment. We need your help to create this environment. Below is our conduct agreement for the summer program. After reading through the St. Constance Summer Day Program handbook with your child(ren), please sign this conduct agreement form at the bottom, detach it from the handbook packet, and have your child(ren) return it to us the next day. This will enable all of us to have a fun, safe summer. The handbook is found on our website at [www.scssummerdayprogram.weebly.com](http://www.scssummerdayprogram.weebly.com) and click on the “Safety Rules” page. Thank you.

- \_\_\_\_\_ I will listen to all teachers & staff and follow their directions.
- \_\_\_\_\_ I will respect other people’s belongings by not touching or using them without permission.
- \_\_\_\_\_ I will keep my hands and feet to myself.
- \_\_\_\_\_ I will use my inside voice when inside buildings.
- \_\_\_\_\_ I will use appropriate language which does not use negative remarks
- \_\_\_\_\_ Before leaving a room or play area, I will get permission from an instructor or staff member, and always have someone with me.
- \_\_\_\_\_ I will wear gym shoes/sneakers daily for my safety.

**1st incident-** Warning  
**2nd incident-** Time-out from activity  
**3rd incident-** Removal from play/station area  
and sent to the program directors.  
Parent will be notified.

Not abiding by these rules can result in removal from the summer program. I understand the rules of St. Constance Summer Day Program 2024 and agree to follow them.

**PLEASE SIGN AND RETURN BEFORE OR ON 6/10/24**

\_\_\_\_\_  
Parent Signature, Date

\_\_\_\_\_  
Child Signature, Date