**Important Highlights of Parent Handbook – *Summer Program***

1. **Things to bring each day:**

-A lunch (no microwave or refrigerator available) If your child brings a water bottle, please LABEL it with their name.

**Things to bring on field trip days:**

-A lunch packed in disposable bags so everything can be disposed of on the trip. Please put entire lunch in a grocery bag with your child’s name on it.

-Sturdy shoes for walking

**Things to bring on beach days (T, Thu):**

-A lunch

-A bathing suit and towel (on Tuesdays and Thursdays)

-A labeled Ziplock bag with cash for Snack Shack (optional)

2. **Sign-Out Sheet:**

Parents must sign-in and sign-out their children and record the time. This is a **state regulation.**

3. **Late Pick-Up**:

The Kids’ League closes at **6:00PM**. Parents who are consistently late may be charged $1.00 for every minute late. The bill for this charge will be placed in your mail box.

4. **Unauthorized pick-up of your child:**

Only persons authorized **IN WRITING** on the *Child Information Form* will be allowed to pick up a child.

5. **Sickness Exclusion**:

![C:\Documents and Settings\Owner\Local Settings\Temporary Internet Files\Content.IE5\OVCX2DIH\MC900360982[1].wmf]()Children who are, or lately have been, suffering from any communicable disease shall remain home until they have recovered. They must be without fever for more than 24 hours. Giving Tylenol or other fever reducing medications to your child if he/she has a fever in the morning is **not** sufficient ground for attendance at the Kids’ League. This is for the well-being of all the children and staff. Regarding head lice, a child must be without nits before returning to the Kids’ League.

6. **Tuition Payments**:

Tuition must be **paid in full** before your child attends the Summer Program, unless other arrangements have been made.

**![C:\Documents and Settings\Owner\Local Settings\Temporary Internet Files\Content.IE5\NQKZDLF9\MC900232899[1].wmf]()7**. **Behavior Expectations**:

Children are expected to treat each other and their teachers courteously and with respect. In order to maintain a safe, positive atmosphere, aggressive behavior is not acceptable, and repeated incidents may result in suspension or termination from the program. Physical aggression toward students or staff may result in immediate termination. Parents are also expected to treat all teachers courteously and with respect. Failure to do so can result in your child’s suspension or termination.

![C:\Documents and Settings\Owner\Local Settings\Temporary Internet Files\Content.IE5\OVCX2DIH\MC900440524[1].wmf]()**8**. **Snacks and Lunches**:

The Kids’ League will provide children with a morning and afternoon snack. Parents may send additional snacks. Parents are responsible for sending a lunch each day. Refrigerator space is **not available**. To keep lunches **cold**, we recommend that **ice packs** be included with the children’s lunches if desired. To keep food **warm**, we recommend the use of an **insulated Thermos container**.

In the event that a child has forgotten his/her lunch, the KL will provide your child with any suitable and available food such as macaroni and cheese or some sort of sandwich.

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**9. Tuesday and Thursday Trips to the Beach:**

 Except for inclement weather, we will travel by school bus to Forge Village Pond:

1. Departure time – 1:15 Return time – 4:30
2. The children are closely monitored by town life guards and KL staff
3. We have a “Buddy System” in place to ensure that the children are accounted for.
4. We provide snack for all the children, unless parents send snacks with their children.
5. There is a “Snack Shack” where children may purchase no more than 2 items. If children bring in their own money for the Snack Shack, we recommend that they bring it in a zip lock bag with their **name written on it** so they don’t lose it.
6. Staff cell phones: **Katherine Noland (978) 235-8719, Mr. Noland (508) 407-0238, Mrs. Noland (508) 797-7519**

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 **10. Sunscreen Policy:**

The KL will provide a quality SPF30 sunscreen unless your child requires a special kind of sunscreen. On beach days, teachers will apply sunscreen to those who need it unless a child prefers to apply their own sunscreen. For safety reasons, we require sunscreen to be stored in our office and do not allow children to carry their own.

 **11**. **Medication Administration Policy:**

In the event that a child is not sick but still needs medication to complete a prescribed medication regimen, a staff member will administer the required medication.

The Department of Early Education and Care’s policies are as follows:

1. All prescription and non-prescription oral medications require **written parental consent**. A **health care practitioner’s authorization is required**.
2. The medication must be in the **original container** with the **original label** containing the **name of the child affixed**.
3. For topical non-prescriptions, **written parental authorization** is required.
4. Emergency medications are kept in an unlocked, easily accessible location.
5. **The first dose of a medication may not be given at The Kids’ League**.
6. Each child receiving medication is required to have an **individual health care** **plan,** or IHCP, that will be kept in their file.