

SummerCare 2010



at The Brookwood School

WELCOME...to the SummerCare Program at the Brookwood School. This hand out should provide you with everything you will need to know about SummerCare and answer questions that you or your child may have. Our goal is to fill the summer with fun and learning in a safe and nurturing environment. Eleven weeks of fun are planned, each with its own theme to inspire and guide children, teachers, and staff to fill each day with new and exciting activities! Your child will have the chance to explore these exciting themes through music and movement, sports and outdoor fun, arts and crafts, games, nature, field trips, and more. Special events and adventures are planned to provide a safe, happy, and fun summer. On-site entertainers, dramatic play, crafts, lessons, singing with Ms. Dana each week, and stories in our cool air-conditioned building will keep us busy and having fun. Our spacious campus allows us to spend a lot of time outdoors. Engaging in free play, sand play, hikes, creek explorations, and group games which help children learn to get along, take turns, and work together. We will get wet, too, with our giant waterslide for the big kids and sprinklers for the younger ones. Here are some important things to know:

Bulletin board and ease! in the entryway, next to the “ProCare” sign-in/-out computers, and the bulletin board outside your child’s classroom will keep you informed about weekly activities, e.g., dates and times of special events, cookouts, field trips, etc. These events, scattered throughout the summer, add an additional element of fun! Keep your eye on the bulletin board so that you know what’s going on in your child’s group.

Where we are signs on the classroom doors will help you know where to find your child’s group at any time, whether they are on the playground, a hike, field trip, or the library. We want to make it easy for you to find your child’s group.

Field trips are planned for all ages, including pre-school! Permission slips and payment must be complete three days before all field trips. **First come, first served. Space is limited.** SummerCare t-shirts must be worn on all field trips.

The Estimation Jar (in the entryway) is fun for all—as the children (parents, too) try to guess “how many!” You will have eleven weeks to try. The winning guess keeps the items in the jar!

Our program is very flexible. You will be billed hourly only for the hours your child attends. Please remember to Sign In and Out of “ProCare” or a full 11 hours (6:30-5:30) will be assessed. Please inform us if your child’s schedule changes. We are committed to providing a safe and fun environment for your child(ren). **Please feel free to see either of us at any time if you have any concerns, suggestions, or questions.**

Thanks for joining us—it’s going to be a *great summer!*

Sharon Vesely
Director of Childcare

Courtney Slentz
SummerCare Coordinator



The Brookwood School

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SummerCare Hours

6:30 am -5:30 pm

Monday – Friday

Closed Monday, July 5th

SummerCare Fees

\$45 non-refundable registration fee for the entire summer or \$7 per week is due upon enrollment.

Each child will also receive a **SummerCare t-shirt to be worn on all field trips.**

Hourly Rate

\$5.75 per hour up to 25 hours per week. \$5 per hour for all hours, if weekly total exceeds 25 hours per week.

Late Pick-up Fee

Extra fee of \$5 will be charged for every 10 minutes past 5:30 p.m.

Billing

Please contact Elizabeth Schivone for all finance questions at 547-4060, ext. 104 or e-mail at finance@thebrookwoodschoo.org

WHAT TO BRING TO SUMMERCARE



- A positive attitude and a curious mind!
- Extra clothes (to be stored in his/her own cubby)
We are active in our play and exploration, which means that we often get messy
- A bathing suit and towel.
- Water shoes, sandals, or old sneakers that can get wet, for exploring.
- SPF 30 + sunscreen to remain at SummerCare
- Nap roll & small stuffed sleep toy (for 3- and 4-year-olds)
- Theme-related items to share with the group
- Lunch from home

Please be sure to label everything that comes to SummerCare with your child's name (clothes, suit, towel)

WHAT TO LEAVE AT HOME



- ✓ **Individual Toys** (we have lots of toys and *love suggestions* of what we could add)
- ✓ **Valuables**
- ✓ **Game Boys**
- ✓ **Cell phones**

FREE NUTRITIONAL SNACKS

Nutritious morning and afternoon snacks are provided at no extra charge. These healthy snacks may include 100% fruit juice, fresh fruit or vegetables, crackers, pretzels, and trail mix each morning and afternoon. Hydration is important, and we always have water on the playground.



LUNCH

Lunch for all children will need to be supplied from home; **please include an ice pack, as we cannot accommodate lunches in our refrigerators.** Milk for lunch is available for purchase. If you have questions regarding the Milk Program, please inquire in the Main Office. After lunch, children are able to purchase ice cream for \$1. This special opportunity is separate from our daily snacks that are provided by the school to all children.

COMMUNICATION

Each week families will be emailed a weekly update called the SummerCare Scuttlebutt . This weekly newsletter will inform you about upcoming activities and events, and other important information occurring at The Brookwood School. Please be sure that the Main Office has your most recent email address.

TYPICAL DAY at *SummerCare*

Bright and early, we start the fun! Please sign your child in at one of the two computers in the foyer. Type in the last four digits of your social security number, click on your child's name to sign them in (box will turn green) or out (box will turn red), and click the finish box. A yellow box saying "Thank You" should appear. Next, walk your child to the classroom to put their belongings away, and join the group in the multi-purpose room or the Maple Room if arrival is before 9 a.m.



The group splits between 7:30 and 9 a.m.

6:30 am-8: 30 a.m.	Children mingle and enjoy free play in the multi-purpose room
7:45-8:15a.m.	Breakfast
8:00-9:00 a.m.	Children split into groups by age/grade
9:00-10:00 a.m.	Morning work time, theme-related activity, or projects
10:00-11:00 a.m.	Free play or special project (light snack)
11:00 a.m.	Playground (may include water activity)
11:45 a.m.-12: 30 p.m.	Lunch
12:30-2:00 p.m.	Quiet Time (sleep for 3 & 4-year-olds; stories, writing, and quiet games, puzzles for older children)
2:00-3:00 p.m.	Afternoon work time, theme-related activity, project, or play
3:00-4:00 p.m.	Snack
3:30-4:30 p.m.	Playground group games (may include water activity)
4:30-5:30 p.m.	Playground, crafts, free play
5:30 p.m.	Closing

Always remember to sign out at the computers and let the teacher(s) know that you are picking up or dropping off your child.

Our day varies depending on age, the week's plans, and the children's interests. Please see your child's teacher or Sharon Vesely, if you have any questions.



SUMMER READING

Each week, there is a new theme that guides and focuses structured activity for creative play, writing, arts, and crafts. Reading is encouraged at all age levels throughout the summer. Story time creates an excellent opportunity to introduce new authors and topics to the children. Following lunch, we encourage reading, journal writing, and other quiet activities for all ages.

SPECIALS

In addition to our weekly theme-based activities, we have enriched our program with weekly "specials," making SummerCare even more fun and educational. Children of all ages will have the chance to explore these topics:

- **Art and Cultural Exploration** (painting, clay, drawing, museum trips)
- **Nature and Outdoor Activities** (wildlife identification, gardening, nature walks ...a total of 23 acres to explore!)
- **Sports & Recreation**
(Capture the Flag, Red Rover, kickball, parachute play, structured group games)
- **Music, Movement, and Dance** (improvisation, acting out stories, singing with Ms. Dana every Wednesday)



CHILDREN SPLIT INTO SEVERAL AGE GROUPS

To ensure a safe and fun environment, experienced, enthusiastic, and caring teachers will lead several groups. Children will separate into their groups between 8:00 and 9:00 each morning. If your child arrives before then, they will start their day in the multi-purpose or Maple Room. Occasionally, we will move a student into a different group based on what we find is most appropriate.



Our goal is to provide a semi-structured environment that enables teachers to prepare engaging, age-appropriate activities so that fun and learning take place. Arts and crafts, games, music, outdoor activities, water play, optional field trips, and live entertainment enrich the SummerCare day!

Three- and Four-year-olds with Ms. Morgan Cornell and Ms. Leslie Dalphinaus in the **White Birch Room**

Three- and Four year-olds with Ms. Kristin Winn and Mrs. Laurie Wisnewski in the **Willow Room**

School Age I with Ms. Alex Paul and Ms. Mashal Malik in the **Red Maple Room**

Entering 2nd grade and up with Ms. Courtney Slentz, Ms. Kendra Burst, and Mr. Bruce Wisnewski in the **White Oak -MPR** (multi- purpose room)

We are very fortunate to have Ms. Jessica Walrath, Ms. Erin Foster, and Ms. Adriana VanDunk as our part-time and floating assistants.

Please introduce yourself to all staff members!

OUTDOOR ACTIVITIES AND SUN PROTECTION



We love to play outdoors on our spacious, shady playgrounds and explore the Brookwood campus. Please remember to apply sunscreen to your child's skin each day **before** SummerCare and leave a bottle of 30+ SPF at Brookwood.

Be sure to let us know, in writing (special form available in the office), if your child has skin sensitivity to sunscreen or you do not want it applied to your child's skin. We apply sunscreen frequently throughout the day.

We use water sprinklers and slides to cool off, and older students take creek walks in the afternoon on hot days. Please send a suit, towel, water shoes or sandals for your child, which may be left in a cubby that is clearly marked with his/her name.

Please be aware of the possibility of your child picking up a tick; we love to spend time outdoors.



FIELD TRIPS and PERFORMING ARTS



Many field trip adventures are planned this summer to vary our day and enrich our fun and learning.

Permission slips, and payment are required three days prior to the field trip.

Space is limited, and we are unable to be flexible in this area.

Please check the bulletin board in the foyer and outside of each classroom for upcoming events, field trips, and other important notifications. You will find permission slips for field trips in the binders in the entranceway. **We cannot accommodate last minute sign-ups for any field trips.**

Please remember to wear your SummerCare T-shirt on every field trip!

Trips this summer include:

- Trolley ride into Cooperstown
- Glimmerglass State Park
- Farmer's Museum
- Junior Livestock Show
- Children's Museum of Utica
- Swamp walks
- Glimmerglass Opera
- Baseball Hall of Fame
- Glimmerglass Queen
- Clark's Sport Center



**All field trips are optional. If a child chooses not to participate in a field trip, he or she will be included in the activities of another group on campus.*

Children must wear their Brookwood SummerCare t-shirts whenever they are on a field trip.

ON-SITE PERFORMANCES

Throughout the summer, there are special programs and guest performances scheduled. Special events this summer include:

- UTICA ZOOMOBILE
- JOHN FARRELL
- BARB FIELD *CLOWNING*
- DINNER & A MOVIE (KIDS NIGHT OUT)
- PIRATE TRESURE HUNT
- ICE CREAM SOCIAL
- SUMMERCARE TALENT SHOW



...exciting!

DISCIPLINE POLICY

Students are expected to respect the property and persons of others at all times. Students who steal or deface the property of others, or who intimidate or violate the rights of others, will be put on notice. Each child facing disciplinary action will be treated according to his/her individual incident. The student, with the help of his/her teacher, will help to determine a reasonable solution. Subsequent offenses will result in disciplinary action, up to and including expulsion.

HEALTH

If a child becomes ill while at SummerCare or displays symptoms of a communicable disease, has a fever, or seems unwell, the parent will be contacted, and the child should be taken home.

A child should not attend SummerCare if he/she:

- Has a temperature of 101 oral
- Has a communicable disease
- Is vomiting or has diarrhea
- Is unable to participate in usual daily activities (like going outside)

A child may return to SummerCare when:

- Temperature is normal for 24 hours without a fever reducer
- No vomiting or diarrhea for 24 hours
- Any infectious illness that requires antibiotics and has been treated for 24 hours



IMMUNIZATION and MEDICATION

Parents must provide documentation that their child has received age-appropriate immunizations in accordance with NY State Public Health Law. State regulations require that each child has a current medical form on file in order to attend our program. All children must be immunized against Measles, Mumps, and Rubella (MMR); Diphtheria, Pertussis, and Tetanus (DPT); HbCV (HIB); Polio; and Hepatitis B (HbV). The Varicella (chicken pox) vaccine is required for all children born on or after 1/1/98. Please also provide documentation of a recent test for lead.

Prescription and orally-administered over-the-counter medication may be administered only with written permission of the parent and written instructions from a health care provider stating that The Brookwood School may administer the medication or prescription. Any medication must be in the original container with the child's complete name, the name of the medication, recommended dosage, time intervals for administration, method of administration, expiration date, and for prescription medication, the prescriber's name and license number.



ALLERGIES

Giving the students at Brookwood the best care possible is our number one priority. As a result, we have a very specific procedure for allergies and parental food/topical preferences.



If your child has an allergy, we must have a completed "Individual health care plan for a child with special health care needs" form on file (available in the main office). This form must be filled out by you, the parent or caregiver, and by the child's health care provider. The plan must include the medication prescribed, as well as the steps our staff should follow if your child is inadvertently exposed to the allergen. In the event that you have a specific food or topical preference for your child (vegetarian, no food with red dye, sensitivity to sunscreen, etc.), you must complete a food/topical preference form (available in the main office) for your child. This form does not need to be completed by a health care provider. If your child has any known allergies or parental food preferences, it is vital that we are aware.



Sign-in/Sign-out "ProCare" Computer System

Please sign your child *in and out* of the computer daily. In addition, it is imperative that you let the teacher(s) know (on the playground or in the classroom) that you are picking up or dropping off your child.

- Type in the last four digits of your social security number
- Click on your child's name to sign them in or out
- Click the finish box
- A yellow box saying *Thank You* should appear, and you are now done

If you neglect to sign your child in or out, you will be charged for the day (6:30 a.m.-5:30 p.m.). In the case of a computer failure, you will be asked to sign In/Out in the green binder next to the computers. Your child's safety is our primary concern so only authorized individuals indicated on the Emergency & Safe-Release Form will be allowed to pick up your child. If someone else will be picking up your child, please send in your written permission for your child to leave with him or her. In addition, please remind the individual to bring identification; he/she will be asked to provide a photo ID.

Closing is at 5:30 p.m. We ask that all children be picked up by this time as our staff have additional commitments after work. **The late fee is \$5 for every 10 minutes past 5:30 p.m.**