

# SUMMER CAMP NEWSLETTER

March 19, 2018

Dear Parents,

This letter is to inform you of our plans for this year's Summer Camp at Little Learner. Our program is for all children of school age (KG and up). The summer camp calendars are filled with fun activities that are exciting and educational. I would like to take this opportunity to give you some information pertaining to our staff, transportation, safety, parent volunteers, sign-up sheets, supplies, extra money, discipline and sack lunches.

## STAFF AND CHILDREN:

We have a limited amount of space open for this year's camp. This limited number of spots is due to limited van/bus seating. We are going on a lot of fieldtrips and our vans can only accommodate a certain number of passengers. There will always be at least two teachers accompanying the summer camp children on field trips. Both of the teachers are over the age of 21 and have their chauffeur's license, which is a state licensing requirement to drive the vans. They have all been fully trained on safety measures and discipline outside of the building. We are required to maintain a 1:16 ratio. For more adequate supervision, especially outside of the building, the number of children to teachers will exceed the amount required by the state.

## VAN AND BUS TRANSPORTATION

Our vans are well maintained and safe for all of our passengers. We make it a policy to have both vans serviced and thoroughly checked before summer begins. Our teachers are properly licensed and certified to drive commercial vehicles. All children will be assigned to a particular van each fieldtrip. We also carry enrollment forms and medical forms at all times on the vans in case of an emergency. In addition to traveling by vans, we will also travel by First Student Bus Co. This service will be provided when needed for lengthy travel outside of Lee's Summit city limits. Seatbelts will be provided as well to insure the safety of your child.

### FIRST AID:

Each van is equipped with a first aid kit so we can tend to minor bumps and scrapes should an accident occur. We also make it a policy to carry a cell phone with us at all times so we can be in contact with the Little Learner office if needed, as well as any calls that need to be made in an emergency situation. This is one area where it is good to have experienced teachers who are capable of handling unexpected situations.

### SAFETY MEASURES:

We will be taking head counts and checking our roster several times on every fieldtrip. In addition, we always take head counts when getting on and off the vans and when we are departing from a fieldtrip. The swimming pool is another fieldtrip where we really step up our safety procedures with extra head counts and additional rules for children that only apply at the pool. The rules that are addressed before every swimming fieldtrip include: no diving, riding on backs, staying within roped-off areas and listening to all lifeguards on duty. You can inquire about these extra rules with the teachers when we are getting ready to go the pool for the first time. The teachers will be happy to explain anything to you or just give you some additional information about how we handle these issues at any time.

### PARENT VOLUNTEERS:

We would like to invite all of our parents to accompany us on any of the field trips. Please let us know if you would like to go on any of the field trips so that we can make a reservation for you, if needed.

### BAD WEATHER/CANCELLATIONS:

We hope this is never a problem, but should the weather be a concern on the day of the fieldtrip, we will have to make a judgment call that morning and possibly cancel the outing. Our number one concern is the safety of the children and any decision being made will be in their best interest. In the event of a cancelled field trip, we will try to reschedule for another day. If that is not possible, we will add another fieldtrip to our agenda such as bowling or skating (something close and easy to schedule without notice) to make up for the cancellation.

### PERMISSION FORMS:

We are only going to have ONE permission form for our parents to sign. You will sign this form before the first field trip on May 29th. This form will give Little Learner permission to transport your child on field trips throughout the entire summer.

### SUPPLIES:

Every child will need a water bottle and sunscreen. These supplies need to be kept at the center at all times. Please make sure that all supplies are at Little Learner and labeled with your child's name on them by May 29th.

### EXTRA MONEY:

This summer we have planned several fieldtrips where your child will be able to bring extra money. . Please do not send extra money on any of the other fieldtrips. **On the special occasions, your child will be responsible for their own money.** Your child may bring extra money on the following field trips:

All Summit Waves field trips  
Landmark Skating Rink  
Jiggles and Giggles  
B & B movie theatre  
Summit Lanes

### DISCIPLINE:

We will be utilizing a “discipline policy” for each and every fieldtrip. It is very important that the teachers keep everyone organized and in order at all times when we are out of the building. For safety purposes, we have zero tolerance for disruptive behavior on fieldtrips. Our discipline policy will be as follows:

When a child misbehaves (in or out of the center), he/she will get a “first strike”. If the behavior continues, they will get a “second strike. After the third incident, they will not be allowed to attend the next fieldtrip. Each day strikes will be given inside or outside of the building, and documented accordingly, so you are well informed of your child's behavior for the day.

We ask for full cooperation from you, the parents, in order for this policy to be successful. This is for the safety of all the children. We have experienced disruptive behavior while on fieldtrips in the past, and it is very difficult for the teachers to maintain a safe and orderly class. Listening to the teachers is a MUST for all children who are attending a fieldtrip. For the most part, we have always been proud of the Little Learner groups we have taken in the past and we have a wonderful reputation with the organizations with whom we schedule activities. We will communicate any problems we

are having with you in person. Taking away a fieldtrip is not something we ever want to do but if it comes to that we will discuss the situation with you in person. **We will not refund the cost of the field trip that your child misses due to behavior problems.**

#### SACK LUNCHES:

On some of our fieldtrips, we will be eating lunch on location. For those fieldtrips you will need to pack a sack lunch and drink (**we have designated on the summer camp calendars when you need to send a sack lunch and drink**). Please use paper sacks and disposable drink containers so that we can throw away the leftovers/trash. **If you happen to forget to pack a lunch for your child, we will call you and let you know so you can bring one to Little Learner before we leave for the field trip.**

#### WEEKLY NEWSLETTER:

We will continue to send out weekly newsletters every Friday. They will inform you of all upcoming events, fieldtrips and any parent reminders. Please take some extra time to review the newsletter located in your child's file each week so you will be well informed.

#### ACTIVITY FEES:

The activity fee for this year's Summer Camp for a full-time child will be **\$200.00**. This will be **due by Friday, May 25th**. This fee will cover the entire cost of all fieldtrips for the whole summer. It also covers the cost of using the school buses on field trips that are outside of Lee's Summit. First Student Bus Co. charges over \$300 per field trip for the use of their buses. **Part-time rates will be determined on an individual basis. Just ask Angie/Emily to figure out what your part-time activity fee will be.**

#### TUITION FEES:

The weekly tuition fee for a full-time spot in our Summer Camp program is **\$135.00** per child. The weekly tuition for part-time students will be as follows:

4 days/wk:	\$125
3 days/wk:	\$110
2 days/wk:	\$80
1 day drop-in:	\$40

### FIELD TRIP CALENDARS:

The field trip calendars for the entire summer are posted on our website (Littlelearner.net). Go to “school-agers” and scroll down to the bottom for the summer camp calendars.

We are all very excited for this summer! We have a lot of fun and exciting activities planned for the children at Little Learner and on fieldtrips. Feel free to come to us with any questions you might have. **For anyone who is planning to disenroll for summer, please let us know in writing as soon as you know your last day.** Also, if you have signed up for Summer Camp and change your mind about attending this summer, please let us know. Thanks for all of your help with this year’s Summer Camp!

THANK YOU!!!