

# Guadalupe Centers

Summer School Program 2020



## Parent Handbook

## Welcome!

Welcome to the Guadalupe Centers 2020 Summer School Program. For those families that were with us last year, WELCOME BACK! For those joining us for the first time, thank you for choosing the Guadalupe Centers to serve your family and fulfill your summer school needs! It is our hope that your child's experience is a rewarding one!

In order for our program to be successful, there must be a collaborative effort between Administrative Staff, Parents, Site Coordinators, Teachers, Students, and Youth Workers. We encourage parental engagement by providing various opportunities for interaction with staff, summer school visitations, and on-going program updates to ensure that communication of important information is timely and accurate.

This handbook contains details regarding summer school objectives, policies and procedures, behavior expectations, hours of operation, location and contact info, curriculum focus, field trip protocol, and incentive criteria. Please refer to this pamphlet for answers to general questions you may have and, as always, feel free to contact us directly with any other issues or concerns.

Please understand that the safety of our students is our top priority. Staff members are well trained and we will always work in the best interest of your child. We strive to model and reinforce good behavior amongst our team so that program participants have positive examples to follow.

This summer promises to be enriching, stimulating, educational, and fun-filled! Let's make it memorable!!!

Sincerely,

Summer School Staff-2020

\*This institution is an equal opportunity provider.

### **General Information:**

**Summer School Program Dates:** Monday, June 8th-Friday, July 24th. We will be closed on Friday, July 3rd to observe the 4th of July Holiday

### **Site Locations:**

**\*Westside** (Guadalupe Centers Middle School)

2640 Belleview

Kansas City, Missouri 64108

(816) 472.4120

\*Serves grades 1<sup>st</sup>-8<sup>th</sup>

**\*Villa** (Guadalupe Centers Elementary School)

5123 E Truman Rd.

Kansas City, Missouri 64127

(816) 994.0396

\*Serves grades 1<sup>st</sup>-8<sup>th</sup> (PreK and Kindergarten classes are offered to GES enrolled students only)

### **Hours of Operation:**

Doors open at 7:30am and the day ends at 6:00pm. Students will not be allowed to enter the school building before 7:30am and Guadalupe Centers(GC) Summer School Program Staff is not responsible for supervision before then.

### **Daily Drop Off:**

Parents will pull up to the designated drop off area at either site and allow GC Summer School Program staff members to greet your child and escort them inside. This effort is intended to make drop off easy and to keep traffic/congestion to a minimum.

\*On the **FIRST DAY** Parent/Guardian must walk their child in to the main entrance of each summer school site. There will be grade levels posted on the wall. Please locate the area with the grade level that your child will be going into for Fall 2020. Teachers will greet your child and confirm their presence on the class list. If your child is not on a class roster, notify summer staff immediately. Do not leave until your child is placed on the enrollment list and all contact information is verified.

### **Late Arrivals:**

After 8:05am, students are considered tardy. Parents are then required to bring their child into the front desk of the main building and inform the GC Summer School Program Site Coordinator, who will have your child escorted to class.

**-3 tardies = 1 absence.** (See Incentive Criteria)

### **Daily Pick Up:**

In order to qualify for a full day's attendance, students are expected to stay until 3:30pm. Picking up prior to 3:30pm will affect incentive eligibility.

\*Authorized individuals may pick up students from the GC Summer School Program's "main entrance" at each site. It is **mandatory** that each student be signed out daily at the table provided near the entrance. (Inform staff of your child's name AND grade, sign out your child, then staff will notify them for dismissal)

\*Staff will not release children to unauthorized individuals. All authorized persons must be named on the Summer School Program profile sheet.

**Late Pick Up:**

Program hours end promptly at 6:00pm. It is parents' responsibility to have their children picked up by that time. Staff will attempt to contact all persons listed on the emergency contacts form. Parents will be given a five minutes grace period for picking up their children. Parents will be assessed a late fee of \$1 per minute per child for every minute after 6:05pm. Payment is due upon arrival or at the start of the next day in order for the child to be admitted to the program. If there is an emergency, please notify program staff by phone.

**Healthy Nutrition:**

We are committed to offering healthy food options at our program locations. Breakfast, lunch, and snack will be provided each day. Please note that breakfast is served from 7:30am-8:05am daily. Students wishing to eat breakfast at their site must be dropped off during the designated meal time. **No outside food will be permitted for lunch unless a completed Medical Food Substitution Form with doctor signature is turned in to appropriate staff.**

**GCCS PROGRAM DESCRIPTION:**

The Guadalupe Centers Summer School Program provides a safe, secure, and instructive environment for participants. We strive to maintain academic readiness, plan engaging, exciting, and culturally relevant enrichment projects, and to provide character building opportunities.

During the hours of 7:30am-12:30pm, participants are with certified instructors studying a variety of different locales. First grade will focus on their hometown while grades 2-8 will explore cultures from around the world. Students will travel from Egypt to Rome, Greece to Africa, and down through Latin America. While journaling their adventures, students will be immersed in rich literature and fluency practice. In math, the focus will be on helping to prepare students for their upcoming grade level by ensuring they have the foundational skills needed to understand new concepts they'll see when they return to school.

In the afternoon, Youth Workers will plan projects that tie directly back to the morning lessons of the day. There will be enrichment and cultural arts activities, life skills, hands-on science experiments, arts & crafts, outdoor recreation, intramural athletics opportunities, nutrition/culinary sessions, and weekly field trips. This summer will also include an emphasis on STEM projects, hands-on science experiments, and opportunities for students to hear from local experts in various STEM-related fields.

The GC Summer School Program culminates with the World Fair at each program location. Students will present information showcasing all they learned during the summer to each other, their families, special guests and community members. There will be scheduled performances, building tours, and food tasting for all to enjoy!

## GC Summer School Program Rules and Behavior Policy:

### RULES:

1. Arrive on time and ready to participate in Summer School activities.
2. Make healthy decisions to keep myself and others safe.
3. Show respect to all GC Summer School Program staff, students, volunteers, facilities, and vehicles.
4. Immediately inform GC Summer School Program Coordinators or other staff members of any serious matters that may cause harm to myself or others.

### BEHAVIOR POLICY:

Guadalupe Centers Summer School Program is committed to the idea that each participant should have an educational and enjoyable experience while in attendance. The misbehavior of one participant, or a group of participants should not be allowed to negatively impact the experience of others. Most summer school programs are short in duration, so prompt action is required when problems occur.

Guadalupe Centers Summer Program does not discriminate against otherwise qualified students on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Guadalupe Centers Summer Programs support the inclusion of children with disabilities in the same manner as their non-disabled peers. For students with disabilities who do not qualify for extended school year services (ESY) outlined within an IEP, **we ask that at the time of registration, parents include information regarding their child's disabilities or special needs that their child may, have as well as provide a copy of any pertinent information.** To ensure students with a disability the opportunity to participate, summer program staff will provide reasonable accommodations which would not fundamentally alter the nature of the summer program.

When a summer school program participant does not follow the behavior guidelines or set rules, staff is instructed to take the following action steps as behavior problems progress.

1. Staff will redirect the student to more appropriate behavior.
2. If inappropriate behavior continues, the student will be reminded of summer school program rules, and the student will be issued a **verbal warning**.
3. If a child's behavior still does not meet expectations and is affecting the experience of other summer school program participants, he/she will be issued a **written warning**. Parents will be required to attend a brief meeting with summer school program Site Coordinators to address problem behaviors and ways to correct them.
4. Should inappropriate behavior continue after parent intervention, consequences will range from restricted field trip privileges, to suspension, and as a final consequence, removal from the summer school program. (Please note that all above mentioned consequences can adversely affect incentive eligibility.)

**Students with disabilities participating in the Guadalupe Centers Summer Program are expected to follow all school, classroom rules for student conduct outlined within the summer handbook and are subject to the same disciplinary actions and/or removal from the program for violating these expectations without the need for a manifestation and/or consideration of their disability.**

**Examples of unacceptable behavior:**

- Refusing to follow behavior guidelines or summer school program rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging property (personal or summer school program property)
- Refusal to participate in activities or cooperate with staff
- Disrupting a lesson/project
- Leaving summer school program space or designated field trip area without permission
- Running away from program staff while on site or during field trip outings
- Endangering the health and safety of children and/or staff
- Use of illicit drugs, alcohol or tobacco or sexual conduct of any kind
- Bullying of other summer school program participants or staff
- Physical altercations of any kind

**Proper Attire:**

Participants should wear comfortable clothing and shoes to the summer school i.e. t-shirts, shorts, tennis shoes. For safety reasons, students are **NOT PERMITTED** to wear flip-flops, open-toed sandals, and clothing or accessories with inappropriate symbols or language is prohibited. Many activities require students to move, play, and engage in outdoor activities. If your child enters the building without proper attire, they will be asked to call home for a change of clothes.

**Field Trip Information:**

-Refer to the calendar provided for field trip information. Most field trips take place on Friday afternoons at both sites with students' return scheduled no later than 5:30pm. GC Summer School Program pays for admission to all field trips. If students bring money for concession stand items, GC Summer School Program staff is not responsible for lost/stolen money. (Please see field trip information sheet)

-Swimming field trips require students to bring appropriate bathing suits, trunks, towels, swimming shoes, sunscreen, etc. All belongings should be marked with the student's full name. If your child does not plan on swimming or dressing out in approved swimming attire, they **MUST** be picked up **NO LATER** than 12pm.

-If your student will not be attending one of the scheduled field trips, they must be picked up **NO LATER** than 12pm. **ALL** staff members participate in field trips. Therefore, we do not have staff available to supervise them at the site during field trips.

-Students are not permitted to be picked up from field trip locations without ample notice **AND** prior approval from GC Summer School Program Site Coordinators. (Emergencies will be handled separately.)

### **Health Emergencies:**

If a child becomes ill or is injured at the GC Summer School Program, our staff will inform the school nurse on site. The nurse will administer treatment and notify parents/guardians consistent with the school district policy. Should a participant become ill or injured off-site, summer school program staff will administer first aid or emergency care consistent with their level of certification. If parents/guardians cannot be reached, staff will go to the next person on the emergency contact list.

For illnesses or injuries requiring emergency medical attention, 911 will be called immediately. Parents/guardians will then be notified of the course of action taken immediately after staff has stabilized the child, the environment, and/or called 911.

### **Administration of Medication:**

The staff nurse shall administer **ALL** medications with the following stipulations:

1. ALL medications will only be given to a student with signed, dated permission from a parent/guardian. (Authorization to Dispense Medication Form)
2. Prescription medicine must be in the original container, labeled with the student's name, instructions, and physician's contact information.
3. Non-prescription (over-the-counter) medicine must be in its original packaging, labeled with the student's full name and grade.

**Please note that all medications/medical supplies (i.e. inhalers, epipens, etc.) must be provided to the summer school program nurse before your student is allowed to stay. Staff will contact parents prior to the programs start date for collection of these items.**

### **Lost/Stolen Items/Lost and Found:**

The Guadalupe Centers Summer School Program is **NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!!!** These items can include, but are not limited to: cell phones, ANY electronic device or games, money, jewelry, toys, clothing, or shoes. It's a good rule of thumb to keep these belongings at home. Bring these valuables at your own risk.

There will be a plastic tote at each site's front desk area labeled "Lost and Found." If your child left or misplaced an item at summer school, at a field trip site, or on the bus, check Lost and Found to see if it was picked up by another student or staff member.

### **ACADEMIC/ATTENDANCE/BEHAVIOR POLICY:**

Parents are responsible for ensuring regular and prompt attendance of their students. Participants are eligible to receive an incentive of \$100 at the end of the program if they meet **ALL** of the following criteria:

1. **STUDENT HAS PERFECT ATTENDANCE.** In order to receive credit for the full day, your student must be present from 8:05am-3:30pm. Arriving after 8:05am is considered tardy. 3 tardies will count as 1 absence and affects the incentive amount. Students who miss no more than 2 days are still eligible for a \$50 incentive. There are **NO EXCUSED ABSENCES** for medical appointments, sickness, funerals, etc.
2. **Student has consistently modeled good behavior throughout the summer without any serious discipline infractions.**
3. **Student has consistently put effort in academic sessions to maintain a passing grade in all subject areas.**

**\*\*\*Unfortunately, for students who start summer school late because their regular school is still in session, they will not be eligible for an incentive if their absences exceed the 2-day limit.**

**!!!IMPORTANT!!!**

**-Incentives WILL ONLY BE DISTRIBUTED AUGUST 5<sup>th</sup>, 6<sup>th</sup>, & 7<sup>th</sup> from 3:00pm to 6:00pm at the Guadalupe Centers Youth Recreation Center located at 2641 Belleview, KCMO 64108**

**-THERE WILL BE NO INCENTIVES DISTRIBUTED AFTER AUGUST 7th, 2020!!! NO EXCEPTIONS!!**

**Guadalupe Centers Summer School Program Parent/Guardian Code of Conduct:**

- \*Communicate with staff program regularly if possible.
- \*Please refrain from using cell phones in GC Summer School Program buildings. Conduct personal business before entering the facility.
- \*Please report any concerns to the Summer School Program Site Coordinator immediately.
- \*Do not approach children of other families or staff in a threatening manner.
- \*Consumption of alcohol or other illicit drugs at any Summer School Program site is prohibited.
- \*Use of tobacco products is prohibited at Summer School Program sites, on campus, on the playgrounds, in transportation vehicles, and during field trips.
- \*The Guadalupe Centers Summer School Program is a gun free zone.
- \*While parents have the right to discipline their child, use of physical or corporal punishment while on GC Summer School Program property is prohibited.
- \*911 will be called if threatening behavior is displayed towards GC Summer School Program Staff or other children.

**Additional Important Information:**

- \*Decisions regarding child pick-up authorization will be governed by the information listed in the enrollment packet. However, legal documents or court decrees related to custodial rights that may affect pick-up authorizations will be reviewed on a case by case basis.
- \*All students enrolled in the summer school program must reside within the boundaries of the Kansas City Missouri Public School District. Proof of address and/or other verifying documents must be made available upon request. Failure to provide requested documentation may result in removal from the summer school program
- \*All emergency contact information must be accurate and kept updated. Failure to provide correct contact information may affect your child's place in the GC Summer School Program.
- \*If a parent is called to pick up their student, they must make arrangements to pick up within 1 hour of the first call. Students will not be permitted to stay in the front office for extended periods of time.
- \*In an effort to prepare younger participants for a school-year routine, parents will be notified of children continuously being brought to the front office because of crying, sleeping, etc. They will be asked to keep that child at home until they are better able to handle the school setting.

\*Individuals whose behavior and/or health status pose an immediate threat or danger to the health and safety of GC Summer School Program participants will not be allowed on or in summer school property.

\*Parents are responsible for any damages to GC Summer School Program property, buildings, playgrounds, and vehicles that occur due to inappropriate student behavior.

**\*Your cooperation is greatly appreciated!!!!**