

FAMILY HANDBOOK

SCIENCE &
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We recognize that the Family Handbook may not include all the information or answers to all of the questions that come up during the course of Summer Adventures in Learning. Please contact the school for clarification or assistance.

Science & Arts Academy reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice.

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INTRODUCTION

Mission Statement

The mission of Summer Adventures in Learning is to provide a safe and enriching summer experience within an environment characterized by intellectual, artistic, physical, social, emotional and creative growth. Summer Adventures pairs enrichment programming with physical education activities to create a unique summer camp experience for 3-year-olds to children entering 8th grade. All children are welcome to participate, regardless of the school they attend during the academic year or achievement levels.

The Summer Adventures in Learning Experience

In acknowledgement of the competitive day camp landscape, Summer Adventures in Learning aims to distinguish itself by offering a diverse set of programming options that attract campers with varying interests, motivations, and needs. The program is purposefully a community site, allowing children to participate who are not enrolled in SAA or meet SAA's admission requirements.

The Young Learners Program for 3, 4, and 5 year olds lays the foundational building blocks for academic and social development so that children can thrive in a Preschool or Kindergarten classroom the following school year. The program recognizes the critical need for these children to evolve their interests, talents, and social-emotional intelligence during the summer months, and addresses these

needs through self-contained, academic-based classroom activities.

The Enrichment Program for rising 1st through 8th grade children offers participants the opportunity to explore their growing interests, discover new passions, and form long-lasting friendships through exposure to an eclectic mix of enrichment class offerings. Classes strike a careful balance between being challenging and fun.

All campers have the option to participate in afternoon programming which resembles a traditional day camp atmosphere, including physical education games, visits to the local waterpark, and special entertainment.

History

Science & Arts Academy was founded in September 1992. Originally housed in the basement of St. John's Lutheran School, nine students from ages 7-15 were welcomed by our founder Dr. Helene Bartz. On November 21, 1993 the original 1825 Miner Street site was ready for occupancy. Over the next 20 years, SAA would flourish under the leadership of headmasters Dr. John A. Rhodes, Dr. Mary Christensen, Dr. Marsha Hestad, Tom Mikolyzk, and interim Head of School Alan W. Gibby. In July 2013, Tim Costello became SAA's Head of School, continuing the school's tradition of being a caring school community focused on the needs of gifted children.

Summer Adventures in Learning was born in the summer of 1994 under the leadership of SAA founder Dr. Bartz, and continued to prosper with directorship from headmaster Dr. Rhodes, Coordinator of Community Programs Mr. Ron Solberg (1999-2005), Ms. Becky Miller, (2006-2010/11), Mr. David Galvan (2010/11-2014), and Ms. Kathleen Shulkins (Co-Director from 2013-14). In September 2015, Zach Elkin joined SAA as Director of Auxiliary Programs, responsible for directing the summer program.

At its core, Summer Adventures was designed to offer fun and exciting enrichment to stimulate higher level thinking and intellectual growth for preschool age through middle school children. 37 unique enrichment classes were offered during its first summer, including: "Back to the Future" a science fiction class about the history of comic book heroes such as Buck Rogers, Flash Gordon, and Superman; "Close Encounters of the Artistic Kind," a "multimedia" class incorporating painting, paper mache, and using other forms to create based on imagination; and "Math Power," a class of hands-on math activities using geoboards, attribute and pattern blocks, and dice. Classes were paired with an afternoon Outdoor Program, where younger students would participate in arts and crafts, creative dramatics, music, games, and athletic activities, and older students would learn the history of Midwestern voyageurs, bicycle and boating safety, river, city, and forest preserve navigation as they participated in various outdoor outings. Within the next few years, afternoon activities would include field trips to places like miniature golf and bowling, and waterpark visits to Mystic Waters (what was then referred to as Rand Pool).

Since its inception the program intentionally opened its doors to non-SAA students, but in its early years, only participants who qualified as gifted with achievement test scores or with a school or teacher recommendation were admitted. In the late 90s, the program began more noticeably marketing itself as a public site for children from other districts and communities without the requirement that participants be gifted. While the program continued to tout the gifted teaching experience of its faculty and highlight many of the classes optimal for gifted learners (including introducing exclusively gifted classes in the afternoons), the admissions processes relaxed to "encourage" parents to submit a teacher recommendation or statement of interest. In the late 2000s, while the program became accessible to all children without any requirements other than meeting the age/grade eligibility, there remained the

baseline condition that all participants possess the desire to learn.

Eligibility and Admissions

Summer Adventures in Learning seeks to attract children and families from diverse backgrounds who value and support our mission and are committed to summer learning opportunities. Unlike the Science & Arts Academy admission criteria, Summer Adventures is open to all children regardless of IQ scores. Due to limited staffing capacity, Summer Adventures enrolls campers with special learning circumstances on a case-by-case basis at the discretion of leadership.

Criteria for admission include:

- A willingness to learn.
- Behavior consistent with camp standards.
- Commitment of camp and family to partner in the summer learning of their child.
- Submission of all required forms.
- Children are re-considered each summer based on them being a good fit with the program.

Eligibility for specific programs is as follows:

- Young Learners - Preschool – 3 or 4 years of age by the first day. Must be 4 years of age to participate in the full day option. Must be completely toilet trained.
- Young Learners - Kindergarten – 5 years of age by the first day, or enrolled in a Kindergarten classroom for the upcoming school year. Must be completely toilet trained.
- Enrichment and Recreation Program - Entering 1st through 8th grade in the upcoming school year.

Program Schedule

Summer Adventures in Learning is structured in a series of two-week sessions, and families may choose to enroll their child in any combination of sessions. Full-day programs begin at 9:00am and end at 3:00pm, and half-day programs end at 12:00pm. Summer Adventures is open Monday through Friday, with the exception of the July 4th holiday. Dates and program specific information are available in the Program Catalog.

Registration

Summer Adventures in Learning uses an online registration system. We do not accept paper registrations. Spots fill on a first-come, first-served basis.

Field Trips

Full-day campers go on walking field trips to local destination. Parents/Guardians are required to give written consent for their child to attend field trips. Campers without consent will not be allowed to participate and must be picked up from Science & Arts Academy no later than 12:30pm on the day of the field trip.

Extended Care

Extended Care is offered as a drop-in service for the convenience of families who need child care before and after program hours. Hours, pricing, and additional policies are available in the Program Catalog.

Lunch Program

Full-day campers have the option to purchase a boxed lunch through the Science & Arts Academy lunch provider, Gourmet Gorilla. More information is available in the Program Catalog.

Partnerships with Enrichment Vendors

Science & Arts Academy occasionally invites vetted enrichment vendors to run programming within the current structure of the camp, or as a supplemental offering while Summer Adventures in Learning is out of session. More information can be found in the summer catalog, if applicable.

Leadership

Planning and operating Summer Adventures in Learning is a team effort. The Director of Auxiliary Programs oversees the administration of the program while Coordinators spearhead the day-to-day operations. The Young Learners and 1st-8th Grade Enrichment programs are staffed by qualified educators, many of whom are current and former Science & Arts Academy faculty. We employ camp counselors to facilitate the 1st-8th Grade Recreation programs, support teachers, and supervise Extended Care and other operations. The Science & Arts Academy administrative staff provide operational and administrative support to the program.

Employee Screening

Leadership, faculty, and counselors are carefully screened with a comprehensive interview process and a complete background and criminal history check. Counselors receive training in camp programming, age appropriate activities, behavior management and emergency procedures. All staff have CPR/AED certification and have completed the DCFS Mandated Reporter Training. There is at least one supervisor trained in First Aid available at all times.

About Science & Arts Academy

Science & Arts Academy (SAA) is an independent, non-denominational, co-educational, not-for-profit day school for gifted students in Junior Kindergarten through eighth grade. Located in Des Plaines, a northwest suburb of Chicago, SAA draws students from over 40 different Chicagoland communities and is heralded as the The Gifted Choice[®] in the greater Chicago area. SAA is a fully accredited member of Independent Schools Association of the Central States (ISACS) and consistently meets membership standards and is recognized as an independent, non-for-profit school. Our membership is reviewed every seven years for quality of program and congruence between our stated mission and actual program and services. For more information, please visit: www.isacs.org.

REGULATIONS AND GUIDELINES

General Expectations

Summer Adventures in Learning requires that its participants, staff, and administrators follow the rules and regulations of the camp. Parents/Guardians are also subject to the rules, regulations and policies of the camp in that they have a contractual relationship with the camp. Most importantly, however, they set an example to our campers. Courtesy and civility are part of this, especially when it relates to dealings between Parents/Guardians and representatives of Summer Adventures. Good manners and a culture of respect and kindness begin in the home and are supported by Summer Adventures.

Attendance and Absences

While attendance at Summer Adventures in Learning is not mandatory, we discourage excessive absences and tardiness. A camper with excessive absences and tardiness will find it difficult to be productive, complete projects, and build a community of learners within the program.

As a courtesy to camp staff, Parents/Guardians are asked to call the summer office before 8:45 a.m. on each day the child is absent. Messages may be left on the office voicemail stating the name of the child, date, and reason for absence.

If a planned absence is scheduled, we ask that Parents/Guardians contact Summer Adventures at least one week in advance so camp staff can be prepared accordingly.

Confidentiality

Summer Adventures in Learning maintains confidentiality of information about all participating children and their families. Enrollment paperwork, permission slips, medical forms, and all other information regarding the child and family are accessible to the parent/guardian and staff. Summer Adventures will not disclose any confidential information to participating families without prior consent. Please note that in situations where Summer Adventures has a reason to believe that a child's welfare is at risk, we will share information with agencies that have legal responsibility for intervening in the child's interest.

Weapons Ban and Play Guns

All children, Parents/Guardians, visitors, and staff are prohibited from possessing firearms or other weapons (as defined by SAA) on the Science & Arts Academy campus and during Summer Adventures in Learning sponsored events. Similarly, children are prohibited from utilizing play weapons during Summer Adventures. Bringing a weapon (including toy weapons that appear real) to Summer Adventures may result in disciplinary action.

Supervision

Science & Arts Academy is not responsible for the supervision or safety of children either before they enter the school building or once they leave the school building, except during school sponsored off-campus activities. Likewise, SAA is not responsible for the safety of any child who has made an unauthorized departure from a supervised off-campus program.

Withdrawing a Student

Parents/Guardians withdrawing a camper during the summer session, for any reason, must advise the Director of Auxiliary Programs in writing. Refund requests are reviewed on a case by case basis at the discretion of the Director of Auxiliary Programs. More information is available in the Program Catalog.

Legal Custody

A legal document is required to support any questions of custody between divorced or separated Parents/Guardians; otherwise, either Parent/Guardian is considered to have the right to request or pick up children at school.

Technology Responsible Use Policy

Science & Arts Academy (SAA) often requires computer use and provides computer network services to its on-campus community (administration, faculty, staff, and students) to support the school's mission. Computer network services include a local area network, Internet access and use of school-owned laptops, desktop computers, and family-owned devices. Our school believes that these tools and services, when used appropriately, significantly enrich and transform teaching and learning experiences.

Use of and access to technology is considered a privilege and not a right. All users of the SAA network and the Internet at school are required to read and adhere to the Science & Arts Academy Responsible Use Policy and indicate their willingness to do so by signing the accompanying User Agreement. A

parent signature is required before access is made available to students.

We recognize that access to electronic tools and resources comes with occasional risks. In order to promote and protect the values and goals of our school, Science & Arts Academy limits access to network services, resources, and uses that are inappropriate for the school's educational purposes. These limits will be applied and monitored across our school community, as the school deems appropriate and necessary. These include, but are not limited to, network level software/hardware filtering, network monitoring, and classroom observation.

Integral to the SAA curriculum is the responsible use of these electronic resources by all members of the community. Since computer use is required and network services are provided by the school, Science & Arts Academy will take swift and appropriate disciplinary actions for any violations of the school's Responsible Use Policy and/or User Agreement.

Technology Responsible Use Policy - Code of Conduct

All users of computers/laptops/devices and network resources at Science & Arts Academy must not:

- harm themselves, others, or the school
- damage, steal, or plagiarize intellectual property
- allow other people or their property to be harmed
- touch the devices of others

This Code of Conduct applies to all members of the SAA on-campus community (administration, faculty, staff, and students) in their use of network services and/or school owned laptops/computers/devices. Unacceptable use will result in disciplinary action including, but not limited to, temporary confiscation, loss of privilege, special training sessions, loss of participation points, parental/guardian notification and conferences with the student and/or parents/guardians. If technology privileges have been revoked, the student is still responsible for completing assignments.

Some examples of unacceptable use are:

- Illegal activity, including violation of copyright, other contracts, or plagiarism
- Harassing, intimidating, or threatening others
- Financial or commercial gain without the approval of the school administration
- Intentionally degrading or disrupting network performance
- Attempting to access unauthorized resources
- Invading the privacy of individuals
- Providing information that places the user, other community members, or the school itself in possible harm
- Using the account of another user
- Locking others out of their device

Use of devices is not permitted outside of program time, including during lunch/recess and Extended Care, unless expressly allowed by a staff member and under careful supervision. All software installed by Science & Arts Academy on school-owned computers or devices is appropriately licensed by the school. Users agree that other software installed by individual users on school-owned laptops or devices is appropriately licensed by the user for that installation. SAA reserves the right to remove any software from school-owned laptops or devices that conflicts with the school's educational mission.

Digital Citizenship

All users are expected to abide by generally accepted rules of computing etiquette and personal safety. These include but are not limited to the following:

- Be polite
- Use appropriate language; do not swear, use vulgarities or any other language deemed inappropriate
- Respect copyright laws and fair use guidelines
- Note that email is not guaranteed to be private
- People who operate our network system do have access to all mail
- Messages relating to, or supporting of illegal activities will be reported to authorities
- Do not reveal your personal address or phone numbers nor those of students or colleagues
- Do not use an account owned by another user

Security

Passwords should be kept confidential and not given to another person. No one should use another's access information. The system administrator should be notified of any suspected security problem.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user, hardware, software, the Internet or any other network that is connected to the Internet. This includes but is not limited to the uploading of any viruses. Vandalism will result in revocation of privileges and possible other disciplinary action.

Supervision

Staff who allow student use of the computers/laptops/devices, networks and/or the Internet will exercise reasonable supervision regarding materials either accessed or contributed by the student under their supervision.

Network Services

Prior to accessing the school's network services, an individual must read, understand, and consent to the following conditions. Science & Arts Academy is conscious of security concerns and attempts to make the network services as secure as possible. However, it is important to keep the following in mind:

- Science & Arts Academy's network services and its access to the Internet may contain information or material, which may be offensive or unsuitable for minors and/or adults. While we attempt to control and monitor electronic resources, the undersigned agrees to discharge and hold harmless the school, its officers, trustees and employees from any and all claims, liabilities, demands, causes of actions, costs, expenses or obligations of any kind, known or unknown, arising from or in any way relating to his or her own or his or her child's access to SAA's network services.

As it is impossible to guarantee complete security, the school accepts no responsibility for any consequences of unauthorized entry.

Science & Arts Academy will make every reasonable effort to protect the electronic files of each account holder. However, an account holder's files may be reviewed, collected and or used by the school under the following conditions:

- As required by law
- As part of system maintenance activities
- When there is reason to believe an account is being used for improper or illegal use
- With the permission of the account holder

SAA recognizes that it is unable to control and not responsible for monitoring use of electronic resources by members of the school community off school property that are not connected to school's system, even if that use happens through a school-owned device.

However, use of off-campus electronic resources by a member of the Science & Arts Academy community to defame or denigrate another member of our community, or the school itself, will not be tolerated. When the school becomes aware of such off-campus abuse, it will be investigated and actions appropriate to the abuse and the community members involved will be taken. If there is evidence of electronic harassment of any kind, we will notify parents and/or guardians and expect them to work with the school to guide appropriate behavior.

At Science & Arts Academy, users will abide by the guidelines stated above and indicate their willingness to do so by signing the accompanying User Agreement. Parents and/or guardians are required to sign that they understand the guidelines and give permission for use by their child(ren). Electronic signatures on the User Agreement constitute a legal and binding signature of the student and parent/guardian. Please keep this information for your files.

Science & Arts Academy may occasionally require new registration and consent information for continued use.

2018.2019 USER AGREEMENT

Summer Adventures Participant Agreement

By signing this User Agreement, electronically, I agree to abide by the Technology Responsible Use Policy and Code of Conduct, as well as all of the rules listed below. I recognize that the use of technology at Science & Arts Academy is a privilege that can be taken away immediately and permanently. I understand how I am to behave and agree to do so.

- I will use school and personal technology and the Internet only with teacher permission/supervision and for school purposes.
- I will treat the electronic device with care by not defacing it, dropping it, getting it wet, using it with food or drink nearby, or damaging it in any way.
- I will not load, delete or update any software on the school's computers/devices without permission and the direction from SAA staff.
- I will obtain permission from a school community member before utilizing camera, video and/or audio functions on a device. Following this, I will also gain the consent of the student(s) that are to be pictured or recorded before proceeding. I understand I will be asked to delete any pictures/video for which permission was not granted with the teacher or technology staff member supervising.
- I agree to neither use nor try to locate materials that would be inappropriate or unacceptable in school.
- I agree to use only my own personal password and will not knowingly allow anyone else to use it.
- I agree when using the Internet to never give out personal information (mine or other people's) including but not limited to name, address, phone number or age.
- I agree to always say where the information comes from when I use the computer or Internet to gather data and facts.
- I will always treat people online politely and with respect.
- If I come across information on the computer or Internet that makes me feel uncomfortable or appears inappropriate, whether it is my computer or someone else's, I will notify the supervising

adult right away. It is my responsibility to report any violations of the Responsible Use Policy to a supervising adult. Failure to do so may result in disciplinary action.

- I agree to leave all computer equipment exactly as I found it. For example, I will not change the desktop backgrounds or cursor size on the computers.

2018.2019 USER AGREEMENT

Parent/Guardian Agreement

As the parent or guardian of the student listed above, I have read the Science & Arts Academy Technology Responsible Use Policy and understand how my child is expected to behave. I understand that access is designed for educational purposes only and the school has taken precautions to eliminate objectionable material. I also recognize, however, that it is impossible for Science & Arts Academy to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. I hereby give permission to my child to use Internet connected devices and to access the Internet at school.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

Personal and social development is a lifelong process, and within the SAA community, children are expected to demonstrate appropriate behaviors and exercise self-control. Further, children are expected to respect staff as well as the educational opportunities afforded to themselves and fellow classmates. As such, participants must comply with staff's instructional procedures, and demonstrate respectful behavior throughout the camp-day, including the hallways, lunchroom, and playground, and offsite.

Most disciplinary issues are handled by the staff person in charge, with the purpose of helping children learn from their mistakes in a positive way.

The school has sole responsibility for deciding consequences or actions.

Consequences will be imposed for offenses such as:

1. Hitting, roughing, or physical abuse
2. Throwing objects
3. Defiance of authority/disrespectful behavior
4. Disrespectful/abusive language
5. Continuous disruptive behavior
6. Leaving school grounds without permission
7. Use of drugs, alcohol, or tobacco anywhere on school grounds
8. Deliberate damage to school property or others' personal property
9. Falsely accusing others of inappropriate behavior
10. Endangering the lives/safety of others or themselves
11. Academic dishonesty
12. Violation of the Responsible Use Policy
13. Other behaviors deemed inappropriate by the school

Deliberate or negligent injury to another child or adult results in a suspension for rest of day or longer. Depending on the age of the child and circumstances surrounding the incident, a child may be given one warning before the automatic suspension. The administration may determine whether suspension is at

home or at school.

In the event that a student is sent to the office or home, he/she may be required to write a statement acknowledging his/her responsibility in the offense and what appropriate behavior should be practiced at school.

The school reserves the right to suspend a participant without warning, and without going through the steps above. It also has the right to require professional assessment, counseling, or a probation contract for a participant to continue in the summer program. Acceptable behavior must be noted for continuation. If children are unable to confine their behavior to acceptable standards, they may be asked to leave Science & Arts Academy. Illegal behavior will result in automatic suspension or expulsion.

Children should be aware that certain activities, even outside of regular camp hours or off school property, may result in loss of school privileges and other disciplinary action.

If there is an ongoing social concern, the student may be referred to the School Counselor. This may result in a one time or ongoing appointment as needed. If the behavior continues repeatedly, the student will meet with the Director of Auxiliary Programs and a meeting with the Parents/Guardians will occur.

Suspension

For incidents that endanger other persons at the school, including but not limited to physical violence, use of weapons (or use of other objects as weapons), or other dangerous behavior, a suspension may be imposed. Upon return to the school, the student and/or Parents/Guardians may be required to meet with the Director of Auxiliary Programs about follow up plans. These plans may include a period of probation.

Probation

If a child is placed on probation, a written document will be drawn up for the student, Parents/Guardians, and Director of Auxiliary Programs to sign. This document will outline the parameters of the probation including length of time and expected behaviors.

Peer Conflict and Bullying

While there are many different types of conflicts children can experience, educators are trained to recognize the signs and symptoms that distinguish normal peer conflicts from bullying.

Peer conflicts are characterized as disagreements that can be negotiated and resolved. Peer conflicts can extend over time when/if student personalities clash.

Students involved in peer conflicts:

- Do not insist on getting their own way or controlling another person
- Can give reasons why they disagree
- Can apologize or offer win-win suggestions
- Can change the topic or walk away if they choose

Bullying is repeated harassment over a period of time according to the following definitions:

- The motivation is a desire to hurt or harm. It is intentional and usually premeditated.

- The perpetrator typically repeats the hurtful/harmful actions against the victim over time.
- A power imbalance exists between the perpetrator and the victim.
- The action(s) reflect unjust use of power.
- The aggressor enjoys carrying out the hurtful actions.
- The victim has a sense of being oppressed. (trapped and can't get away)

Bullying can present itself in various forms: physical, verbal and nonverbal. Bullying can also result from indirect actions wherein the bully solicits support from others to do harm or intentionally excludes a person from a group or activity.

Cyberbullying involves the use of information and communication technologies such as an e-mail and cell phone text messages, instant messaging, defamatory personal websites and online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

SAA staff are obligated to investigate incidents believed to constitute bullying, and report such incidents to the administration. Staff members make every effort to differentiate between peer conflict and bullying and to respond appropriately. If parents have a concern about their child's social relationships, we ask that they first bring the matter to the attention of the Director of Auxiliary Programs.

Harassment

It is SAA's policy that no child, Parent/Guardian, employee, or visitor shall be subjected to harassment at the school. Harassment includes gossip about camp participants, families, and other members of the SAA community; and conduct or comments which are offensive, demeaning, threatening, or intimidating.

SAA recognizes that not every incident constitutes harassment and that false accusations can have a serious detrimental effect on innocent parties. Incidents are handled by the Director of Auxiliary Programs with thorough investigation and documentation.

Dismissal from the Summer Program

The school reserves the right to dismiss a child because of behavioral concerns.

Termination of a child's enrollment (or intended re-enrollment) may also result from failure of Parents/Guardians to meet financial obligations to the school.

The school reserves the right not to continue enrollment or not to permit a child to register in the future if the school reasonably concludes that the actions of a Parent/Guardian makes a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its educational purposes, or other instances where the school determines it is in the best interest of Science & Arts Academy.

Dress Code

Parents/Guardians are expected to monitor the clothing choices of their children. Appropriate dress is expected at all times to ensure a proper learning environment. Students need to wear clean and comfortable attire without holes and frays.

Items not permitted include clothing with inappropriate language or designs, chains, and any clothing that is too revealing.

School administration reserves the right to determine what is inappropriate. Parents/Guardians may be called to bring proper attire.

HEALTH AND WELLNESS

SAA adheres to the Illinois School Health Physical Requirements. Below are the following requirements for Summer 2019. These forms need to be on file at the school by the first day of participation.

Note: These examinations must be completed within 1 year prior to the first day.

New Certificate of Child Health Examinations (also referred to as a “Physical”) with up to date immunizations:

Fever Policy

If your child has a fever of 100.4 or higher, he/she should be kept home. If your child becomes ill while at the school and has a temperature of 100.4, they will be sent home. **Your child may return to DSS when he/she has been fever free for 24-hours without taking fever reducing medication.**

Allergies

If your child has an allergy, please complete the **Illinois Food Allergy Emergency Action Plan and Treatment Authorization** form and the **Individual Healthcare Plan**, or comparable allergy action plans. These forms may be accessed on the summer website.

Medications

If your child will be taking a **Prescription or Nonprescription Medication** during the camp day, please complete the **Authorization And Permission For Administration Of Medication By School Personnel** form. This form may be accessed on the summer website.

Medical Emergencies

Authorization to take emergency procedures deemed necessary is part of the agreement to have your child attend Summer Adventure in Learning at Science & Arts Academy.

Chronic medical issues that may need special emergency procedures must be disclosed. This may be, for example, an asthma condition or severe allergy to peanuts. You must provide details regarding any conditions during the registration process.

EpiPens

EpiPens prescribed for a child may be carried by the child throughout the day per the allergy action plan. Emergency EpiPens will also be housed in the Front Office and the Lunchroom in the event of an emergency and will be administered by trained staff.

Head Lice

Any child who has contracted head lice (pediculosis) or shows evidence of nits will be sent home. A child may return to the school upon resolving this issue. The child then must be head-checked upon return to the school. Please contact the school should any family member contract head lice.

Application of Sunscreen

We require that every child who participates in outdoor programming wear sunscreen. Sunscreen

should be applied before camp and brought to the school labeled with their name. If a child forgets to bring sunscreen and will be participating in outdoor activities, staff will apply sunscreen from the camp supply for the protection of the child, with the exception of children with allergies to sunscreen.

Accident Procedures

In the event a child is involved in an accident during a SAA-sponsored activity, whether onsite or offsite, an Accident Report Form is completed and sent home. Also, parents are notified as soon as possible after the accident takes place.

Allergy and Health Safety

SAA recognizes that food allergies can cause serious life threatening conditions for some children. In an effort to keep our children safe, SAA strives to limit those foods that have been determined to cause allergic reactions, acknowledging that we cannot guarantee an allergen free environment.

Peanuts and tree nuts can be an especially difficult food to limit; however, SAA strives to be nut sensitive. SAA partners with a nut free lunch provider and strives to be nut free at all receptions, programs, or special events.

Please do not send any nut-based foods to be eaten as snacks during the day. It is permissible to send these products for lunch, which is eaten in the lunchroom.

Each children with a diagnosed food allergy is strongly encouraged to have a comprehensive Individualized Healthcare Plan developed to meet his or her health needs, including an Allergy Action Plan to treat possible reactions to food allergies.

Birthdays

If you would like to send a birthday treat in for your child, consider items that are non-food items, such as party favors, a special book, or bring in a favorite game. If you do intend to bring in a baked good, please check the food label and consult with the Director of Auxiliary Programs to avoid any allergies.

Food Allergy Protocols and Procedures

The following procedures are based on The Food Allergy and Anaphylaxis Network's *School Guidelines for Managing Students with Food Allergies*.

THE FAMILY'S RESPONSIBILITY:

1. Notify the school of the student's allergies on the Individual Healthcare Plan and Allergy Action Plan annually, which can be accessed on your SchoolAdmin enrollment checklist. If the allergy is diagnosed during the academic year, notify the school as soon as possible.
2. Work with the student's physician and, to the extent necessary, the Admissions Coordinator, to develop an Individual Healthcare Plan and Allergy Action Plan that accommodates the student's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, and during school-sponsored activities.
3. Provide written medical documentation, instructions and medications as directed by a physician, using the Individual Healthcare Plan and Allergy Action Plan as a guide. Include a current photo of the child for the Action Plan.
4. Provide properly labeled medications and replace medications after use or upon expiration.
5. Educate the student in the self-management of his or her food allergy including:
 - safe and unsafe foods
 - strategies for avoiding exposure to unsafe foods
 - symptoms of allergic reactions
 - how and when to tell an adult about an allergy-related problem
 - how to read food labels (age appropriate)

6. Review policies/procedures with the student's physician and the student (age appropriate) after a reaction has occurred. Please inform the front office if a reaction has occurred outside of school hours.

SCHOOL'S RESPONSIBILITY:

1. There will be an Allergy Free Table and Zones (if applicable) designated in the cafeteria. Students with nut allergies may eat at this location. Others can eat at this location as long as they have a lunch that's been provided by school.
2. Faculty and staff will be trained to understand food allergies, recognize symptoms, and know what to do in an emergency.
3. The Administrative Assistant will store the medications appropriately and will be sure that an emergency kit is available. Medications will be kept in an easily accessible secure location central to designated school personnel. A student will be allowed to carry his or her own EpiPen, if age appropriate, after approval from the student's physician or parent, and allowed by state or local regulations.
4. Following an allergic reaction, the school personnel will review the Allergy Action Plan with the parents and student (age appropriate).

CAMPER'S RESPONSIBILITY:

1. Will not trade or share food with others.
2. Will not eat anything with unknown ingredients or known to contain any allergen.
3. Will be proactive in the care and management of his or her food allergies and reactions based on developmental level.
4. If the student is allowed to carry medications for the treatment or control of an allergic reaction, he or she will not share, show or allow other students to handle medications.
5. Will notify an adult immediately if he or she eats something or is exposed to the food to which he or she is allergic.

Health and Nutrition

Science & Arts Academy endorses good nutrition. We ask that you provide nutritious meals, including breakfast, for your child. Children learn best when they are healthy physically, emotionally, and mentally.

Safety and Security

SAA is committed to providing a warm and inviting environment, and we strive to find the appropriate balance between careful monitoring of who is entering the building and the freedom for parents and other visitors to be with their child at the beginning and end of the day.

SAA implements the following security measures to ensure the safety of students, faculty, and staff:

Building Access

- Our building remains locked at all times, with the exception of the morning drop-off period (8:45-9:00am), half day dismissal period (12-12:15pm) and full day dismissal (3:00-3:15pm). Entryways are monitored by staff.
- Visitor access is permitted through the front doors only.
- Video monitors, located in the front office and lunchroom, display images from our security cameras, allowing staff to view the parking lots and the front and back doors.

Visitor Protocol:

- All visitors to the school must produce an ID and be cleared through the Raptor system while in

the vestibule area of the main entrance. The Raptor system runs a background check against the federal sex offender registry.

- Once cleared, guests will be buzzed into the school to sign in at the front office.
- Faculty, staff, and campers know that a visitor in the building wearing a name badge has been cleared. Further, should an adult be spotted during programs hours without a name badge, faculty and staff are trained to escort the individual to the front office.
- The exception to the requirement of wearing a name badge is for parents/guardians who prefer to remain in the front office while waiting for their child or to speak with an administrator.

Emergency Procedures:

- In the unlikely event of a school evacuation, we have an arrangement with the adjacent Metro Storage to use their facility as a safe location.
- The school has installed four panic buttons throughout the building, which, in the event of an emergency, would immediately alert law enforcement and school personnel. These buttons are only accessible by school staff.
- In compliance with Illinois School Board of Education guidelines, our school practices periodic fire, earthquake and lockdown drills.
- We update our crisis response guide annually in consultation with the Des Plaines Police Department.
- The school also has an EMT on staff and our faculty and staff have received CPR, 1st Aid and AED training.

FINANCIAL OBLIGATIONS

Unpaid Program Fees

Registration and payment policies are clearly defined in the Program Catalog. We reserve the right to discontinue participation in Summer Adventures if payments are not made in accordance with the due dates outlined in the Catalog. Please let the Director of Auxiliary Programs know if you are experiencing unexpected financial difficulties before your account reaches a point of delinquency.

Need Based Scholarships

There are a limited amount of scholarship funds available for eligible Summer Adventures in Learning families on a first come, first served basis. Summer Adventures also offers a variety of discounts to help offset some of the program fees.

GENERAL INFORMATION

Cell Phone Use on Property

Per Illinois State Law and for the safety of our children, using a cell phone while in a vehicle on school property is prohibited.

If a camper brings a cell phone to camp, it needs to be turned off and stored in his/her backpack during camp hours.

Damage To or Loss of Property

Families are responsible for replacing any Science & Arts Academy property that has been deliberately or carelessly damaged or defaced, and any other Summer Adventures materials that have been lost.

Drop off and Pick up

The safety and security of campers is of the utmost priority, and we take this responsibility seriously. The following reminders are important when picking up or dropping off your child, or visiting our campus.

- Observe all posted signage
- Per Illinois law, cell phone use is prohibited
- Speed limit is 10 MPH
- Parking is only permitted in designated spaces (parking against the storage facility in the Back Lot may result in your vehicle being towed)
- It is not permitted to leave a vehicle unattended in a fire lane
- Pedestrians must use all designated crosswalks, and drivers should yield to pedestrians.

Summer Adventures operates a staffed car line drop-off and pick-up procedures to ensure the safety of all students and to expedite the process. The car line is staffed from 8:45-9:00am, 12-12:15pm, and 3:00-3:15pm. At all other times, parents must escort their child to/from the building.

Who is allowed to pick up your child?

Please indicate who is authorized to pick-up your child during the registration process. If this information changes, it is the Parent/Guardian's responsibility to update the school via email. Please let the school know in writing if someone other than the individuals noted on this form is authorized to pick up your child.

Early Pick up or Medical Appointments

Please notify the school if your child will be leaving early or needs to be excused for a medical appointment. Parents/Guardians must sign out and sign in their child at the school office. Campers are not permitted to sign themselves out.

Electronics (personal)

Use of electronic devices (laptop, computer, iPad, phone) is not permitted outside of instructional time, including during lunch/ recess and Extended Care, unless expressly allowed by a staff member and under careful supervision.

If a personal electronic device is misused, it will be confiscated to the office and a Parent/Guardian will be required to retrieve it.

Emergency School Closings and Delayed Start

Decisions on whether to close or delay the start of camp are made with great care and deliberation, and after consultation with other camps and an analysis of projected forecasts. Notifications about a closure or delay are sent via our automated phone messaging system, as well as through email, the Emergency Closing Center website, local news outlets, and social media. When practical, an announcement will go out the evening prior to the impacted day. However, some determinations will need to be made the morning of, usually around 6:00am.

Games or Toys

Children should leave their personal games and toys at home (unless otherwise permitted by a staff member for educational purposes). These include cards, board games, toys, stuffed animals, and all similar items. An exception may be given to students who attend Extended Care. If this is the case it must stay in the child's backpack. Extended Care staff reserve the right to exclude an item in this category if necessary.

If individual teachers deem it is permissible for children to bring in toys within their respective classroom, they are allowed to bring in toys with prior approval. These toys need to stay within the confines of the classroom and are not to be brought out to recess/lunch or other classrooms unless specific permission is granted.

Insurance

Science & Arts Academy maintains liability insurance covering activities during the normal camp hours as well as other school-sanctioned activities. It is recommended that Parents/Guardians maintain health and medical insurance for their children.

Lost and Found

Campers are encouraged to leave money and valuables at home. Money brought to camp for Mystic Waters should be labeled and kept on the child at all times. Lost and Found is located in the lunchroom. Please check this location often for lost items as they are periodically donated to charity.

Messages

We value communication at SAA, and upon calling or emailing the school, you should expect a response in 24 hours or less on school days. Because of the camp schedule and the priority we give to student learning, staff may not be able to respond to your message during camp hours. Only emergency messages will be taken for participants.

Pets

For health and safety reasons, pets will not be allowed on school property (except confined in your vehicle).

Photographs, Publicity, and School Pictures

Photographs as well as video of participants may be taken and may appear in newspapers, magazines, the school website or other media, without compensation. During the registration process, Parents/Guardians must advise the school they do not permit such use of their child's image.

Smoking

Science & Arts Academy is a non-smoking campus. In compliance with the City of Des Plaines fire guidelines, there is no smoking in any area of the school building or school grounds.

THE CAMP/FAMILY PARTNERSHIP

Establishing and Maintaining the Partnership

It is the philosophy of Summer Adventures in Learning that we enroll families, not just campers. Parents/Guardians, grandparents, and all other family members play an integral role in every child's education. The strength of the partnership is made possible through an understanding of the shared expectations we have of each other.

Involvement in Summer Adventures

By enrolling their child in Summer Adventures, Parents/Guardians agree to read, understand, and endorse the program's mission and policies. No program can succeed in fulfilling its mission unless Parents/Guardians are also committed to it. Please read this handbook and discuss with your child, as appropriate, the philosophy and policies contained in it. Maintain regular contact with your child's teachers and counselors. Show your support and encouragement by participation in end of session

showcases and other family events.

The teachers, counselors, and staff of Summer Adventures in Learning agree to provide high quality enrichment and recreation programming for campers, in accordance with our mission. We also strive to teach campers honesty, self-reliance, leadership, responsibility, self-discipline, concern and other important life skills.

Communication

Parents/Guardians agree to treat all Summer Adventures staff with respect. We expect our Parents/Guardians to treat our staff as professionals, just as we expect our staff to treat Parents/Guardians as experts about their own children.

Summer Adventures in Learning is a more informal learning environment than a typical school year, and as such, we welcome informal communications between staff and Parents/Guardians. While staff do not produce official progress reports, they are happy to provide you with information on your child's progress on a case by case basis. Summer Adventures leadership will make every effort to return calls and emails within 24 hours on camp days.

All Summer Adventures families will receive information prior to the start of the session and a newsletter at the end of each session. This important communication is a primary way to learn all about Summer Adventures in Learning happenings.

Supporting the Child

Parents/Guardians and Summer Adventures staff all have responsibilities to your child as a program participant. Professionals in the field routinely counsel Parents/Guardians that young people need three essential building blocks: support, encouragement, and structure (i.e. clear boundary lines and consequences for crossing the line). Summer Adventures in Learning agrees to provide these building blocks and to uphold the values and ideals stated in our Mission Statement and Handbook.

Parents/Guardians' responsibilities in the development of their child's moral values include modeling integrity and civility, listening, supervising, and supporting consequences for inappropriate behavior. Be a role model when it comes to honesty and civil behavior at all times, and be especially mindful towards others on the SAA campus – in the hallways, on the playground, at special events, and in conversations with and about other adults.

Examples include:

- Arriving to camp promptly
- Coming to camp prepared with appropriate clothing and gear
- Keeping our building and campus clean
- Showing respect for others; be civil, courteous and exhibit kindness
- Respecting the property of others and of the SAA campus
- Considering the safety, feelings, and general needs of other at all times
- Telling the truth and acting truthfully

If we all work together with honesty, respect and sincerity it will benefit the campers and all parties involved. Children prosper when the people who care for them are united.

Parents/Guardians who fail to be civil and/or become disruptive in their relationship with Summer Adventures in Learning, may lead to the possibility of requiring that they withdraw their child from the program.

Behavior Difficulties

Parents/Guardians agree to trust that Summer Adventures in Learning will respond to academic and behavior problems fairly and appropriately. They will support the policies and decisions of Summer Adventures.

When a camper has behavior difficulties, Summer Adventures agrees to investigate thoroughly and adjudicate fairly. After discussing with the camper's teachers and camp counselors, Summer Adventures in Learning leadership will inform Parents/Guardians at the earliest appropriate juncture about events and consequences.

Daily Operations and Protocol

Daily operations of Science & Arts Academy are entrusted to the Head of School, who supervises and evaluates all programs and personnel and is the final arbiter of any disputes that may arise. The members of the Board of Trustees do not sit in review of administrative decisions.

In general, the proper channel to raise an issue or concern is to go to the most direct level first (i.e., the teacher or staff member most closely involved in the issue and most capable of addressing it.) If there has not been resolution of the issue, a Parent/Guardian may wish to speak with the Director of Auxiliary Programs or Head of School.

Financial Responsibilities of Parent/Guardian

Parents/Guardians agree to make timely tuition payments and adhere to the registration policies set forth in the catalog.

ACKNOWLEDGEMENT OF 2018 HANDBOOK

Compliance with the plans, policies, and procedures in this Handbook, including the Responsible Use Policy and Partnership Agreement, will significantly increase the safety and enjoyment of Summer Adventures participants. Adhering to the policies set forth in this Handbook is a condition of participation. Failure to comply with the requirements outlined in the Handbook may result in loss of program privileges. Summer Adventures in Learning reserves the right to:

- Remove a child from participating in specific activities.
- Contact the parent/guardian and require that a child be picked up immediately.
- Suspend a child's participation for a set number of days for failure to adhere to the established behavior guidelines, participant expectations and the policies and procedures outlined in this Handbook.

Repeated violations, or violations involving danger to other persons or property destruction, could result in removal from Summer Adventures in Learning and/or being disallowed to return during future summers.

Science & Arts Academy reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice.

Your acknowledgement of this handbook and your responsibility to read the policies and to understand and operate under the policies and standards contained within it any revision to it is electronically signed during the online registration process.