



THE MERIDIAN SCHOOL SUMMER PROGRAM
4649 Sunnyside Avenue N. #242
Seattle, WA. 98103

(206) 632 - 7154 x334

FAX (206) 633 - 1864

Dear Parents and Children,

Welcome you to the Meridian School Summer Quest 2017! Thank you for choosing to make us part of your summer plans. It is time to embark on our yearly nine week journey during the magical time of summer where *being busy has never been so much fun!* Each week will be filled with activities that involve creation, exploration, education, socialization, physical activity, and FUN! Please visit our website at www.meridianschool.edu to view this handbook or pick up a copy from our staff when you arrive this summer. I encourage you to read it thoroughly and keep it nearby for reference.

Summer Quest provides enjoyable and fulfilling programs/activities that are based on a weekly theme which are led by our program staff. In addition, we offer Enrichment Classes for more specialized activities. Needless to say, there are plenty of exciting and fun experiences awaiting your child(ren) this summer.

Summer Quest Day Camp Program staff have many great talents that greatly contribute to the program. We have a blend of new and returning team members to the program so you will likely see familiar faces when you arrive. If possible, please take time to introduce or re-acquaint yourself to the staff when you arrive.

I would like to inform you all parent/guardian sign-in/out responsibilities for Summer Quest 2017 are located at our “friendly confines” of the South Annex at the Good Shepherd Center (GSC). There will be enrichment classes and one of the day camp groups in the main building of the GSC this summer. The majority of day campers will be in the South Annex. When you come this summer, please look for signs and banners to direct you to us.

We hope that you will enjoy your summer with us and we are look forward to meeting all of you! The staff and I have been busy working to plan some wonderful activities and field trips for the summer. Once again, welcome and enjoy our program!! If you have any questions, please do not hesitate to call me at 206- 632 – 7154x308.

Sincerely,

Doug Coppinger, M.A.
Director of Extended Day and Summer Programs

The Meridian School Facilities

The Meridian School is located at the Good Shepherd Center in Wallingford. Both the main building (N. Annex) and the S. Annex house the school. The spacious, landscaped grounds around the building are tended by Historic Preservation Authority of Seattle. The park is maintained by the Seattle Department of Parks and Recreation.

We share the Good Shepherd Center with other facilities such as: Alliance Francaise, Wallingford Senior Center, The Washington Water Trails, PEPS, Seattle Tilth, Snow Leopard Trust, the Neo Art School and much more. The Center serves as a model for community use of an historical structure.

Summer Quest Program dutifully holds to the mission to provide a well-supervised program that offers something for everyone. Our program is designed to encompass interests of all kinds so every participant finds something enjoyable. We are committed to making a program that is safe (physically and emotionally), where children can bloom, flourish, and have lots of FUN!! With the Summer Program, our aim is to:

- Provide an environment that fosters personal growth and self-esteem.
- Encourage socialization and group building skills.
- Create an environment of respect for oneself, others, and the environment.
- Provide a Multi-cultural Curriculum that encourages an anti-bias community.
- Involve parents and families as a key part of the students' day, on and/or off campus.

About the Program

Absence

Please notify the **Summer Program Quest Room at 632-7154x334**, prior to 9am if your child will NOT be attending that day. Your call will assist us in our attendance procedures. Please make note that after there will be no refunds for absences or no-shows, as staffing and materials have already been arranged for the summer program.

Abuse, Neglect & Exploitation Reporting

Under Washington State Law, Summer Program employees are required to immediately report any incident that they suspect may indicate child neglect or abuse, including physical, emotional, or sexual abuse. The staff is aware of, and will follow, the guidelines set by state licensing and Child Protective Services.

Affirmation Statement

Enrollment to the Meridian School Summer Program is made without discrimination on the basis of gender, race, religion, creed, disability, political belief, or any other legally protected status.

Admission & Fees

Students and parents may visit our program any time during regular business hours, however appointments with the director are preferred. Visits usually last less than one hour, as we do not offer free trial days. To be registered for the Summer Program, the following must be on file:

- \$25 Application Fee made payable to The Meridian School,
- Registration Form,
- Consent to Medical Care and Treatment Form,
- Non-Prescription Drug Permission Form,
- Field Trip Permission / Photo Consent Form,
- Swimming Permission Form
- Authorization for Pick - up Form
- Immunization Form.

The Summer Quest fees are \$265 per week, All registration and payment is done online when you enroll at www.meridianschool.edu. We do not have hourly rates. Paying by check can be done payable to The Meridian School with advance approval from the Summer Quest Administrative staff.

Behavior Management and Discipline

Summer Quest Program staff role is to facilitate activities that stimulate your child(ren)s' physical, intellectual, and social drives in a positive way. In addition, they are here to guide a child through difficult situations that may occur while your child(ren) are in the program. The staff model appropriate behavior and treat each other and the students with respect. We strongly believe that children are genuinely good individuals, but sometimes make poor choices to effectively solve problems. The Summer Program implements components of Responsive Classroom and Second Step Conflict Resolution methods as a way to assist the children learn to solve their conflicts more positively.

Summer Quest Program maintains a student behavior expectation of respect and cooperation toward other students and adults. If a problem behavior occurs communication with the parent(s) will occur and the incident is documented. If negative behavior persists the Director of the Summer Program, Parent, and Child will meet to discuss the options that will best address the situation. Most important is the consistent communication of program expectations between the parents and the Summer Program staff to the child.

Changes & Cancellations

There are **NO REFUNDS** for absences/cancellations after **June 1st 2017**, unless The Meridian School cancels any part of the Summer Quest program. Additional days/week requests must also be made in writing, and will be granted on a space available basis. There is a **\$25** late registration fee applied to all additions, changes, or new registration after June 1st 2017.

Emergency/Disaster Notices

In the event of an emergency/disaster, the Summer Quest will put a message on the school phone and website- www.meridianschool.edu indicating the plan for parents. **In an emergency event, local land lines may be down or slow at best. We have a local Peer School contact, University Child Development School at 206.547.8237 and an Out-of-Area Peer School contact to call with an update of our Summer Quest situation. Please call Wasatch Academy at 1.435.462.1400.** Please listen to your local radio station for information. The Meridian School will make our own decision about weather related delays or closures. Please note the Emergency/Disaster Plan posted on the Parent Information Board.

Enrichment Classes

This summer we offer you over 25 enrichment classes that run during the summer. Each class will have a separate tuition fee. Children that are enrolled in these classes will spend the entire enrichment class time in that class, then, if they need before or after care they will rejoin the regular Summer Program at those times. The Enrichment Class instructors in general are contracted through The Meridian School, but are not Meridian School employees. The fee for both A.M. and P.M. care for enrichment class participants is \$100/child/week. The fee for either A.M. or P.M. care is \$60/child/week.

Field Trips

During the Summer Program, day campers are taken on weekly field trips. Some field trips will require the use of public transportation/or other school activity vehicle, while other field trip destinations are only a walk away. Field trips include a variety of destinations in, and around the Seattle area. Each group will have a mix of "field trip" and "in" days.

A **tentative** schedule has been provided below (remember, this schedule is subject to change):

	<i>Group 1</i>	<i>Group 2</i>	<i>Group 3</i>	<i>Group 4</i>	<i>Group 5</i>	<i>Group 6</i>
Mon	IN	IN	IN	IN	OUT/BUS	OUT/BUS
Tues	OUT	OUT	OUT/BUS	OUT/BUS	IN	IN
Wed	IN	IN	OUT	OUT	OUT	OUT
Thurs	OUT/BUS	OUT/BUS	IN	IN	OUT	OUT
Fri	OUT	OUT	OUT	OUT	IN	IN

Each Group Leader will post a weekly activities schedule on the Parent Board. Additional copies will be available on Friday afternoon for you to take home as well posted on the Summer Quest page of the website over the weekend. Field Trip locations are decided by the Group Leaders. Generally speaking, Group 1-4 will take field trips within the city and immediate outlying environs (within 1 hour out). Whereas, Groups 5 and 6 may take field trips a little further out of the city to take advantage of more natural settings.

On scheduled "in" days, students will be on campus all day. Therefore, please make medical and/or other appointments on these days as pick up will be less complicated. Please note: we are unable to make arrangements to take children to and from field trips at special times because of appointments. **On all field trips, it is important that children wear walking shoes, and be able to easily carry all of his/her belongings. Please, we request that the children NOT wear flip-flops to Summer Quest on any days.**

Most field trips will promptly depart at 9:30-10:00am, and we will not be able to wait for late arrivals. Therefore, **please note the importance of children being on campus on time by 9:15. Field trips will generally be back to The Meridian School no later than 3:00 p.m.**

If your child's group has already left on a field trip upon your arrival, he/she may stay with the "in" group that day. This procedure is *strongly discouraged*, as each group's activities are based on the children's age and development level. Staffing and supplies are also based on the number of children registered for a particular group.

The Meridian School does not provide transportation to or from home, or an escort service. Students may not walk home on their own, as we require a parental/guardian signature to sign out your child.

While on a field trip, or using the Meridian playground, all children must wear Meridian School identification which will be provided by the program -- for example, a Meridian School colored lanyard or a Meridian School T-shirt.

This procedure will help to ensure the safety and security of children. Furthermore, it is a requirement of DEL.

Sick Child Policy

On the advice of health experts and DEL licensing guidelines children with any of the following symptoms will NOT be permitted to attend or remain in our care (we will call you):

1. Fever of 100 F or higher and also have one or more of the following:
 - Diarrhea
 - earache
 - Showing signs of irritability/confusion
 - Sore throat
 - Rashes
2. Vomiting 2x or more within the past 24 hours.
3. Draining rash.
4. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial infection 24 hours of antibiotic treatment.
5. Open or oozing sores, unless properly covered.
6. Lice or scabies.

If the Summer Program staff or the Director, have concerns about the child's ability to safely return to the program-we reserve the right to request a note from the child's health care provider.

We will ask that ill children, as described above, not attend Extended Day as they...

- are unable to take an active part in our daily program
- may expose others to illness
- are at risk for being exposed to other diseases/illness when their resistance is low.

When a child is excluded from attending the Extended Day program, the staff will make note of this action in our Accident/Illness Log.

Caring of Ill Children:

1. Separate ill children from others
2. Notify parent/guardian to pick up child as soon as possible
3. Illness will be recorded in the Accident/Illness log
4. Some communicable diseases must be reported to the local health dept.

Late Pick Up Policy

Parents who pick up children after 6:00 pm, will be assessed a late fee of \$1 per minute per child, and you will be billed for this charge. This charge is assessed as it allows us to compensate those summer program employees who are having to stay late, as well as to cover liability costs. Please note that the Director reserves the right to remove children from the program who are habitually picked up after 6:00 pm.

Parent Participation

Parent Participation is always welcome! If you would like to help or share a particular talent with the children, please speak with your Group Leader. You are welcome to visit any time.

We strongly encourage you to speak with your Group Leader daily about your child's activities. Regular communication between you and the staff will benefit your child and the program. Please keep us informed of any problems or behavior changes. We want to be sensitive to your child's needs. Working together, will enable us to provide the BEST environment for your child's growth and development. Furthermore, please be sure to regularly check the Parent Board, which is located in the North Annex and South Annex. It is always full of important information!

Program Format

We include children who are entering Kindergarten through 6th grade (5 - 12) years old in our Summer Program. Our program is licensed under the Department of Early Learning (DEL). Being licensed under DEL means that we have met and implemented licensing requirements in our program to ensure parents of program quality and child safety.

Daily Schedule:

7am - 9:00am	Children arrive
9:00am	Clean up & Break into groups
9am - 9:30am	Snack /Group Circle time & Field Trip Preparations
9:30am- 10 am	Begin Day's Activities / Field Trip Departure
11:30am - 12pm	LUNCH (children bring bagged/boxed lunches)
3pm	Return to Campus & Rest/Read
3:30pm	Snack
3pm - 6pm	Children Depart

(At 5pm, a third snack will be offered to students if needed.)

Group Structuring:

Students are assigned to one of four age/grade appropriate groups for the program day. The group assignments are based on age ranges. Special requests for placement are invited, but due to the weekly enrollment there is no guarantee that these request will be accepted. Each group is limited to up to 20 students.

Group 1 & Group 2: Ages 5 – 6

Group 3 & Group 4: Ages 6 - 7

Group 5 & Group 6: Ages 8 - 12

During Morning and Extended care, students of different ages/grades will interact together as this is "free choice" activity time.

Each group will have 2-3 Counselors as part of the team. Each team will be led by a Group Leader, who will be responsible for record keeping and planning of daily activities. It is encouraged that each group develop their own identity and engage in activities that are appropriate and enjoyable for the group's age and developmental level.

Furthermore, parents are urged to communicate with their child's Group Leader for information concerning scheduling, as well as how their child is doing in the program.

Child-Staff Ratios:

Child-Staff ratio will be approximately 10:2. Minimum state requirements are 15:1.

Physical Layout of the Center:

This summer three Summer Quest Day camp groups will be located in the South Annex of the Good Shepherd Center and 1 Day Camp group, plus ALL Enrichment Classes will be located in the N. Annex/Main GSC Building.. You will be notified if classes are held elsewhere within the Good Shepherd Center. The Summer Program Office is located on the upper level of the N. Annex.

Lost & Found:

A "Lost & Found" box is located in the south annex of The Meridian School. Please be sure to check it frequently for lost items. At the end of the program or as needed, items remaining in the "Lost and Found" box will be donated to a local charity.

The Meridian Playground:

Our program makes use of the playground, which is maintained by the Seattle Department of Parks and Recreation. All groups will also use the larger field (behind the N. Annex) for outdoor activities. The Summer Program benefits from the convenience of having this great playground behind the Good Shepherd Center. In addition, we will often use the large, grassy field for free play, and organized games.

Hours:

The core program activity day runs from 9:00am to 3:00pm. In addition, we offer morning and extended day hours at no extra charge! Morning care runs from 7:00am to 9:00am; and extended care runs from 3:00pm to 6:00pm.

The Staff:

We are extremely fortunate to offer a fabulous blend of energetic staff. Most staff members are university students, with an interest in education. All staff members are First Aid and CPR certified, as well as screened for criminal histories. After receiving a thorough orientation and training, the staff is ready for an extremely busy summer! All aquatic activities are supervised by certified lifeguards. If you are not familiar with any of the staff, please be sure to introduce yourselves!!

Returned Checks

There will be a \$25 service charge assessed on all returned checks. Furthermore, if two payments are returned, all future payments must be made by money order or cashier's check.

Sign In / Sign Out

State licensing (DEL) requires that **all** children be accompanied to and from the program site by a parent or legal guardian, on a daily basis. Children must be signed in and out by a parent or legal guardian. **There are NO exceptions! In accordance with DEL and WAC regulations, The Meridian School Summer Program staff are not allowed to let a child(ren) leave the program if the parent(s)/guardian is visibly under the influence of alcohol or drugs. If this is the case, the staff on duty will assist the parent(s)/guardian arrange alternative transportation.**

Please be sure to fill out and return the *Authorization for Pick Up* form. Only people on this list will be able to pick up and sign out your child from the program site. Additions and Deletions must be made in writing and dropped off in the Summer Program office. Children may not sign themselves out, nor may a sibling or friend under the age of 18 sign out a child.

All sign in/out materials will be located in the Parent Table in the North Annex of the Good Shepherd Center.

Snacks, Nutrition & Lunch

During the Program Day, children will receive 2 nutritious snacks. The first snack will be available at 9am, the next at 3:00pm, and at the discretion of the Summer Quest staff a last snack after 5:15 pm (on an as needed basis). In accordance with DEL licensing requirements, daily snacks will consist of at least two of the following components:

1. Dairy
2. Protein
3. Bread, or alternatives (crackers)
4. Fruit, Vegetables or juice

Please be sure to send a packed lunch with your child, as we do not provide lunches at our center. We discourage bringing lunches that consist of perishable foods, as we do not have refrigerated facilities for lunches. In addition, please be sure your child brings a water bottle for field trips, as drinking water is not always available.

Summer Supply List

Here is a check list of items that your child should bring to the Summer Program on a daily basis. Each child will have a locker to store his/her belongings. These items are essential to help make your child's day more comfortable and enjoyable:

1. **Bagged/Boxed Lunch for each day in an insulated carrier.** Please minimize sending soda pop (as main beverage) or excessive amounts of candies in the lunches. Pack a variety of substantial foods your child will eat!
2. A Back Pack - a light, inexpensive one is fine.
3. A pair of comfortable shoes for walking, running and playing.
Flip-flops or other loose fitting shoes ARE NOT allowed.
4. Swim suit and towel.
5. Plastic Bag or gallon size zip lock to hold wet swim suits.
6. Sunscreen or Sun-Tan lotion (It may be a good idea to place this item in a plastic bag before putting it in the back-pack). Please apply sunscreen on your child each day before they come to our program. We will reapply throughout the day ***Reminder: We are unable to administer these products without the Sunscreen/Non-Prescription Drug Permission Form***
7. A jacket/sweat shirt for cool days. An extra change of clothes is also a good idea.
8. Water Bottle with water.
9. A change of clothes in case of accident.

It is recommended that names are placed on all materials brought to the program.

PLEASE NOTE: Children are not permitted to bring personal toys, stuffed animals, electronic devices, etc... to the Program as items may get lost. Cell phone/texting use is not permitted. Please be sure to leave these items at home. We will contact you if needed.

Weekly Themes

The Group Leaders will plan activities and field trips based on weekly themes. Our ever present, ongoing theme of the day camp is **Being busy has never been so much fun!** The activities for each week are created in conjunction with the weekly theme. Here is the list of our summer 2017 themes:

- | | |
|----------------------------------|---------------------------|
| Sizzling Souse Chefs | Explorers of Fun |
| Syfy Science | Artistic Adventures |
| Tiny Techies | Mysteries of the Universe |
| Engineering Your Future | |
| Outdoor Journeys/Urban Explorers | |
| Sessions 1&2 | |

Students may be involved in any of the following activities: arts and crafts, cooking, drama, gardening, sewing, sports, swimming, nature walks, community projects, multicultural events, and much more. Be assured, we will be outside a great deal. Your child(ren)'s Group Leader will provide you with advanced notice of the activities for each week.

THE MERIDIAN SCHOOL



**SUMMER
QUEST**

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2017

Parent Handbook

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