

Stepanski Summer Child Care

Hello Parents!

We are happy to welcome you to the 2018 Summer Child Care program & look forward to a fun summer! Below you will find some general information.

The Child Care Summer Program will run from June 18th – August 17th. **We are closed July 4th**. Breakfast and lunch are free and provided by WSD food service. Please feel free to send peanut-free snacks/food from home.

All families will enter through the number 1 doors facing Hatchery Road. Those doors will lead you into the main office, where you will be greeted by a Child Care staff member. They will help you sign your child in and out. Please bring your ID when you pick-up your child; until we get to know you. Staff members in the office will also assist you with signing up for field trips and paying your invoice.

A printable activities calendar can be found online. You can choose which field trips/activities you would like your child to attend. Note: Additional fees may apply.

FIELD TRIPS: To attend a field trip, you must fill out a permission slip and pre-pay the cost of the trip. Seating on the bus is limited. Once the bus is full, your child will be put on a waiting list to take the place of an absent child. Children must be 5 years old to attend a field trip.

ON-SITE ACTIVITIES: All children who are in attendance on the day and time of an onsite activity will automatically be billed for the cost of the activity on their invoice.

ROOM SET UP: Each room will have a lead teacher and 2-3 assistants. Below is a room assignment which is based on the grade your child will be going into the fall of 2018.

Lead Teachers:

Preschool: **Amber Oliver**

Blended (older preschool/younger kdg students): **Lisa Glinka**

Kindergarten: **Susan Davidson**

1st grade: **Rachel Strong**

2nd Grade: **Janet Baker**

3rd Grade: **Mary Krzyczkowski**

4th Grade & up: **Debbie Cox**

PAYMENTS: An invoice will be emailed to you every Tuesday and is due every Friday. You can pay cash, check or money order at Stepanski or you can take advantage of our free online payment option by using the link on the invoice. Please make payments on time to avoid interruption in your child care service.

SUNSCREEN: If you would like for us to apply sunscreen to your child, please fill out a permission slip at Stepanski and supply your choice of sunscreen.

PARENT BULLETIN BOARD: Across the hall from room 113, a bulletin board will have the week's activities posted. Permission slips and medication forms will be available on a table below the board.

MEDICATIONS/ALLERGIES/SPECIAL NEEDS: If your child has a Plan of Care or an IEP, it is up to you to get that from your child's elementary school and bring it to us. If you feel your child's condition needs further explanation, please contact me before starting the summer program.

ANTIBIOTICS and OVER THE COUNTER MEDICATIONS: If you would like us to give your child an over the counter medication, you must fill out a medication form. If your child is on an antibiotic that we need to administer to them, a medication form will need to be filled out by a doctor. All medications must be brought in their original containers. You can get medication forms online or at Stepanski.

SICK: If we send your child home sick, they may not return until they are fever and vomit free without medication for 24 hours. If your child is sent home with a rash, a doctor's note will be needed stating your child may return to child care.

If you have any questions, please contact us!

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