



**MINNEHAHA
ACADEMY**

Summer Programs 2018

PARENT SUPPORT GUIDE

Table of Contents

Welcome and Contact Information	3
Planning for Each Day	5
Drop-off and Pick-up	
What to Wear	
What to Bring	
Lunch	
Health	8
Absences	
Medication	
Communication Standards	9
Behavior Expectations	
White Slips	
With Teachers	
General Program Information	12

Dear Parents/Guardians,

Thank you for enrolling your students into Minnehaha Academy Summer Programs! We are looking forward to spending time with your students and getting to know you as parents. It will be a great summer!

This summer you will find classes that are age-appropriate, creative, academically challenging, and fun! Plus, you will benefit from the flexibility in our schedule at competitive prices in a safe environment. Like our classes during the school year, you will experience high-quality education integrating Christian faith and learning.

Within these pages, you will find what to expect from our Summer Programs and what we expect from you in return. We hope this handbook is helpful. Please take time to become familiar with the policies and procedures. Failure to comply with any policies or procedures may result in dismissal from the program. And thank you again for registering with Minnehaha Academy Summer Programs!

So whether your student is PreK or 12th grade, whether your student is here one week or nine weeks, whether your student takes academic courses or sports camps, we will be creating memories that will last a lifetime.

Please contact us with any further questions. We appreciate your support!

Sincerely,
Holly Abramson

Summer Programs Director
Minnehaha Academy

Primary Contact Information

Program Director

Holly Abramson (612) 728-7745 x2
abramsonerick@minnehahaacademy.net

Attendance, Billing & General Information

Carman Coffman Johnson (612) 728-7745 x1
coffmanjohnsoncarman@minnehahaacademy.net

Information, Questions, or Concerns

Specific to Camp Minnehaha

Ryan Johnson (612) 728-7745 x3
johnsonryan@minnehahaacademy.net

Extended Day Communication

Our Extended Day hours are from 7:00 - 8:30 am and 4:00 - 6:00 pm. If there is an emergency, please call the number below:

(612) 834-1742

The Summer Programs Office hours will generally be from 8:00 am - 4:15 pm each day. You can stop in, or set up an appointment with Holly, Ryan or Carman.

Planning for Each Day

Drop-off and Sign-in Procedures

All students in grades PreK-8 must be signed-in with their teacher each day at the location and times indicated below. Students registered for Extended Day will be signed into their class by the Extended Day Leader.

Class Drop-off

Students attending a morning or all-day class may be dropped off between 8:15 – 8:30 a.m. at the Lower and Middle School (South Campus) – 4200 West River Parkway. Students attending an afternoon class should be dropped off between 12:15 – 12:30 p.m. at the Lower and Middle School. If alternative arrangements need to be made, we understand and simply ask that the parent notify the Summer Programs Office ahead of time. All classes this summer will be held at the Lower and Middle School. The catalog contains information regarding the class location.

Lower and Middle School - South Campus - 4200 West River Parkway

Students should enter the main doors and follow signs to the lunchroom, which is located downstairs. There are tables assigned for each class. In the morning, those attending Camp Minnehaha are able to go directly to their classrooms.

Extended Day Drop-off

Students registered for morning Extended Day may be signed in starting at 7:00 a.m. in the Lower and Middle School lunchroom. There will be signs directing you to this location.

Pick-up and Sign-out Procedures

All students in grades PreK-8 must be signed out with their teacher each day at the location and times indicated. Students registered for Extended Day will be signed out of their class by the Extended Day Leader. **Students are not allowed to wait in the parking lot for pick-up.**

Class Pick-up

Students will be at the Lower and Middle School (South Campus) – 4200 West River Parkway – unless arrangements are communicated to the Summer Programs Office. Pick-up time for morning half-day classes is 12:00 p.m. Pick-up time for afternoon half-day classes and full-day classes is 4:00 p.m. **Any student not picked-up within 15 minutes after the end of the class will be placed in Extended Day at the Lower and Middle School; parents will be billed.**

Lower and Middle School - South Campus - 4200 West River Parkway

Parents should enter the main doors and follow signs to the lunchroom, which is located downstairs. Students can be picked-up there. In the afternoon, those attending Camp Minnehaha can be picked-up from their classrooms.

Extended Day Pick-up

Extended Day participants should be picked up in the Lower and Middle School lunchroom by 6:00 p.m. There is a late pick-up fee after 6:00 p.m. of \$2 per minute per student.

Walking or Biking Home

Students may walk or ride a bike home only when a parent has submitted a note or e-mail giving their student permission to walk or ride bike home on the days designated in the note. Please send all notes or e-mails to the Summer Programs Office.

Late Drop-Off or Early Pick-Up

Although we encourage parents to abide by the normal drop-off and pick-up times, we understand that particularly in the summer it is necessary to drop a student off late or pick a student up early. If possible, please notify your student's teacher as well as the Summer Programs Office **in writing** ahead of time if you plan to drop-off late or pick-up early so that we can be of assistance to you. Some classes move around the grounds frequently, and the teacher will advise you of where to find your student's group. Also, notifying your student's teacher will help avoid mix-ups that sometimes occur due to off-site activities.

Transportation of Students

By completing the registration process, you are giving written authorization to transport your student to and from the school as transportation is provided for a field trip or between campuses. Buses will not wait for late participants, and Summer Programs will not offer alternative care. Please keep in mind field trip information.

What to Wear

Appropriate Clothing

Many classes require appropriate clothing for active, and sometime messy play. It should be noted that Minnehaha Academy does not allow clothing that reveals underwear, excessive display of skin (i.e. halter/crop tops, short shorts, etc.), or clothing that interferes with safety (e.g. exceptionally baggy or long pants). We also do not allow clothing that advertises alcohol or other chemicals, weapons, or groups that condone chemical use or satanic cult affiliation. Some field trips may require specific clothing. Students or staff in violation of the dress code will be asked to change into more appropriate clothing.

Footwear

Many classes use the playground and go on long walks. Students should wear tennis shoes or sturdy sandals - no flimsy footwear.

Summer Programs T-shirt

Students in grades PreK-8 will receive a Summer Program t-shirt their first week at class. Students must wear their Minnehaha Academy Summer Programs t-shirt on field trips.

Inclement Weather

Classes are held on rainy days. Your student should dress accordingly. Although Minnehaha Academy has several shelters on site, your student may come home muddy and possibly wet. Send students with appropriate weather gear. We do not have extra jackets or clothes. If severe weather occurs, students will move to the nearest safe shelter location.

What to Bring

Please pack all belongings in one backpack or bag per student. Please label everything with your student's name! The teacher may request that your student bring items in addition to the following list.

Each day send the following items with your student:

- Non-perishable lunch (see below for details) for students attending a full-day class or both a morning and an afternoon class; students are also welcome to bring a snack
- Sunscreen **Please send spray.**
- Water bottle
- Appropriate dress and shoes
- Hat
- Bathing suit and towel (for Camp Minnehaha only unless otherwise notified)
- Summer Programs t-shirt on field trip days
- Rain gear on rainy/potentially rainy days
- Any item specific to your student's class as listed in the Summer Programs Catalog

Please do NOT allow your student to bring the following:

- Electronics including radios, media players, and cell phones
- Sporting equipment (except as noted for Enrichment Classes and Athletic Courses)
- Toys, squirt guns, games
- Valuables
- Money (except as noted for Enrichment Classes and Athletic Courses)
- Insect repellent
- Pets
- Unregistered friends

We will do our best to ensure the safety of your student's belongings; however, we do ask that you please no send unnecessary items with them. We will not take responsibility or be held liable for lost, stolen, or damaged items. Please do not send items of value from home with your student.

Electronics Use

There is an expectation that students leave all electronics at home. In the case of cell phones, they are not to be at Summer Programs, but if they are here, they are not to be used, except in case of emergency. Any electronic being used inappropriately may be removed and returned at the end of the class session.

Lunch

There will be a supervised lunch period. Students enrolled in full-day classes, or a combination of both a morning and an afternoon class, should bring a non-perishable lunch each day. Beverages (milk and water) will be provided for students attending lunch at the Lower and Middle School.

Food Allergies

Please be aware of the presence of allergenic foods (particularly nuts); it is best to leave these foods at home. We do not allow sharing of food, and we reinforce hand washing before and after eating.

Field Trips

Students should bring a non-perishable beverage to go with their lunch on field trip days. Lunch must be packed in disposable containers on field trip days.

Off-site Classes

Students enrolled in off-site classes should bring a non-perishable lunch and beverage.

Water Bottles

Students should bring a water bottle to their class each day. Students will be allowed to access their water bottles and refill them throughout the day as needed. Water consumption is critical for many of our outdoor, active classes and is desirable for other classes as well. Please make sure your student's water bottle is clearly labeled with his/her name.

Health

Absences

If your student will miss any day of class, please e-mail or call the Summer Programs Office (see contact information above) before 9:00 a.m. to notify the staff that your student will be absent. There are no refunds for missed days of class.

Illness

If a student becomes ill during class, the parent will be notified and asked to pick-up the student. If the parent cannot be reached, an emergency contact will be called.

Medication Policy

For the safety of all students, it is recommended that medication be given at home whenever possible. However, if your student requires medication to be dispensed during class hours, the following medication policy will be followed for ALL medications (includes both prescription and over the counter non-prescription):

1. A completed *Consent Form For Administration of Medication* signed by **BOTH** physician/healthcare provider and parent/guardian must be on file with the Summer

Programs Office. The form is available on the Summer Programs website at MinnehahaAcademy.net or from the Summer Programs Office by calling (612) 728-7745 or emailing Holly or Carman.

2. Parent/guardian must provide medication in a container labeled by the pharmacy. The following information must be on the pharmacy label: child's full name, name and dosage of medication, time and directions for administration, physician's name, current date of prescription (perhaps ask your pharmacy to provide a second labeled container for prescription medication to be used at camp).
3. Medication will be given as stated on the label. The pharmacy label **MUST** be in agreement with the signed consent form on file in the Summer Programs Office.

Medication WILL NOT be given without a *Consent Form For Administration of Medication* signed by **BOTH** physician/healthcare provider and parent/guardian. This policy has been implemented to ensure your student's safety.

Sunscreen

Students will be encouraged by their teacher to apply sunscreen at designated times throughout the day. Teachers are not responsible for actual application. Because of this, we require students who are not able to apply their own sunscreen to bring a spray bottle of sun screen.

Communication Standards

Behavior Expectations

The following are expectations of each member of Minnehaha Academy Summer Programs:

- Show respect for God, yourself, other people, and property
- Be responsible for yourself, your time, and your materials
- Cooperate with others
- Use self-control
- Give your best effort
- Think and act positively

Like the discipline program during the school year, the discipline program during the summer is based on teaching these expectations, reinforcing behavior that meets these expectations, and limiting behavior that is not consistent with these expectations. Our hope is that the consistency and clarity of these expectations and rules will help create a positive, educationally stimulating climate for learning.

In keeping with the above expectations, Minnehaha Academy Summer Program students will be held accountable to the following rules:

- Students will not hurt people - Inappropriate behavior includes fighting, name-calling and verbal putdowns, threatening, and hurting others.

- Students will follow staff directions – Inappropriate behavior includes disrespect for staff/ volunteers/substitutes, disruption of class or other activities, and being in places that are designated as off-limits.
- Students will not abuse property or materials – Inappropriate behavior includes causing or leaving a mess that is out of proportion to the activity, damaging school property, or damaging other students’ property.
- Students will speak appropriately – Inappropriate behavior includes using God’s name in vain, swearing, or using other inappropriate language either in writing or in speaking.
- Students will behave in an appropriate manner – Inappropriate behavior includes possession of illegal or dangerous items including weapons, chemicals, alcohol, and tobacco, inappropriate behavior on the bus, lying, and stealing.

Discipline Reports

At Summer Programs, if disciplinary needs to be taken, the following steps will be taken:

Step 1: A verbal warning will be given to the student. It will be made clear that that if behavior does not improve, the student will be issued a Discipline Report.

Step 2: If behavior continues, our Summer Programs Staff will issue a Discipline Report. These are the same reports they receive during the school day. This report will need to be signed by a parent, and the Summer Programs Director will be informed. Like the Minnehaha Academy Lower School, Summer Programs will follow a points system, which is listed below.

When a student accumulates the listed points, the following actions will take place:

4 points: Student meeting with the Summer Programs Director and/or Camp Minnehaha Director.

5 points: Second student meeting with the Summer Programs Director and/or Camp Minnehaha Director; student loses an appropriate activity for the day.

6 -points: Meeting scheduled with student, parent and Summer Programs Director and/or Camp Minnehaha Director to discuss a behavior plan.

7 points: 1 day suspension from Summer Programs.

8-9 points: 3 day suspension from Summer Programs.

10 points: 1 week suspension from Summer Programs.

11 points: Meeting with the student, parents, Summer Programs Director and Minnehaha Academy Administration to discuss future enrollment in Extended Day Programs at Minnehaha Academy.

1 point

Administered by the staff member who witnessed the action. The DR must be signed by a parent/guardian and returned the following day.

- Disrespectful talk or tone toward others
- Discourteous verbal exchange with others
- Running in the school hallways, cafeteria, etc.
- Being disruptive or distracting while an adult is talking or giving instructions
- Not being in your assigned area with your assigned group
- Inability to keep hands and bodies to yourself

2 points

Administered by the staff member who witnessed the action. The student will need to take a break from activities for an amount of time determined by the staff member. The DR must be signed by a parent/guardian and returned the following day.

- Fleeing authority or leaving the teacher's supervision without permission
- Unauthorized use of electronics (including: iPads, cell phones, SmartWatches, and gaming systems.)
- Rough play
- Excessive shouting or yelling indoors

3 points

Administered by the staff member who witnessed the action. The student will need to take a break from activities for an amount of time determined by the staff member. The DR must be signed by a parent/guardian and returned the following day.

- Fighting (verbal or physical)
- Pushing/shoving
- Vandalism of school or other's property
- Lying
- Profanity
- Inappropriate gestures

4 points

Student will immediately be brought to the Summer Programs office where parents will be informed of the incident. Parents will be expected to come pick up their child. Minnehaha Academy administration will be informed. The DR must be signed by a parent/guardian and returned the following day.

- Physical or verbal aggression towards students or staff
- Acts which threaten the safety of others

Harassment

Minnehaha Academy Summer Programs seeks to provide a safe and positive climate for all students. Maintaining and promoting this environment is very important to all members of our community. This environment excludes hurtful and unacceptable behavior including name-calling, verbal putdowns, and harassment. Sexual harassment or any harassment based on personal individuality or ethnic, racial, religious, or physical differences will be promptly investigated and resolved. Any incidences of harassment should be reported to a teacher, Director of Camp Minnehaha, or Summer Programs Director. The incident will be investigated promptly, objectively, and confidentially.

Communication From the Teacher to You

Please check your student's bag or backpack on a daily basis for notes. Your student may bring home a schedule of activities for the week. Please call or e-mail the Summer Programs Office (see the contact information in this booklet) if you have any questions.

Communication From You to the Teacher

Please talk to your student's teacher about any questions or concerns. Please be advised that notes in your student's backpack or bag are not always found - it is better to contact the teacher directly. You may also call or e-mail the Summer Programs Office (see the contact information in this booklet) to relay any information regarding your student.

General Program Information

Visiting Parents

Parents are welcome to visit Minnehaha Academy Summer Programs. Please call (612) 728-7745 to let us know when you plan to come.

Lost & Found

There will be one central location at the Lower and Middle School for all lost and found items. When an item is lost, parents and students are encouraged to check for the missing item at the designated lost and found location. Any staff member will be able to direct you to that location. Items are held for five days after the final week of the Summer Programs of this year. Any unclaimed items will be donated to charity. Minnehaha Academy assumes no responsibility for lost or stolen personal property and discourages participants from bringing items of value.

About Our Staff

All Minnehaha Academy Summer Programs staff must complete the hiring steps of applying, interviewing, providing reference checks, and agreeing to a background check. All staff are also required to participate in an orientation session at the beginning of the summer.

Class Evaluations

You will receive an evaluation at the end of the summer that will help you tell us about your family's experience with Minnehaha Academy Summer Programs. We are always looking for constructive feedback and do take the evaluations into consideration as we plan for the following summer. Please take a few minutes (with your student's input if possible) to complete the evaluation form and return it to our office.

See you this summer!