



## **SummerScope 2025**

### **Family Handbook**

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## **What is SummerScope?**

SummerScope is a faith-based summer program for children who have completed Kindergarten to 5<sup>th</sup> grade. We strive to provide our children with exciting experiences that are engaging and developmentally appropriate. Each week our program offers two swim days at Westwood Pool, a field trip to various places, cooking, art projects, and so much more!

## **Enrollment**

### **Enrollment**

The enrollment application is offered online under the Children's Ministry tab. Please follow the tab to SummerScope to submit your application and \$50 enrollment fee. The \$50 enrollment fee is nonrefundable.

Enrollment is open to families whose children have completed Kindergarten – 5<sup>th</sup> grade. Enrollment will open on March 12th, 2025.

Please know that you will **not** be able to enroll your child in SummerScope if you have an overdue, outstanding balance with any First Baptist Church program. If your child is currently enrolled in Kaleidoscope for the Spring 2025 semester and your balance is not paid by the end of the school year, your child will not be able to begin until the balance is paid.

### **Withdrawal**

It is required that we receive a 14-day notice if you wish to withdraw from SummerScope. If 14 days' notice is not provided, families will be expected to pay two weeks' tuition. Please contact the program director for more information.

## **Tuition & Payment**

**Tuition:** We offer three options for enrollment. Please note that we **cannot adjust** the designated part-time days, and we **do not offer drop-in days** during the summer, so be sure to plan accordingly. Payments are due June 2nd and July 7th.

Full Time \$2000: Monday – Friday

- June 2nd \$1,000 Due & July 7th \$1,000 Due

3 Day Part Time \$1200: Monday, Wednesday, & Friday

- June 2nd \$600 Due & July 7th \$600 Due

2 Day Part Time \$800: Tuesday & Thursday

- June 2nd \$400 Due & July 7th \$400 Due

### **Late Payments**

If alternative arrangements have not been made and your payments are not made by June 2 or July 7 your child will be unenrolled from the SummerScope program. We try to understand each family's financial situation. Please keep us in the loop so that we can help. Alternative arrangements will not affect the total tuition cost.

### **Program Information**

#### **Hours**

SummerScope will run from June 2nd to August 1st from 7:30 am – 5:45 pm, Monday through Friday. **We will be closed the week of July 4th (June 30th - July 4th).**

#### **Late Charge**

After the first offense, there will be a \$5 charge plus a \$2/minute late pick-up charge after 5:45.

#### **Daily Schedule**

Our goal is to plan engaging activities and experiences that meet the interests of our different age groups. In addition to field trips and pool days, we will have exciting activities such as cooking, art, science, maker space, water days, and so much more. Our schedule changes for different experiences; below you will find a sample schedule of what our day at SummerScope looks like.

<b>Time</b>	<b>Activity</b>
7:30 – 8:30	Drop off at the Family Life Center/Playground/Main Church
8:30 – 11:00	Morning Rotations (Recess, Snack, Art Activity, Bible Lesson, Etc.)
11:00 – 12:00	Lunch / Recess
12:00 – 1:00	Rest Time / Preparing for Pool / Quiet Play
1:00 – 4:00	Afternoon Activities & Snacks (Pool, Field Trips, Etc.)
4:00 – 5:45	Afternoon Rotations & Pick Up

## **Weekly Excursions**

Each week will include a few planned activities outside of the Family Life Center.

- 1 Field Trip to various locations
  - Field Trip Time varies depending on location. (Field Trip Examples: Science Museum, Zoo, Jasmine Moran Children's Museum). Field trips will mostly be on Wednesdays. On most field trip days, your child is expected to be dropped off no later than 8:30 to attend.
- 2 Westwood Pool Days
  - Monday & Thursday from 12:30 – 3:30
  - If you check “Needs life Jacket” on the enrollment form your child will be required to wear a life jacket until we have written consent from a parent/guardian that states they no longer require a flotation device.
  - If a child requires a flotation device it must attach to their body. Large blow-up donuts or loungers will not be accepted.
  - All Children whose enrollment form does **not** state “needs life jacket”, will be required to pass a swim test each pool day. If your child does not pass they will be required to have floaties or a life jacket. Children who pass the swim test will be required to wear a wristband that signifies they can swim without floaties. The swim test is conducted by Westwood Staff.

## **Swim Test**

A water safety swim test will be required of all children whose enrollment form states “does not need a life jacket.” The basic pool safety swim test included:

- Must be able to surface swim approximately 25 yards non-stop and unassisted, using any stroke except the back.

Westwood requires the swim test to be conducted each time we arrive at their facility. The Westwood lifeguards will administer the swim test.

Occasionally we will be unable to attend a swim day or have to reschedule a field trip due to weather or other unexpected circumstances. Please know we will do our best to reschedule field trips, but there is always a chance we will not be able to. All trip cancellations, changes, or incidents will be communicated immediately.

## **Transportation**

Children will be transported to and from all activities by authorized drivers of FBC Church Vans and/or school buses. You will be notified of any field trips or times we will be leaving the facility.

### **What Your Child Needs Each Day**

- Packed lunch that does not need to be warmed or cooked.
- Reusable Water Bottle labeled with a child's name.
- Sunscreen
- Extra Clothes

### **Additional Items for Swim Days**

- Swim Suit
- Beach Towel
- Flip-Flops & Sandals (the ground at Westwood gets very hot, so water shoes that stay on their feet are advised)

\*Children who do not bring a swimsuit on a swim day, will be asked to sit in a designated area on the pool deck.\*

### **Additional Items for Field Trips:**

- SummerScope Field Trip T-Shirt
- Appropriate clothing for the scheduled field trip
- Completely disposable lunch with your child's name.

### **Lunches**

#### **We are a nut-free program. Please send nut-free lunches.**

Please send your child to Summerscope with a sack lunch and a water bottle each day labeled with their name. Children will not have access to a microwave.

Please label everything. Items that are not labeled will be placed in the lost and found. Items left at the end of the summer will be donated.

**\*\*Please leave all toys and electronic devices at home!\*\***

### **Sunscreen**

Please provide sunscreen for your child. We will assist in the application process if needed. If your child has an allergy to sunscreen please notify the director. We will have a supply of extra sunscreen on hand if a child runs out.

### **Drop Off & Pick Up Procedures:**

Drop-off will be inside the Family Life Center from 7:30 – 8:30, Monday through Friday. Please note that some field trips will be in the morning and require your child to be dropped off by a certain time to attend. Any changes in drop-off & pick-up procedures will be communicated via Remind Text Message.

Pick-up is from 4:00 - 5:45 p.m. at the Family Life Center. If you need to pick up your child earlier than the allotted time, please communicate with the Director and/or Assistant Director to ensure your child's safety and your child's ability to participate in afternoon activities. Please note we do ***not*** allow early pick-up from a field trip or pool day. If your child needs to leave before the return from a field trip or pool day, you will need to make other arrangements for your child's care that day. Please consider this when arranging swim lessons, art classes, etc. We will ***not*** make exceptions!

An official I.D. will be required for child pick-up until you are recognized by our staff. Any alternative pick-up person will be required to show their I.D. and must be listed as a pick-up person on our list. Please contact the director if you would like to add someone to your child's pick-up list.

### **Attendance:**

If your child is to be absent, late, or picked up early you will need to notify the program director and/or the assistant director. Please note we do ***not*** allow early pick-up from a field trip or pool day. If your child needs to leave before the return from a field trip or pool day, you will need to make other arrangements for your child that day. We understand emergencies happen. Please do your best to communicate with the director and assistant director so we can do our best to assist you.

### **Communication:**

The Director and Assistant Director will be in charge of sending out daily schedules each week. These schedules will go over any changes or reminders for swim days and field trips. These will be shared via Remind Message. Hard copies will also be available each Thursday with the following week's activities.

We rely heavily on the Remind App as a quick and easy way to get important information to our families. We will automatically invite the primary parents/guardians from your child's enrollment form to our Remind Group. We hope this platform is an easy way for us to communicate important information and reminders to our families. If you would like us to add a family member, please let us know.

Please reach out to the Director or Assistant Director at any point during the day. You can contact them through email, call, or via Remind Message. We will do our best to get back to you promptly.

Anything received after hours (SScope Hours: 7:30 am - 5:45 pm) will be returned the following SummerScope day.

## **SummerScope Policies**

### **Illness**

**\*\*Children must be fever and symptom-free for 24 hours before returning to Summerscope\*\***

To keep children safe and healthy, please keep your child home if they have any contagious illness or any of the following:

- Fever 100.4 Degrees or above
- Sore Throat
- Spots/Rash
- Cough/Cold Symptoms
- Vomiting or Diarrhea
- Eye Inflammation or Discharge
- Head Lice

**Children must be fever and symptom-free for 24 hours before returning to Summerscope.**

### **Medication**

If your child requires any type of medication during his/her time at SummerScope, a Medication Permission Form will be required. Medications should be correctly labeled with the child's name and dosage. Medications will not be shared with other children.

### **Emergency & Accident Procedures**

An emergency constitutes any injury of a child or staff requiring medical care or any situation requiring emergency vehicles (ambulance, fire, police, etc.) on the premises. Parents are responsible for any cost associated with medical treatment for their child.

**In the event of a medical emergency or severe injury involving a child, our staff will:**

- Stay with the child.
- Send someone to call 911.
- Call the parent or guardian.
- Notify the FBC Administrative office.
- Accompany the child to the hospital if a parent is unavailable, provided there is more than one staff member on-site.
- Remain with the child until parents arrive and are fully informed about the emergency.
- Complete an incident report.

**In the event of a minor injury involving a child, the staff will:**

- Administer first aid.
- Have the child rest until he/she is ready to resume participation in the program.
- Notify the Director.
- Inform the parent at the end of the day about the injury so that additional attention may be given at home.
- Complete an incident report.

All injuries will be recorded on an Incident Report and will be provided to you at the time of pick-up. Incident reports will need to be signed by parents/guardians for our records.

In the event of a serious/major injury, parents/guardians will be notified by phone call.

**Discipline Policy**

**Child Expectations:**

- Treat others with kindness and respect.
- Respect our materials and the property of others.
- Make safe choices.
- Listen to the teachers.
- Stay within the boundaries set by the teachers.

**Discipline:**

Our number one job at Summerscope is to make sure every child is safe and feels safe. Consistent rules, clear directions, and age-appropriate guidelines are all part of our behavior policy. Children are encouraged to verbalize their feelings, thus learning to positively work through strong emotions. Conflict will be resolved positively without verbal or physical abuse. If a child demonstrates unsafe or inappropriate behavior, our team will work with the child to help them solve the problem and make better choices.

A few ways we will work to guide children to make the best choices:

- Model safe and appropriate behavior.
- Redirect the child to making the best choice.
- Help the child to problem solve with their peers.
- Give the child appropriate choices to stop inappropriate behavior.
- Take a break to cool off and have a one-on-one conversation.
- Loss of privileges or removal from a group for a set time.
- Communicate with families about recurring inappropriate behavior.
- Fill out the Behavior Report.



## **Bullying Behaviors & Aggression**

Bullying and aggression are not acceptable. Bullying is any action that harms another or places another in reasonable fear of harm. Bullying tends to be repetitive and often escalates when adults fail to support consistent standards, consequences, and behavioral accountability. Our staff will intervene with consequences for bullying behaviors and aggression.

**Examples of bullying and aggression can include, but are not limited to:**

- Harassment, including name-calling, intimidation, and hurtful teasing
- Verbal abuse, including written or verbal expression
- Use of profanity, vulgar language or expressions, or obscene gestures
- Threats, including physical, written, or verbal, which, if carried out, could be harmful to another.
- Physical aggression
- Intentional damage to another's property.

Behavior that demonstrates unsafe, inappropriate, disruptive, or recurrent actions will result in a Behavior Report. The director or assistant director and a parent/guardian will sign reports.

Repetitive unsafe or inappropriate behavior towards other children, staff, or property could result in temporary suspension or expulsion from SummerScope. Before dismissal from the program is decided, we will set up a meeting with the family, Children's Minister, and Director to discuss a plan of action. If behavior does not improve, the child will be dismissed from SummerScope.

## **Termination of Enrollment**

We may immediately terminate the enrollment of a child:

- Whose behavior endangers him/herself or the safety and well-being of other children and/or staff.
- Whose actions result in the damage or destruction of FBC property.
- Whose behavior is determined to be a serious disciplinary problem. A serious disciplinary problem is defined as one in which a child's behavior hampers the smooth flow of the program by either requiring constant one-on-one attention; inflicting physical or emotional harm on other children; physically abusing staff; leaving program facilities, or boundaries set by teachers, and/or otherwise being unable to conform to the rules and guidelines of the program.
- Whose behavior is deemed inappropriate in content.
- Whose parent's physical or verbal actions are threatening or intimidating toward children and/or staff
- Whose parents prevent Kaleidoscope/Summerscope from operating a safe program by failing to comply with our policies regarding:
  - Notification of absences
  - Keeping enrollment information up to date
  - Program opening and closing times
  - Timely tuition payment
  - The safety and well-being of other children and/or the staff.

