

LIVONIA PUBLIC SCHOOLS
Summer Activity Club
2018

June 4, 2018

Dear Summer Activity Club Parent/Guardian,

Summer Activity Club 2018 is going to be great! We are looking forward to being housed at Kennedy Elementary, 14201 Hubbard, Livonia, MI. 48154. **Please plan on allowing extra time for first day check-in.** In order for things to run smoothly, we need your assistance with the following items

PAYMENTS

Your first payment is due on June 10th. You should have received an email on June 1st regarding the payment. The summer charges for those families in SACC during the school year will continue to post on your current childcare account. An account has been set up for new SACC/SAC families using the email you provided us at registration. You may pay by mailing a check or money order (made payable to Livonia Public Schools) to our Jackson Center office (32025 Lyndon, Livonia, MI, 48154) or by credit/debit online. Payments are due on June 10th, July 10th, and August 10th. Your monthly invoice is ready for viewing/payment by the 1st of each month. Please log in to your account to retrieve the correct amount to pay each month. If you have not logged in, please use the directions listed below.

1. Go to Livoniapublicschools.org
2. Click on "Programs"
3. Choose "School-Age Child Care (SACC)"
4. Click on the link "ONLINE PAYMENTS"
5. Click on "My account" in the upper left hand corner
6. Enter the email you provided us with and your password log-in
 - a. If you forgot your password, click on the "forgot password" and a temporary password will be generated and sent to your email. Use that temporary password to sign in, then personalize your own password for future use
7. Go to "View Child Care/Pre-school Account Statement"
8. Click on "Make Payment" at the bottom of the page and proceed through the payment process to complete your transaction. Be sure to allocate the correct amount to your child's session.

VACATION CREDITS

Vacation days are credited, in advance, only by using the appropriate program request form (available in your registration packet or the summer office) and submitting it by the deadline stated on the form.

Adjustments after the deadline will be reflected on the next month's billing cycle. Vacation guidelines are as follows:

- 9 days of vacation are allocated to each full-time schedule
- 5 vacation days allocated for a three-day per week schedule (T,W,Th).
- **The program is closed on Wednesday, July 4th.** You are not charged for this day.
- Please note that credit may only be applied if your child is not in attendance.
- If you have more than one child, please indicate which child is taking vacation days on the vacation form

PARENT COMMUNICATION LOG

Next to your classroom sign-in/out board, there will be a steno pad for specific information that you may wish to leave the SAC staff regarding your child that day. Please remember to date the message and use both your child's first and last name.

ATTENDANCE

- Children **should be in attendance each day by 8:30 a.m.**, as this often marks the start of many daily events.
- Children need to be signed in and out each day by a designated adult. Due to the various arrival and departure times of the children, staff shifts are staggered and rooms are combined on both ends of the day. Watch for location signs on your child's classroom door. These procedures will remain consistent once the program is underway.
- Please report all absences to the SAC office. The summer phone number is **734-744-2967**.
- **You (or a designee listed on the emergency card) will need picture ID to sign your child out. Staff schedules rotate – please be prepared to show ID when signing out.**

MEDICATION

- If your child is using medication, you **must have a completed medication form (signed by a physician)** in the SAC office before medication will be administered. A form was enclosed in your SAC registration packet. All medication must be in a **current prescription labeled container. Please check expiration dates.** Additional medication forms are available online and in the SAC office.
- Parents of children with a **Health Care Plan/504 Plan** should submit a current copy to the SACC Office at Jackson Center prior to their first day of camp. Those children enrolled in SACC during the school year may ask their SACC Instructor to submit the necessary paperwork on their behalf.

PERMISSION SLIPS

Please refer to the check list at the end of this letter for the items due on your first day. Bowling and the Wednesday field trip permission slips will be consolidated and done at SAC during the first day check-in procedure.

LUNCHES

- Lunch will be provided on Tuesdays and Thursdays. Tuesday will include a hot dog, fries, vegetable and a beverage at the bowling alley. Thursday fun lunch will be pizza, Subway, etc. . . A schedule will be posted.
- Lunches from home should be packed in a brown lunch bag labeled with the child's name.
- Occasionally, Wednesday field trips may include lunch. Please refer to your child's classroom schedule each week.
- Please make sure your child has a clear beverage whenever a packed lunch is needed. SAC does not allow "energy drinks."
- Heating and refrigeration are not available

SNACKS

- A morning and an afternoon snack will be provided each day.
- Please let your Instructor know if your child has any food allergies.
- The program cannot make adjustments in the snack menu due to personal likes/dislikes, as we are a group setting.

WATER PLAY

We will include water activities from time to time in our schedule.

- All students will need to bring a clean/labeled swimsuit, towel, and water shoes **on the first day they attend each week. At the end of the week, all swim gear will go home for laundering.**
- Water shoes should be worn during water play outdoors

SUNSCREEN / INSECT REPELLENT

Each child should have sunscreen (labeled with first & last name) with the appropriate permission slip from your registration packet (also available online on the SACC site). Insect repellent is optional, but should also be labeled with your child's first and last name if brought to SAC.

BOWLING

- We will be going bowling on Tuesdays. Transportation provided by LPS buses.
- Children will participate in two hours of bowling each scheduled bowling day.
- Bowling day fun lunch consists of one hot dog, fries, finger-food veggies, and a beverage. Extra hot dogs may be purchased by your child at a cost of \$1.00 per hot dog. As an alternative, children may pack a lunch if they prefer. Lunch credits are not issued.

SUMMER ATTIRE

Children should dress in comfortable clothing that does not disrupt the SAC environment or constitute a threat to health or safety. The Summer Activity Club Supervisor may ask the child/family to make modifications if the dress code is not being followed appropriately.

Appropriate Dress for SAC includes:

- Tennis shoes and socks each day. Due to the amount of walking and the terrain that we encounter, **no sandals or flip flops.**
- Each child will be given a SAC t-shirt to wear for Wednesday field trips. **All children must wear their SAC t-shirt on Wednesdays.** The t-shirts will be sent home every week for laundering and **must be returned at the beginning of each week.**
- No short shorts or short skirts.
- No bare midriffs or backs.
- No see-through tops or halters. Tank tops must have straps that are three adult finger widths.
- No clothing with messages or graphics that are obscene, profane, or advocate the use of controlled substances are permitted.
- No hats may be worn in the school at any time, but are allowed outside.
- No dangle earrings or neck jewelry.

PERSONAL ITEMS/TECHNOLOGY

- Please keep personal toys, electronic devices, cell phones, and valuables at home.
- Please bring a labeled backpack to keep all the required personal belongings in.

SAC OFFICE (at Kennedy 6/19/18-8/17/18)


- Please remember to report all absences to the SAC office or to your SAC Instructors. The telephone number is 734-744-2967.

PARKING

- SAC parking is in the south lot of the building. Enter through door #9, south side of the building.
- When you are signing in or out, **park in a designated parking space and turn your vehicle off.**

Please use the following check list when preparing for SAC. Thank you for your cooperation. We are looking forward to a GREAT summer with your family!

See you soon,


Dave Bekkala
Summer Activity Club Supervisor

SAC FIRST DAY CHECK LIST

Forms from the Registration Packet (also online):

- _____ Child Health Statement – **signed**
- _____ Child Information Record (Emerg. Info.) (**all lines must be complete**)
- _____ Media Authorization – **only needed if opting out of media opportunities**
- _____ Parent Notification of Licensing Notebook - **signed**
- _____ Sunscreen/Insect repellent (labeled) and permission slip - **signed**
- _____ Medication, if needed, in accordance with SAC policy **and** Medication Authorization Form (please refer to registration packet for procedure)

Labeled Items:

- _____ Bag Lunch with clear beverage.
- _____ Backpack
- _____ Swimsuit (for on-site water activities)
- _____ Towel
- _____ Water Shoes
- _____ Sunscreen
- _____ EXCITED STUDENT!!

Please note:

**Please plan on additional time for check-in on your first day of SAC.

**In regards to your June payment, please refer to the payment section of this letter.