



2023 Family Handbook

Spark Summer Learning

A program of the Foundation for Lincoln Public Schools

Program Director

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www.SparkSummer.org

Spark Location 2023

Pound Middle School

4740 S. 45th Street, Lincoln, Nebraska

Welcome!

The mission of Spark Summer Learning is to spark exploration and creativity all summer long. We are excited to have your child join us on an adventure designed around the concepts of STEAM (Science, Technology, Engineering, Arts and Math). By focusing on STEAM activities, students will learn a holistic approach to problem solving and critical thinking – all while having fun! Because our curriculum is fun, engaging and appropriate, the Spark Summer Learning Program is for everyone.

In addition to being STEAM focused, Spark Summer Learning is also project-based. This type of education asks students to look at a problem through a wide variety of lenses and create well-rounded solutions. By using real-world scenarios, challenges, and problems, students gain useful knowledge and skills that increase throughout the project. This encourages critical thinking, problem solving, teamwork and self-management.

Days will be filled with a balance of hands-on, get-your-hands-messy activities, and time for exciting explorations and play. We will take field trips, play at the pool, explore maker spaces, work with artists, create with scientists and explore topics that are most interesting to our kids.

Our staff will make your student an important part of the Spark community. You can be worry free during your busy workday as we offer convenient hours for working families, and meals and transportation to all scheduled events. We want you to feel confident, knowing that your child is with a team of caring adults who have an interest in seeing them succeed.

Thank you for trusting us with your children, we take that responsibility very seriously, and thank you for becoming a part of the Spark family. We will work with each family to accommodate students' needs to the best of our ability. All students are welcome at Spark Summer Learning! We can't wait to learn about you and what makes Sparks fly in your child's imagination.

Sincerely,

A handwritten signature in blue ink that reads "Wendy".

Wendy Van
President, Foundation for Lincoln Public Schools

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GENERAL INFORMATION

Eligibility

The Foundation for Lincoln Public Schools Spark Summer Learning program does not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental abilities.

Spark serves students who have completed K-5th grades.

Spark Summer Learning provides care only for children who are: toilet trained, have age-appropriate eating, dressing, and hygiene skills, are able to abide by the rules of the program as outlined in the Family Policy Handbook, and can function effectively in a setting with one adult for each 18 children.

It is mandatory that parents list on the registration form at the time of registration if their child has any special needs or requested accommodations to be considered. Providing this at registration gives you the best chance to have your accommodation met. Failure to comply with this request at the time of registration may result in us being unable to accommodate your child's needs. All information listed will only be shared with appropriate Spark staff.

Hours and Days of Operation

Spark Summer Learning is a 10-week summer program that will be held at Pound Middle School, 4740 S. 45th Street, Lincoln, NE.

The program will begin on May 31st and will run through August 4th. We will be closed on July 3rd and 4th in observance of Independence Day. Children may arrive starting at 7:30am and must be picked-up by 6:00pm.

The core programming will begin at 9:00am each day and will conclude by 5:00pm. Children will be participating in field trips, pool days and working with off-site partners as they explore the STEAM curriculum.

If a child needs to be picked up during the core program hours, please call the Site Supervisor at the site to confirm arrangements.

Calendar

Each week will have a theme, all relating to the exploration of science, technology, engineering, art and math. Most Wednesday mornings we will have a field trip to a STEAM-focused, theme-based location. Field trips to the pool will be scheduled for most Wednesday afternoons. These outings will be posted on the parent bulletin board and appropriate clothing and sunscreen will be required.

On many Friday afternoons, we will have a Spark Expo. Children will present what they have explored, and we will celebrate the accomplishments of the week together. Parents are welcome and encouraged to attend.

To view weekly themes, please visit www.SparkSummer.org.

Daily Schedule

While the schedule is open to change, a typical day at Spark Summer Learning will involve:

7:30am -9:00am	Student drop off, individual and group play, gathering activities.
8:00am - 8:30am	Breakfast (optional)
9:00am - 10:00am	Weekly theme activities
10:00am - 10:15am	Snack and restrooms
10:15am - 11:00am	Outdoor play and explorations
11:00am - noon	Weekly theme activities
12:00pm -1:00pm	Lunch and free time (outside/gym play, reading, projects, etc.)
1:00pm - 2:00pm	Weekly theme activities
2:00pm - 3:00pm	Outdoor play and explorations
3:00pm - 3:15pm	Snack and restrooms
3:15pm - 4:00pm	Weekly theme activities
4:00pm - 4:45pm	Outdoor play and explorations
4:45pm - 5:00pm	Coordinated clean-up
5:00pm - 6:00pm	Student drop off, individual and group play, gathering activities.

Meals

Breakfast will be provided each morning to all students who are scheduled to arrive at Spark before 8:00am. Please let staff know if your early morning plans change.

Lunch will be served at approximately noon each day. Children are welcome to bring a sack lunch from home if they would like, however refrigerator space is extremely limited. Please plan accordingly.

KinderBites, a local childcare food service provider, provides us with healthy, fresh meal services. Links to weekly lunch menus will be provided on the Spark website - www.SparkSummer.org.

Limited food accommodations may be able to be made on a case-by-case basis. Please contact the Program Director and notify Spark at the time of registration if your child requires any dietary considerations.

Enrollment

Enrollment is done through an online platform called enrollsy.

Enrollment opens March 8, 2023, and will close May 20, 2023, or until all spots are filled. After this time, we will start a waiting list and notify parents if space becomes available. Spots are provided on a first come, first served basis.

The following information must be completed and submitted via the online registration prior to your child's first day in the program:

- Online registration form completed.
- Payment of weekly deposit (\$50/week) which will be applied to the weekly tuition fees.
- Full weekly tuition fees will be due the Wednesday before each week of camp.
- Complete ACH deduction forms to establish recurring payments for remainder of

the program

Program Withdrawal

In the event the family wishes to cancel prior to the start of the program, the family must:

1. Give two weeks (14 days) written notice prior to the first day of the camp for which they are withdrawing. Any weekly fees already paid will be refunded, minus the \$50 deposit.
2. Complete the Spark Summer Learning Withdrawal form. This form is available from the Foundation for Lincoln Public Schools located at 5905 O Street or by calling 402.436.1612.

Should you choose to withdraw within one week (7 days) of the start of camp, you will forfeit your weekly fee/deposit and \$10 activity fee.

Although reasonable steps will be taken to avoid dismissing a child from Spark Summer Learning Program, in the event that a child is being removed for disciplinary reasons (please see, "Disciplinary Procedures" in this handbook) or one of the reasons listed below, you are responsible for payment of weeks registered. Spark Summer Learning may terminate services for any of the following reasons (but are not limited to):

- Failure of parent/guardian or child to honor obligations listed in the Family Policy Handbook, or in any written policies provided.
- Any actions by parents or children that adversely affect the program. (Offensive language used by parent/guardian or staff harassment)
- Lack of parental cooperation.
- Failure of parent/guardian to complete required forms.
- Failure of parent/guardian to maintain a current account balance.
- Inability to meet the child's needs without additional staff.

Tuition/Deposit

The weekly fees for Spark Summer Learning program include:

- Deposit of \$50/week which will be applied to camp fees
- Weekly fee: \$250/week + \$10 weekly activity fee
- Sibling discount: 10% (\$225/week + \$10 weekly activity fee)
- Credit card surcharges are not refundable

Scholarships may be available and will be distributed according to need ~~based~~ or participation in the free/reduced lunch program through Lincoln Public Schools.

Payment/Return Payment

Forms of Payment

We will only take scheduled electronic payments through the online enrollment website (Enrollsy). A processing fee of \$1/transaction for ACH and 2.9% for credit card transactions will be charged at the time of payment. Weekly payments are due the Wednesday before the first day of camp. You may also choose to pay all camp fees at one time.

Returned or Declined Payments

A \$20.00 fee will be assessed to your account if Spark receives notification of a return payment due to insufficient funds or unauthorized payment from your financial institution. If Spark receives two (2) returned payments due to insufficient funds, or invalid or closed

account notifications, or unauthorized payments, within one summer, your child may be removed from the Spark Summer Learning Program.

If Spark receives notification that your payment has been declined, a letter will be sent by the Foundation office notifying you. Payment can be made at the Foundation office by the due date specified in the letter. It is the parent/guardian responsibility to notify the Foundation regarding all changes in bank accounts, credit cards or payment issues.

If two (2) consecutive payments are returned, you will be notified that your child/ren will be suspended effective immediately upon the Foundation receiving bank notification. You will be given one week beginning with the date of suspension to rectify your account. The Foundation reserves the right to hold families responsible for all charges accruing during any period of time in which a child is suspended from the Spark Summer Learning program.

All rectifying payments must be made to the Foundation office in the form of cash or money order. Failure to rectify your account in full within one week following the date of suspension may result in immediate removal from Spark Summer Learning, and your account being submitted to collections. Parents or guardians will be responsible for any collection costs or charges incurred. These charges will be added to the outstanding balance on their account.

Should the child be removed from the program, and the account is paid in full, the child will be eligible for re-enrollment into Spark Summer Learning program provided the program does not have a wait list. Completion of new registration paperwork may be required.

Late Pick-up Fees

All children are to be picked up by 6:00 pm. Families will be charged for late pick-up at a rate of \$20.00 per child. The clock located near the designated sign-in area at the school is the clock used to determine drop-off and pick-up times. The Foundation will complete and supply families with a form indicating all late pick-up fees assessed and a date specifying when these fees will be deducted from their account. Families will not be able to use the program until they have signed the form presented to them by the Program Director or Site Supervisor detailing the late pick-up.

Standards of Behavior

We believe children learn best in an environment of clear, consistent rules and helping students set their own goals. For that reason, we have the following behavior standards in place for Spark:

- Valuing mistakes as learning opportunities and helping children understand that mistakes are ok as long as we learn from them.
- Redirecting children to a more acceptable behavior or activity
- Posting classroom rules and reminding children when necessary
- “Time out” (1 minute for every year of age) will be used in cases of disruptive behavior and if other listed measures fail.
- The following will not be used as discipline:
 - Corporal punishment, including spanking, hitting, pinching
 - Denial of food or water
 - Isolation

As a reminder, the following behaviors will not be tolerated:

- Verbal abuse, derogatory language or inappropriate language
- Physical abuse including, but not limited to, hitting, kicking, punching, slapping, spitting, etc.
- Theft or defacing property including equipment, furniture, landscaping, etc.

Discipline

Spark Summer Learning maintains similar standards and employs best practices in line with Lincoln Public Schools rules and regulations. Our main guideline for correction is that all people will be treated with respect.

First & Second Offense:

Inappropriate behavior will be discussed with the child as well as positive alternatives by their teacher/guide.

Third Offense:

Inappropriate behavior will again be discussed with the child as well as positive alternatives, then a time out will be enforced, 1 minute for every year of age by their teacher/counselor or the Director.

Fourth Offense:

A meeting will be scheduled with the child’s teacher/guide, director and parents/guardian before the child is allowed back into the program. If the behavior continues and threatens the safety of other children, suspension from the program may be implemented.

Any child who exhibits aggressive, physical behavior towards another child or adult will have his/her parents contacted and the parent may be required to come and pick up their child from the program. Dismissal for the rest of the week will result if a child is continuously exhibiting behaviors such as biting, inappropriate language, hitting, spitting, or otherwise harmful behaviors. Please see your program director for more information.

Depending on the behavior, it may be necessary for the Site Supervisor to complete a Child Disciplinary Report as discussed below.

In extreme situations, it may be necessary to immediately contact the parents or guardians. Disruptive or disrespectful behavior will be addressed in a respectful manner. Repetitive negative behaviors will not be tolerated, and Spark Summer Learning staff reserves the right to suspend students temporarily or expel them.

Child Disciplinary Report

Spark Summer Learning staff will judge when negative behaviors are sufficiently inappropriate to justify issuing a Child Disciplinary Report (CDR). The Program Director or Site Supervisor will notify the parent/guardian when a CDR is issued. Further behavior requiring CDR’s may result in immediate and permanent removal from the program.

Health, Safety and Security

Illnesses

Spark Summer Learning cannot accept any child who has a contagious illness. Please review the following list of illnesses and when the student can return to Spark Summer Learning.

Illness	Student Can Return
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Temperature of 100°F orally (or 99°F axillaries) or higher	Free of fever for 24 hours.
Red, watery or draining eye(s)	All discharge has ceased.
Drainage from the ear(s)	a) All drainage from the ear(s) has ceased, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
Diarrhea (two or more loose, watery stools per day)	Diarrhea free for 24 hours.
Lice	After treatment, free of lice and nits.
Skin lesions, i.e., impetigo, ringworm, and scabies	a) Skin sores are healed, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
Vomiting	Free of upset stomach and vomiting for 24 hours.
Fainting or seizures or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck	a) Free of symptoms, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.

If any of the above occurs at Spark Summer Learning, parents will be called to pick up their child. The child must be picked up within one hour of being notified. If we cannot reach you, we will contact the authorized individuals on your child's/children(s) registration form.

For the safety of all students and families please let the Site Supervisor know if your child has been diagnosed with a contagious illness.

Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children.

Chronic and Special Health

At the time of registration, parents are expected to indicate on their child's registration form if the child has chronic or special health needs that require special attention. Parents are expected to provide the Site Supervisor with any procedures or accommodations that may need to be taken. All staff within your child's program will be properly trained in the procedures outlined for children who have special accommodations, needs or medical conditions listed.

Storing and Administering Medication

Medication can be stored and administered at Spark Summer Learning under the following

guidelines:

- All Spark staff shall give or apply medication, both prescription and non-prescription, only with prior written permission and written instructions from a parent.
- All medication must be:
 - in the original container
 - stored according to instructions
 - clearly labeled with child's first and last name
- All medications must be delivered directly to the Site Supervisor, at which time the proper documentation and instructions will be completed. Without proper documentation and instructions, the medication will not be administered.
- Expired medication will not be administered and will be returned to the parent/guardian.

Medication Log

Spark has a designated medication binder for children enrolled receiving medication. Information within the binder is kept confidential. For each child receiving medication there must be a completed medication log sheet signed by a parent or guardian which includes a competency statement permitting Spark Summer Learning to administer medication to your child. Medication log forms are required to be updated each summer and at any time medication type, dose, route, and/or time of administration is modified.

Epi-Pen

If your child has an allergy that may require the use of an Epi-pen, Spark Summer Learning will require the parent/guardian to provide the child's own Epi-pen to be kept on site. If your child would require the use of the Epi-pen while in attendance the following steps will be taken:

1. The Epi-pen would be injected by a staff member.
2. 911 would be called after the Epi-pen is injected.
3. The parent or guardian would then be contacted and given further information.

Latex Gloves

Latex gloves are worn by staff when administering first aid. Please inform the Site Supervisor and indicate on your child's registration form if your child has a latex allergy.

Sunscreen

It is the responsibility of the parent/guardian to provide sunscreen that is clearly labeled with the child's name. Please indicate on the child's registration form if you consent to having Spark staff administer sunscreen for your child. If your child has any reactions to sunscreen, please notify the Site Supervisor or Program Director and send specific instructions about how to care for your child when they are outdoors.

Minor Accidents

At least one staff member who is CPR/First Aid certified will be on duty at all times.

In case of minor accidents including, but not limited to cuts, bruises, bumps, scrapes, Spark staff will administer first aid. Any mild cut or abrasion will be washed with warm water and a bandage will be applied.

Salves, ointments, or creams will not be applied or kept on site, unless an "as needed"

prescription is provided by a licensed health care professional and the parent or guardian has supplied the medication.

An accident report outlining the care and procedures administered to the child will be completed and placed in the child's file. A copy will also be given to the parent and the Foundation office. The accident report must be signed by the parent/guardian before the child will be allowed to return to Spark Summer Learning. Parents or guardians are responsible for any expenses incurred due to an injury.

Emergency Medical Care

In the case of serious injury including, but not limited to, deep cuts that may require sutures, visibly distorted limb that is potentially broken, head injury, difficulty breathing, or seizure, the following protocol will be followed:

1. Staff will not move the child until the extent of the injury is determined.
2. Parent/Guardian will be contacted to determine the preferred action - parent pick-up or emergency medical services (EMS) contacted.
3. Should the parent/guardian be inaccessible, the emergency contact will be contacted.
4. Should the parent/guardian and emergency contact be inaccessible, EMS will be contacted.
 - a. These units are dispatched by city or county officials according to the location of the school and are usually required to take patients to the nearest hospital.

If a child becomes unconscious, 911 will be called immediately.

In case of a head injury of any kind, staff will apply a cold compress to the injured area and call the parent or guardian.

In the case where a child is transported to a local hospital, a staff member will accompany the child, and remain with the child until the parent or guardian has arrived.

At the time of enrollment, parents give Spark Summer Learning program permission to transport and treat in the event a medical emergency arises. A copy of the child's registration form and immunization records, if available, will be brought to the hospital with the staff member.

Mandated Reporting

According to Nebraska state law, Spark employees are required to notify Child Protective Services and law enforcement officials if they suspect a child has been subject to abuse or neglect to include but not limited to:

- Endangerment of physical or mental health
- Deprivation of necessary food, clothing, shelter or care
- Minor child six years of age or younger left unattended in a motor vehicle
- Suspected sexual abuse and/or exposure to sexual situations/materials

Emergency Procedures

Staff will be trained by Pound Middle School staff and LPS security staff on all emergency procedures including fire, tornado, lock-out, lock-down, evacuation, and shelter procedures. In the event of an emergency that creates an unsafe environment at Pound Middle School, Spark staff will take the children to College View Church on the Union College campus.

Parents will receive a text message with specific pick-up details.

Providing Appropriate Care and Supervision

Staff members of a summer care program are the most important element in the successful operation of the program. It is the staff that are responsible for creating and maintaining a safe, healthy environment. Spark staff assume responsibilities for providing adequate and appropriate supervision at all times to children in attendance. Every situation will differ; however, it is expected that Spark staff will use good judgment in assessing proper supervision while children are in our care.

Appropriate supervision is provided by adhering to the following guidelines:

- Children will never be left unattended.
- An accountability plan will be in place for children who need to use the bathroom or drinking fountain during outdoor play.
- Staff will be visible and available at all times.

Communication

Parental involvement is a very important part of our program. Parents and children working together with staff members is an important element in a quality childcare program.

Please remember to:

- Keep the lines of communication open at all times. Let us know if there are important changes in your child's life so we can best meet their needs.
- Let us know how we can best serve your child. Knowing about your child's unique interests, needs or preferences can help provide the best care possible.
- Ask questions if you don't understand our policies or procedures.
- Be aware of Spark policies and honor them. Respect drop-off and pick-up times, and call if you are going to be late for any reason.

Issues

Should an issue arise, please consider the following things:

- Raise issues when they first develop.
- Set up a time to speak privately, in person, or over the phone, away from other parents so the issue can be discussed openly and with undivided attention.
- Be specific about your concerns. Give examples of things that have happened or observations you have made.
- If you do not feel your issue is being handled properly, please speak directly with the Site Supervisor.
- Finally, if you feel that your concerns or issues are not being addressed adequately, please contact Lindsay Rogers, Director of Programs at the Foundation for Lincoln Public Schools, lindsay.rogers2@lps.org or 402-436-1416.
- You can also file a report to the Department of Health and Human Services at http://dhhs.ne.gov/publichealth/Pages/crl_childcare_complaints.aspx

Communication with Families

The list below indicates strategies which Spark Summer Learning feels are helpful in communicating with families:

- A parent bulletin board is posted with reminders, policies, and general information.

- “Ideas, Suggestions, & Complaint” forms are available for parents to complete at any time. These forms can generally be located on the sign in and out table at your child’s site or available online and submitted to the program director. Follow-up expectations will be within one business day.

Parent/Guardian Responsibilities

- Call Spark and speak to the Site Supervisor if your child will not be attending. Notify us in advance if anyone other than the parent/guardian will pick the child up.
- Understand and adhere to Spark parent communication guidelines.
- Notify your Site Supervisor of any special needs your child may have. The information must also be listed on your child’s enrollment form.
- Sign your child in/out daily.
- Honor Spark Summer Learning operating hours by not dropping your child off before 7:00am and picking your child up by 6:00 pm.
- Notify the Site Supervisor of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other important information regarding the child or family situation. All changes must be made in writing by completing and submitting a Change of Information form to your Site Supervisor.
- Notify the Site Supervisor in the event of questions or concerns with Spark Summer Learning staff or policies.
- Have your tuition account set up with a valid account through ACH or Debit/Credit Card and keep the account current.
- Notify in writing on the appropriate form provided by the Spark Summer Learning program of changes to your child’s enrollment status or intention to withdraw from the Spark Summer Learning program.

Parent Program Evaluations

We want to make sure that camp is an amazing experience for your child(ren). We will be conducting weekly evaluations so we can know what your child loved (or what they didn’t), satisfaction with field trips, curriculum and overall camp experience. Please take a few minutes to complete these surveys as they are critical to providing the best possible experience for your child.

Attendance, Pick-up and Drop-off

Absence

One goal of the Spark Summer Learning program is to provide a safe environment for each child. Knowing all children scheduled to be present is part of this goal. Attendance will be taken as children arrive and again at 9:00am. If by 9:00am a child that is scheduled to attend Spark Summer Learning has not arrived and a parent/guardian has not notified Spark Summer Learning, the Site Supervisor will call the parent and emergency contacts provided.

If a child will be absent or late to Spark Summer Learning, messages may be left on voicemail 24-hours a day by calling the number for Spark. Messages left with the school secretary **DOES NOT** fulfill this obligation. Spark Summer Learning is not a program of the Lincoln Public Schools, and the school secretary is not responsible for taking messages for Spark Summer Learning.

Drop-off & Pick-up Procedures

Our program requires that every child is signed in and out of our program each day. We also require photo identification to pick-up a child. Any person attempting to pick-up a child must be listed as an authorized party by the parent/guardian prior to pick-up.

Release of a Child

It is our policy to release a child to either parent unless we have a copy of a court order/divorce decree prohibiting one of the parents from having custody of the child. Children are also eligible to be released to authorized individuals as permitted by the parent having custodial rights on a given day. For the safety of your child, it is imperative that this information is supplied and discussed with your child's Site Supervisor and special instructions submitted in writing to be kept in your child's file. **Spark Staff will not release children to individuals for whom we do not have proper documentation on file.**

What to bring... and what to not bring

What makes Spark unique is its culture and commitment to experiential learning. We expect kids to come to the program excited and ready to learn. We encourage positivity, creativity, kindness and friendship in all our kids. To make the program a safe and welcoming place for all kids, we ask that you help us support great behavior.

What to bring

Please bring the following items each day of camp in a clearly identified backpack:

- Water bottle
- Sunscreen
- Change of clothes

What to bring on Field Trip Days

Please bring the following items each WEDNESDAY for field trips and pool outings in a clearly identified backpack:

- Water bottle
- Sunscreen
- Insect repellent (optional)
- Change of clothes
- Swimsuit
- Towel
- Please be sure to dress your child(ren) in their Spark Summer Learning t-shirt for Wednesday field trips as this helps in identifying students.

What NOT to Bring

Please discourage your child from bringing toys or other items from home. Spark Summer Learning has ample equipment to meet the children's needs. Spark Summer Learning will not assume responsibility for toys or other items brought from home except for those items which Spark has asked you to bring (i.e., swimwear, sunscreen, etc.). Be sure to visit with your Site Supervisor regarding policies regarding items from home.

Cell Phone

Please do not send a cell phone with your child. If you need to contact your child, please feel free to call and ask for the Site Supervisor. The Site Supervisor will be

able to assist you in speaking with your child. Conversely, a child may be permitted to contact a parent/guardian if the Site Supervisor deems the situation appropriate. Spark Summer Learning will not assume responsibility for cell phones, tablets, personal computers.

Lost and Found

If your child is missing articles of clothing or personal property, please inquire at the site as soon as possible. Unclaimed items will be put in the lost and found. Spark Summer Learning is not responsible for lost items. All unclaimed items in the lost and found will be donated at the end of the summer.

Field Trips

Field trips are an integral part of Spark Summer Learning. We have field trips or pool outings scheduled for most of the Wednesdays during the summer.

Transportation for field trips and pool outings is provided by Lincoln Public Schools transportation services.

For added safety the adult to child ratio is lowered on field trip days to 10:1. For swimming field trips the ratio is further reduced to 6:1. Following is a list of field trip safety procedures that are used for staff and children within the program.

Field Trip Procedures

Staff Procedures

- Prior to a scheduled field trip, staff are informed of important details of the trip (example: prohibited areas, meeting locations, times, cell phone numbers, etc.)
- Staff will wear a designated Spark Summer Learning field trip t-shirt.
- Spark Summer Learning will maintain a 6:1 child to adult ratio on swim trips. Half of the staff will be in the water, and the other half will be supervising by walking on the pool deck.
- Each staff member will keep a list of children's names in their designated group.
- Each staff member will carry a first aid kit.
- Staff will accompany children to and from the bathroom.
- During the field trip, staff will count the children in their group before moving to another designated area. Fifteen minutes prior to the scheduled departure time, staff will meet at a designated location.
- Site Supervisors will then complete an initial attendance and an additional headcount prior to departure.
- The ultimate accountability of children will be done in writing, on a field trip tracking sheet, by name as each child loads the bus.
- One staff member will be assigned to complete a final check of the bus after arrival back at the site. This will serve as added safety to make sure all children have departed the bus.

Procedures Established for the Children

- A buddy system will be established for each child. Children are asked to inform a teacher immediately if their buddy is missing.
- Children must wear a designated Spark Summer Learning field trip t-shirt.

- Prior to departing the site, the following will be reviewed with the children:
 - Bus rules
 - Field trip rules and safety procedures
 - Field trip-specific, pool-specific, and general safety procedures
- Upon arrival at the field trip location, a “lost child” area is identified. If for any reason a child is separated from their group, they are instructed to:
 - go to the designated area and remain there
 - remain in the last spot they were with their group
 - ask for help in an open visible place from someone in charge and never leave the area with an unidentified person.

Thank you for sending your child(ren) to Spark Summer Learning Program. We are excited to learn, wonder, explore and have fun all summer long!