



Summer 2024

Parent & Student Handbook

When: Monday, July 1 – Tuesday, August 27

Time: 6:30 am to 5:00 pm, M-F

Where: Kelly School, Perkins Park

Cost: \$999.00 for the entire summer.

This includes AECC’s Park Program, field trips, breakfast, lunch, and snacks. \$100.00 deposit is due when you register. The remaining balance must be paid **on or before June 23**. Payment by check or money order payable to the Wayne County Action Program.

Mission Statement

To provide school age children going into 1st-6th grades, a quality recreational program whose parents work in or reside in Newark, in collaboration with the Newark Central School District, Alex Eligh Community Center Park Program, Wayne MOST, Wayne County Community Schools, and other community partners.

Sign-In, Sign Out

Transportation to and from program is the responsibility of the parent/guardian.

Students must be signed in and out by a parent or other approved person.

Students can be dropped off beginning at 6:30am and must be picked up by 5:00pm. Please be on time and have a photo ID available.

Late Pickup

If you will be late picking up your child, please let us know. We understand that sometimes unforeseen situations arise. However, if it happens repeatedly, we reserve the right to charge a late fee of \$5 for every 5 minutes beyond 5:00pm.

Meals & Snacks

Breakfast, lunch, and snack will be served by cafeteria staff daily. A menu will be sent out as we get closer to summer. Breakfast begins at 7 but will be available to students, regardless of when they are dropped off. Lunch will be served at noon.

General Schedule	
6:30	Program Start
6:30-7:30	Breakfast & Boardgames/Table Activities
7:00	Breakfast served
7:30-8:00	Community Circles
8:00-8:45	Student selected activity
8:45	Leave Kelley School for Park Program
9:00 - 12:00	Park Program
12:00	Students return from Park Program
12-12:45	Lunch
1-3:45	Physical, Social/Emotional, STEM, & Artistic Activities. Students rotate between activities.
2:00	Snack is provided
4:00-5:00	Wind Down/ Student Pickup
5:00	Program Ends

Anticipated schedule, may change as summer approaches



Kelley School: We will be using the back door by the staff parking lot. Take Lillie St. from W. Miller St. to get to the back of the school.

What to Bring

- Proper attire and footwear for running, jumping, and playing.
- Each student will be given a drawstring backpack, a water bottle, and a program t-shirt. Please be sure to wear the t-shirt on field trip days.

Please do not send toys, phones, electronic devices, or other valuables with your child. We will not be responsible for lost, stolen or broken items.

Field Trips

We will be planning a variety of fun field trips. Transportation will be provided by a school bus or RTS bus, depending on availability. There will also be times when we go on walking field trips in the community. You will be notified in advance if we will be leaving the vicinity of Perkins Park/Kelley School.

Medical Emergencies

There will be staff members at the site that are trained in Basic First Aid/CPR/AED. Should an incident occur, we will follow the basic emergency/accident procedures recommended by the American Red Cross. Should the child need immediate medical attention, and the parent cannot be reached, or in a life-threatening situation an Emergency Medical Squad (EMS) will be called.

Expectations

Parents may expect that:

- Their children are cared for in a safe, supportive environment.
- They will be informed about any incident that relates to their child.
- Staff will be well-trained and qualified to administer a school aged program.
- Staff will supervise children at all times, including to and from activities such as the AECC Park Program, and Summer School.

Program may expect that parents:

- Provide Transportation to and from program.
- Keep us informed of any changes to contact information
- Contact us immediately if there are issues with your child in the program.
- Encourage your child in following the Newark CSD Code of Conduct (available upon request)

Program Rules and Responsibilities

Behavior Management/Discipline

The program will support students in succeeding socially, emotionally, cognitively, and physically, while encouraging positive citizenship and healthy living. Behavior management is one of the most important elements in helping students grow in these areas. Students are encouraged to conduct themselves in a socially responsible manner and consistent with the **Newark Central School's Student Code of Conduct.**

Proactive Management

Staff will actively promote desired behaviors with positive reinforcement and recognition. The is achieved through:

- Clearly defined boundaries, rules, and expected behaviors
- Verbal praise of desirable behaviors
- Modeling of responsible social interaction.
- Verbal reminder of expectations and choices
- Redirection to another activity or course of action
- Using effective problem-solving skills
- Recognition of behavioral improvements
- Privilege reinforcements of pro-social behavior

If there is a behavioral issue with your child, you will be contacted regarding the nature and outcome of the incident. Serious or recurrent behavior issues may require a meeting with parent/guardian to determine how to best support the student.

In rare and extreme cases where a student's behavior compromises the safety of others, themselves, or the program, dismissal may be necessary. Dismissal will be considered only after other progressive steps have been exhausted, and in consultation with program leadership and parents.

We value open communication and collaboration between parents and staff members to address any concerns and ensure the success of each student.

Contact Information

Program Director: Josh Arnold jarnold@flxcommunityschools.org

Program Cell Phone: 315-830-9381