

# Summer Saplings



## Program Handbook

Birch Grove Community Education #4145

Post Office Box 2383

Tofte, MN 55615

(218) 663-0170 ext. 21

[birchgrove@boreal.org](mailto:birchgrove@boreal.org)

[www.birchgroveschool.com](http://www.birchgroveschool.com) /Community Education Tab

## Explore. Observe. Imagine.

Our Summer Saplings program has been developed to guide your child in an exploration of their natural world. The children will use all their senses in observation and their imagination will be sparked with creativity.

This program is designed to grow your child socially and in knowledge while providing a safe, fun and nurturing environment.

Community Education's Summer Saplings, 12 week outdoor/nature themed program is innovative and creative. The weekly curriculum includes indoor and outdoor activities, structured and free play, art projects, science experiments, music, stories, cooking, and much more. Each week there will be a new theme.

Week 1	June 12-16	Animal Studies
Week 2	June 19-23	Team Building
Week 3	June 26-30	Forest Studies
Week 4	July 3, 5-7 closed 4 <sup>th</sup>	Lake Superior
Week 5	July 10-14	Bugs
Week 6	July 17-21	Birds
Week 7	July 24-28	Fresh Water Studies
Week 8	July 31- Aug. 4	Large Mammals of MN
Week 9	August 7-11	Rocks
Week 10	August 14-18	Animal Tracks & Signs
Week 11	August 21-25	Seeds
Week 12	August 28 & 29	Students Choice

### Program Location

Summer Saplings is located at the West End Community Center. The Saplings classroom is left of the entry and down the hall on the right. The room is clearly marked. The Saplings classroom will be used as well as the gym, playground, and nature trails located behind the facility.

Summer Saplings may be combined in the early am and the late pm with the Campsite Kids program when enrollment numbers call for it. The main part of the day however, Summer Saplings will be separate from the Campsite Kids program.

### Program Calendar

Summer Saplings is a 12-week program that starts on Monday, June 12th and ends on Tuesday, August 29th. The program is closed on the 4<sup>th</sup> of July.

### Nondiscrimination

Community Education #4145 is happy to serve all children and will not discriminate based on

religion, sex, race, national origin, creed, or color. Everyone, including staff, is here to learn and have fun!

### **Program Availability**

The Summer Saplings program is unique to Cook and Lake Counties. The program has been designed to be flexible and fit the needs and desires of parents and children. We have worked hard to ensure that your child has a quality program that is available five days a week with hours to accommodate your schedule! The Summer Saplings program is open:

Monday, June 12 to Tuesday, August 29.

Monday - Friday 7:00 am to 5:00 pm

(The program is closed on the 4<sup>th</sup> of July.)

### **The Saplings Staff**

Only qualified, experienced, and caring staff work in the Summer Saplings program! Our staff works hard to ensure that your child has a positive summer experience. Staff members will have CPR/First Aid certification and at least 16 hours of in-service training annually with a focus on child growth and development and behavioral guidance.

Several staff members make up our Community Education Department and Sara Silence is the Coordinator. Her experience and AS degree ensure a quality program is administered throughout the 12-week program.

### **Participation Fees**

The Summer Saplings program is funded by participation fees, grants and fundraising alone! We have set the participation fee with varied incomes in mind. Participation fees may vary from year to year. There is no registration fee for this program.

### **Financial Assistance**

Some families may need financial assistance. For families living in Cook and Lake Counties, options for assistance are listed below:

Cook County: Cook County Social Services: Childcare Assistance Program 218-387-3620

Lake County: Lake County Social Services: Childcare Assistance Program 218-834-8400

Pathway I: Pathway I scholarships are available through Minnesota Department of Education. Applications are available on the Birch Grove website under the Community Education tab, [www.birchgrove.com](http://www.birchgrove.com). These scholarships are available for children 3 to 5 years of age. The program partners with 3 and 4 Star Parent Aware Programs that have shown a dedication to preparing children for Kindergarten.

The Summer Saplings program may have a limited amount of scholarships available each year. To

apply, please talk with the school director. Preference for scholarships goes to children that will be starting Kindergarten the following year. You may be asked to apply for the Childcare Assistance Program in your county prior to applying for a scholarship from the Summer Saplings program.

Applications are available in Community Education office.

## **Billing**

**A half day rate is \$17.00** – this is for 0-4:59 hours

**A full day rate is \$35.00** – this is for 5-10 hours

You may pay for all days that you register for in advance to avoid paperwork and save money! Credits for a change in schedule will be given only if staff receive 24 hours or more notice of the change.

Discount! If you have an automatic payment set up through Brightwheel, an ACH through pay pal or even pay with a check in advance, we are offering around a 13% off on our daily rate. That means when you pre-pay or quick pay the rate would be \$31.00 for a full day or \$15.00 for half day.

Any previous balances must be paid prior to the start of this program.

If you are having difficulty making payments, please speak to office staff. Payment plans and other options can be explored.

## **Attendance**

If your child will be absent on a scheduled day, please call and let staff know. We may have a child on a waiting list; we ask that you call and let us know if your child will be absent 48 hours in advance. Thanks!

## **Enrolled students and Occasional students**

We have two options for children to participate in the Summer Saplings program, enrolled and occasional users.

**Enrolled students** - The first option is to enroll your child in the program on a regular, even if not full-time basis. This option ensures that there is room for your child to attend on the days that you schedule. We encourage you to register your child early, as space may be limited! Priority will be given to those who enroll for full or half days for the entire program.

**Occasional students** – The second option for attendance is as an occasional participant. With this option, you may bring your child on any day that we are open. Please know however, that the program may be full and we may not be able to accommodate your child that day. Space for this program is limited! It is a good idea to call 663-0170 ext. 23 or Sara Silence at 218-370-1446 prior to arriving to see if there is room for your child. **Payment is required the day of use.**

### **Lunch and Snacks**

You will need to pack a nutritious lunch, several snacks, a beverage and a water bottle daily. Children will be hungry from an active day! Please do not send pop, candy or gum. Cooking meals over a bonfire or on the grill is a part of this program, and there is no need to send a lunch on these days. If you are not sure if it is a bonfire or grill day, send a lunch with your child.

### **Transportation**

Parents/guardians are responsible to arrange transportation to and from the Summer Saplings program. Consider carpooling! We can get you in touch with others in your area that are attending this program.

### **Drop off/Pick up policy**

You are responsible for signing your child in and out daily. If someone other than a parent is picking up a child, we ask that you please let staff know **in writing**. The non-parent will be asked to show photo identification prior to picking up a child if the staff is not familiar with the non-parent adult. We have the safety of your child in mind!

Please do not bring your child to the program prior to 7:00, and we strongly urge you to pick up your child in a timely manner. Children remaining at the program after 5:00 will be charged an additional late fee of **\$1.00** for every minute after 5:00pm.

### **Rest/Quiet time**

Rest/quiet time will occur daily. Children will each have their own labeled sleeping/resting mat. While children are not required to sleep, we feel that it is important that children have an opportunity to rest. Children are encouraged to bring along a comfort item for this time... it could be a blanket, a stuffed toy, or whatever helps your child feel comfortable!

### **Potty Training**

Children who attend Summer Saplings must be potty trained (or wearing pull-ups, but able to use the toilet). Occasional accidents are expected and acceptable. Parents should send wipes and extra pull-ups to the program. Please leave a change of clothing on site if it is possible that your child would have an accident.

### **Forms**

All enrollment forms are required. Please fill them out completely and return in a timely manner.

### **Immunization Forms**

We must have a copy of your child's immunization record on file. Please be sure that we have an up to date record prior to your child's attendance to the Summer Saplings program.

### **Medications**

We can only administer medication that is in the original container. A "Permission to Administer Medication" form must be filled out. Please see staff if you need a form.

## **Sunscreen and Bug Spray**

The children will be spending a lot of time outdoors. We HIGHLY recommend that you send sunscreen every day! If you leave the sunscreen in your child's backpack, it can't be forgotten at home. We do not share sunscreen, so if you want your child to be protected from sunburn, you must send labeled sunscreen every day.

We may also venture into areas where bugs may be thick. Buzzzzzz...If you send bug spray we will see that it gets applied to your child.

## **Supplies Needed:**

- ❖ A backpack that can contain the necessities (lunch, water bottle, sunscreen, bug spray, etc.)
- ❖ Sunscreen (labeled with your child's name). If you don't send it, we will assume you do not want it applied to your child.
- ❖ Bug spray (labeled with your child's name). If you don't send it, we will assume you do not want it applied to your child.
- ❖ Sufficient clothing. We suggest dressing in layers, so children can remove layers if they become too warm.
- ❖ Please send shoes that your child can take off and put on with minimal assistance. Shoes that are comfortable for walking, running, and climbing. Shoes that you don't mind if they get dirty.
- ❖ Please dress your child in comfortable clothes they can work and play in without worry of soiling. The children will be getting dirty this summer, so please send your child in clothes they can have fun in without the worry!
- ❖ A seasonally appropriate change of clothes (shirt, pants, underwear, and socks) sealed in a Ziploc bag and clearly marked with child's name. This labeled bag is to remain in his/her cubby in case of accidents, spills or messy play.
- ❖ Parents also need to provide diapers and wipes for those children who need them. Let the summer staff know when you are working on potty training and we will work with you on it at Summer Saplings as well!

## **Contact Information**

The main line is (218) 663-0170 extension 26 for Community Education. The extension for the Saplings room is 21. You may talk with/leave a message for the summer staff. Messages are checked in the morning, at lunch time, and at the end of the day.

## **Health Matters**

Please notify the Summer Saplings staff at 663-0170 ext. 21 if your child is ill and will not be attending the program.

Every effort is made to reduce the communication of germs. High use areas such as tables and faucets are cleaned daily. While it is inevitable that children will experience some illness, we appreciate your assistance in keeping the spread of illness to a minimum! The summer staff will perform a visual

check of your child each morning upon arrival.

Please do not send your child to Summer Saplings sick – even if it is a special occasion that he/she doesn't want to miss. Your child probably won't enjoy themselves, and he/she may infect other children. Please assure your child that there will be plenty of other special occasions for him/her to experience another day when they feel better.

Parents must notify the summer staff of any contagious condition. The summer staff will then determine the conditions by which the child may re-enter the program dependent upon state health policy and the individual circumstances of the case. Failure to report a diagnosed condition to the staff poses a risk to the children and adults in the program.

**Children should be kept home if they have any of the following symptoms:**

- Fever 100+ degrees
- Impetigo
- Mouth sores
- Strep throat
- Tuberculosis
- Pink eye (suspected or diagnosed)
- Flu
- Unexplainable rash
- Severe cough
- Rapid or labored breathing
- Severe cold
- Vomiting
- Diarrhea
- Yellowish skin or eyes
- Head lice
- Illness of any sort where child is lethargic and/or listless

*A child that has vomited or had the flu, a fever, or anything similar, should not attend Summer Saplings for 24 hours after their last episode.*

If symptoms begin at Summer Saplings, parents will be notified to pick up the child and the child will be able to rest in a quiet part of the room until parents arrive.

**Behavior**

The Summer Saplings program is committed to promoting learning within an environment of care and concern for one another! We celebrate and appreciate our individual differences and expect the following behavior:

- *Treat yourself, others, and property with respect!*

Positive behavior will be reinforced on a daily basis. Children will be recognized for positive behavior!

If a serious behavior issue does arise however, the staff, parent and child will work together to resolve the issue. We want to work with you for the benefit of your child!

**Items from Home**

We do not encourage bringing toys or unnecessary items from home. The Summer Saplings program has everything that your child will need! We do, however, allow a comfort item from home for rest/quiet time.

**Parent/Guardian Involvement**

This program was developed because parents have asked for quality child programming in our area. Parents are *always* welcome at Summer Saplings! If you would like to volunteer time to the program, or would like to donate needed items, please talk to the staff. We will be glad to accommodate you in whatever way you would like to contribute to the program!

Parent concerns, comments, and compliments are always welcome. Please let us know how we can improve this program! You can direct issues, concerns, and comments to the staff or the Director.

**Termination**

If for some reason your child will no longer be attending the Saplings program, please give us as much notice as possible. This allows us to give children time to say good-bye and to talk with any families that may be on the waiting list.

We have qualified staff that are ready to meet any challenges that come up with students. If after every effort has been made, we feel it is best for the child to have services elsewhere you will be given at least a two-week notice.

**Referrals:** Please refer this program to other families with young children. The more this program is used, the more likely it is that the program will continue to serve children and families from the community for years to come. Thank you for choosing to send your child to Summer Saplings.

**Parent/Guardian** – Please sign the Sapling program handbook agreement on the next page, complete the attached forms and return to staff to enroll today!

Thank you for choosing the Summer Saplings program!

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**Agreement to Handbook Terms and Conditions**

I have read and understand the Summer Saplings Program Handbook and agree to abide by its terms, conditions and policies. Please turn this form in prior to your child attending the Summer Saplings program

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Community Education Program Days ~ Summer 2017

Please fill out the form below to indicate your child's attendance at **Summer Saplings or Campsite Kids**. Payment for the first 2 weeks is due by May 20 to ensure enrollment. Once the program starts, invoices will be sent out in advance of attendance. Payment is due 2 weeks prior to attendance. Credit only (no refunds) will be given when teachers have at least 24 hours of notice to a change in dates.

You may pay for all days that you register for in advance to avoid paperwork and save money! Setting up a monthly or weekly payment plan will give you a 13% savings!

**A half day rate is \$17.00** – this is for 0-4:59 hours

\$15 with pre-payment or Quick Pay options.

**A full day rate is \$35.00** – this is for 5-10 hours

\$31 with pre-payment or Quick Pay options.

Please indicate your choice by checking the appropriate box with full or half day.

Parent Name: \_\_\_\_\_ Child Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Dates	All Full Days (M,T,W,TH,F)	Monday Full or Half	Tuesday Full or Half	Wednesday Full or Half	Thursday Full or Half	Friday Full or Half
Week 1~ Animal Studies June 12-16						
Week 2 ~ Team Building June 19-23						
Week 3 ~ Forest Studies June 26-30						
Week 4 ~ Lake Superior July 3, 5-7 closed July 4th			Closed for the 4 <sup>th</sup> of July			
Week 5 ~ Bugs July 10-14						
Week 6 ~ Birds July 17-21						
Week 7 ~ Fresh Water Studies July 24-28						
Week 8 ~ Lg. Mammals of MN July 31- Aug. 4						
Week 9 ~ Rocks August 7-11						
Week 10 ~ Animal Tracks & August 14-18 Signs						
Week 11 ~ Seeds August 21-25						
Week 12 ~ Students Choice August 28 & 29						

