

NOVA CLASSICAL ACADEMY
SUMMER
SCHOLAR ZONE

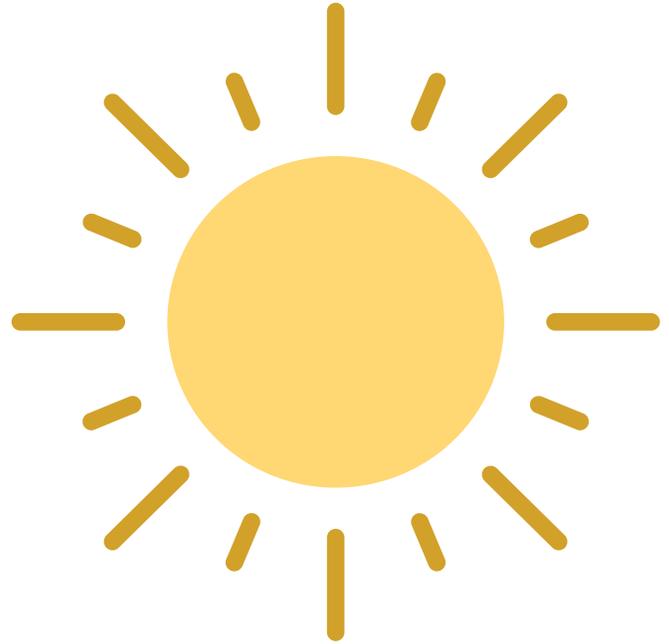


June 8 – August 19, 2022
Program Handbook

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Contact Information

Scholar Zone Website:
<https://www.novaclassical.org/resources/scholarzone/>

Registration:
<https://novaclassical.revtrak.net/>

Scholar Zone E-mail:
scholarzone@novaclassical.org

Director: Nadia Hussain
nhussain@novaclassical.org

Scholar Zone Phone: 651 - 706 - 2375
Use for Drop Off / Pick Up & Emergencies Only

Non-Urgent Messages: 651 - 209 - 6320 ext. 225

Regwerks (Online Processing Company):
1 - 800 - 847 - 9470

Welcome & General Information

Welcome to Summer Scholar Zone 2022! We are happy that you are considering this program for your child care needs. Our goal is to partner with you by providing a safe, caring environment where children can learn, grow, develop new interests and friendships and have a terrific summer. We are looking forward to working together with you to make this a wonderful and safe summer!

General Information

Lunch/Snacks/Drinks

Students need to bring a nut-free lunch, two snacks and drinks each day. Water bottles need to be sent with students every day, as well. Summer Scholar Zone has Animal Crackers, Goldfish and Pretzels on hand. Parents must supply all up to date food allergy information for us to keep on file. This information is kept with the class at all times and is available to all Scholar Zone staff who work with the students. **It is the parents' responsibility to let staff know if they do not want the snacks made available to their student(s).**

We do not prepare or serve meals, snacks or drinks. In the event there is a special treat that students will make, parents are notified via email, in advance, of all items to be used. **It is the parents' responsibility to let staff know if they do not want their student to participate in any treat making.** Any food allergy forms that we are given will be available especially in the areas where the students eat or make treats.

Clothing/Personal Property

Students should wear appropriate clothing and footwear for the activities/events planned for each day. Students may bring one change of clothes each day that will be left in their bags/backpacks. ALL belongings must be properly labeled with first and last name.

We ask that students please not bring toys or valuable items. Summer Scholar Zone and Nova Classical Academy are not responsible nor will be held liable for lost, stolen or damaged items. (This would include cell phones, electronics, money, games, etc.)

Sunscreen / Bug Spray

It is the parents' responsibility to supply these items and apply them each morning. Our staff can assist students with re-application, if needed. Please label items clearly with your child's first and last name. We will have some on hand as backup and a waiver will be sent to you prior to summer regarding the application of sunscreen and bug spray.



Registration Information

Summer Scholar Zone is open 8:00AM – 5:00PM from Wednesday, June 8 to Friday, August 19.

Summer Scholar Zone will be **CLOSED** Friday, July 1 and Monday, July 4.

Registration will open Friday, March 4 at 8:00AM and close on Friday, May 6 at 8:00AM. Once registered, select your desired days of care as soon as possible to ensure your spot as **our daily capacity will be set at 35 students.**

Summer Scholar Zone 2022 will be broken up into two halves (billing periods) this summer, which is different than in previous years, so please read the following information carefully.

Select your desired days for the 1st Half of Summer (6/8 - 7/15) by May 10. Select your desired days for the 2nd Half of Summer (7/18 - 8/19) by June 19. This ensures time for setting up proper staff supervision. Please see “Additional Fees” on the next page for further information about schedule changes for requesting days after their deadlines.

There is a \$40 non-refundable registration fee per student. This fee will not apply towards regular session fees.

The pricing contract you choose during registration will reflect your rate when a billing period is processed. We will double check to make sure your contract accurately reflects the number of days you select for each billing period.

Our summer program has the following pricing contract options:

- Part-time (between 1 and 12 days per billing period).....\$50/day
- Full-time (between 13 and 26 days per billing period)\$45/day

Enrollment in our summer program includes events, special guests, project materials, and special treats/food.

If your child is attending the Summer Boost classes, our Summer Scholar Zone staff will get them to and from classes, according to the schedule that parents and/or Nova teachers supply us with.



Weather & Building Emergencies

There may be instances when Summer Scholar Zone is cancelled due to inclement weather or issues within the building. While we do not anticipate there being any of these occurrences, tuition cost reimbursements will be determined based on circumstances. We will do our best to have notice of Summer Scholar Zone closures sent to families via email by or before 6AM.



Billing & Payment Information

Billing will be done through our online payment provider, Revtrak. **Billing will only be processed twice this summer to ensure adequate staffing and planning/preparation.** The 1st Half of Summer (6/8 - 7/15) will be billed on Wednesday, May 11. The 2nd Half of Summer (7/18 - 8/19) will be billed on Monday, June 20.

You will receive an email notification, with a copy of your invoice, at the time of billing. All payments are automatically processed at that time, provided your payment information is up to date and active.

ANY unpaid balance will be assessed a late fee of \$20, the Sunday after the billing date. Payments must be made in full within 10 days of the billing date or your child care will be terminated for that half of the summer. It is the account holder's responsibility to ensure credit card/e-check information is current and active.

The person who initially sets up each child care account is the "owner" of the account and the person responsible for payments. Families needing more than one account, for the same child, will need to contact Scholar Zone Director (Nadia Hussain). Once this is set up, it will allow each account holder the ability to view schedules they have set up, update information on the account and access the year-end tax statement.

Families are responsible for all fees incurred for the selected days of care whether students attend or not. Fees will not be credited for sick days (unless COVID-19 related, see on page 9) or other absences. If an illness (other than COVID-19) extends beyond 1 full week, please contact the Director.

Additional Fees

Students must be picked up by 5:00PM each day. The clock on the iPad is the official time our program will follow for start and end times. A late pick-up fee of \$1.25/minute will be automatically assessed to each account for pick up after 5:00PM. **Child care may be terminated for repeated occurrences.** If you will be late, whether emergency or other, you must notify the staff by calling the Scholar Zone phone (651 - 706 - 2375). If you, or the emergency contacts on the account, have not contacted us or staff are unable to reach by 5:30PM, the police will be called regarding your child. Police Department (651) 291-1111.

Service fees, associated with auto-pay, will be added to scheduled billing/invoicing that is done on the accounts.

We realize schedules change, so we do offer the option to request additional days to those who have registered for the program. A schedule change fee of \$10.00 will be assessed for each day of care added after a billing cycle has been processed. A request via email to the Director is required and changes will be accepted only as space allows.



Student Expectations

Character development is a vital part of Nova Classical Academy and Summer Scholar Zone. Our goal is to build on the values that are taught at Nova. Our staff will operate a well-balanced schedule to aid in the well-being and character development of each child.

The overall safety of children in Summer Scholar Zone is our highest priority. To help aid with this, we have some basic rules for our students:

- Follow directions
- Keep your body to yourself
- Use appropriate verbal language
- Stay with the group/staff at all times
- Respect self, others and property

Summer Scholar Zone strives to maintain a positive approach to managing children's behavior at all times. Staff members establish and enforce clear and consistent expectations for appropriate behavior. Staff members address inappropriate behavior through various techniques including: modeling, distraction/redirection, adjusting the environment, collaborative problem solving and removal from the activity/area, as a last resort. When positive behavior is displayed, the consequence is participation and enjoyment. In cases of negative or inappropriate behavior that is not solved through the above listed techniques, the following will take place:

- Program Director and parent will discuss specific changes in behavior required and specific consequences for noncompliance.
- In order to ensure a safe, effective program, suspension from Summer Scholar Zone may occur for a child unable to follow these behavior guidelines. The Director and Lower School Principal, Brooke Tousignant, will determine the length of suspension. No fees will be reimbursed due to a suspension.
- If behavior is still not corrected after the above steps are completed, the child will be removed from the remainder of the program.

If a parent is called to pick up a child, due to behavioral issues, the child must be picked up within 30 minutes. We reserve the right to remove a child for safety reasons at any time, even if the above steps have not all been attempted.



Parent Communication & Concerns

The parent/staff relationship is a critical part of the success of our program. We hope to strengthen the quality of this relationship with open communication. We welcome your suggestions, concerns, thoughts and ideas in our effort to continually improve our program. You can share these by:

- Speaking directly to a staff member that cares for your child daily
- Schedule a time to talk with the Director
- Email the Director at **scholarzone@novaclassical.org**

A Summer event/activity calendar will be provided to you no later than April 29. We will send out a weekly email/newsletter to all participants regarding the upcoming weeks events, to help you plan. The staff will make an effort to talk about the upcoming activities and events, but please keep track of your child's schedule and what they may need for the activities and events that are planned so they can fully enjoy each day.

All information collected through registration for Summer Scholar Zone is kept confidential. It will be shared with program staff, only as appropriate to do so, to assist in providing the best care for your child.

Parent Concerns

In the event you have a concern regarding Summer Scholar Zone, please email the Director, Nadia Hussain, at scholarzone@novaclassical.org. If you would like to set up a meeting, that can also be arranged.

After having contacted the Director, if you feel your concern has not been resolved, please discuss it with our Lower School Principal, Brooke Tousignant. She can be reached at btousignant@novaclassical.org.

We will strive to address concerns/questions that you or your child may have regarding Summer Scholar Zone. Please encourage your child to speak directly to a staff member immediately about any issue they may have. This will allow us to address them in a timely manner. Ultimately, we will always strive to create a safe and inclusive environment for all.

Parent Conduct

We want to promote a healthy atmosphere and have our program represented in a positive manner at all times. To help aid in this goal, parents must agree to and promote the following Code of Conduct:

- Parents will conduct themselves in a manner that represents the virtues we teach at Nova; including honesty, respect and responsibility.
- Parents must refrain from using foul language at all times, while in the presence or near the Summer Scholar Zone children or staff members.
- Parents will not show or exhibit derogatory conduct towards any staff member, child or other parent.
- The use of drugs, tobacco or alcohol is prohibited in and around the school building and the Summer Scholar Zone children and staff.
- Parents will not be allowed to take pictures or videos of other children in the Summer Scholar Zone program due to our Nova Media Permission restrictions.
- All parent communication, concern & conducts information applies to authorized individuals when they are acting on behalf of parents.

Student Information

Staff members are expected to demonstrate responsibility, dependability and good judgement. We will strive to create an environment that always shows care, respect and safety for children. Staff members are experienced in working with children, have had a criminal background check, safety training and are First Aid/CPR trained.

Classes are staffed using the ratio guidelines laid out by MDH. Supervision may be increased for activities/events due to the number of students and the nature of the event or activity.

Summer Scholar Zone staff have many responsibilities throughout their day. Some of those include:

- Provide a safe, supportive and fun atmosphere for the students.
- Address children, parents and other staff in a respectful and kind manner.
- As mandated by law, they must report any evidence or suspicion of child abuse or neglect.
- Communicate with parents about their students' day.
- Build a healthy, positive relationship with students and parents.



Safety & Security

Our program opens at 8:00AM. Although the staff will arrive prior to that time, they are unable to provide care until the official start time.

The Summer Scholar Zone cell number is 651-706-2375. Parents must call this number for drop-off and pick-up of students. This phone is only used for drop-off, pick-up and emergencies (defined as health related or urgent change in authorized pick-up) during regular hours (8:00AM - 5:00PM). For general information or questions about the program, please email scholarzone@novaclassical.org.

Drop-off/pick-up for the summer will generally occur at the main school doors on Victoria Way. If not, the staff will let you know the most convenient place to meet, based on the groups location, when you call.

Parents must accompany their children to a staff member and must not leave children until they are properly and safely signed in and under staff supervision.

For the safety of each student, we will use an iPad system for sign in/sign out each day. This system records the sign in/sign out time and authorized person picking up your child. Your child will be released only to people listed as authorized individuals on your account, unless the Director has been notified otherwise via email. In an emergency, you may call to inform the staff if someone else will need to pick up your child. We will need their name and a phone number for them. The staff is required to ask for photo identification. This is not to cause offense, but rather to ensure children's safety.

If there is a court ordered custody agreement, we are legally bound to respect the order of the legal document. It is the responsibility of the guardian who holds the legal custody to provide us with a certified copy of the most recent court order. This copy must be on file with Summer Scholar Zone and updated by the custodial parent. If no court order is on file, both legal parents will have access to information and to the child.

Generally, there is not a strict drop-off or pick-up window, however, please be aware that we will follow a daily schedule, meaning your child may miss part of an event or activity if they arrive late or are picked up early. Be mindful of event or activity that may be taking place when you arrive, and be prepared to meet up with the group at their location, if necessary.



Transportation

We are unsure about whether or not we will be going off campus for any field trips or events this summer. A transportation authorization will be included in your registration question, nonetheless. This applies to going off campus on foot for nature walks, picnics, scavenger hunts and other various activities. Our Summer Events Calendar will highlight the days in which we will be going off campus for these activities. Although we never go far, we always bring along with us our emergency backpack, Scholar Zone phone, water bottles and other essential items.

Illness & COVID-19 Protocols

Please be sure to keep your child's emergency contact information current. Summer Scholar Zone does not have access to school health information, so families need to keep us updated on information.

For the safety and health of all the children and staff in Summer Scholar Zone, please do not bring your child if they are ill, especially if they are exhibiting Covid-19 symptoms. Please notify the staff of their absence and note any important details related to the illness as contact tracing may need to be done on a case by case basis. Children are not allowed to be in attendance if they have any of the following symptoms:

- Fever of 100° or above
- Vomiting
- Diarrhea
- Eye drainage
- Bacterial infections (strep, etc.)
- Contagious illness (chicken pox, etc.)
- Head lice (presence of lice or nits)
- Covid-19 Symptoms (use latest CDC/MDH guidance)

Children must be free of symptoms without the use of medication for at least 24 hours prior to returning to Scholar Zone.

Covid-19 Protocols

Summer Scholar Zone, in accordance with MDE and MDH guidelines, will use the COVID-19 Decision Tree and any other up to date and relevant resources when determining next steps after any cases or exposures are reported.

Parents must notify the Director if their child contracts a communicable illness/virus/disease as soon as it is diagnosed. When this occurs, the Director will notify other families in the program on a case by case basis, via email, so they are aware to watch for symptoms. Confidentiality will be a top priority.

If your child appears to be ill, you will be contacted and asked to pick them up within one hour. Your child will be kept comfortable until you arrive. If a parent cannot be reached, staff will contact the authorized individuals listed on their registration.

Medication & Accidents/Injuries

Medication Information

Children are not allowed to have any medication in their possession. Our policy is that the staff may only dispense prescribed medications in the original container to the student named, with the original label (name, dosage, directions, and not expired.). A parent authorization form must be signed before staff can administer medicine. Medication will be returned to parent/guardian, or destroyed, if unused. **We do not administer non-prescription medication.** Sunscreen and/or bug repellent, if needed, will only be administered according to manufacturer's instructions. All medications & bug repellent will be stored according to the original container.

For medical safety reasons, Scholar Zone staff members do not administer insulin shots, Diastat, or other medications requiring similar administering procedures. We will do our best to work with the parents to find a safe and reasonable accommodation, if this is needed.

All allergy action plans, signed by a parent/guardian will be on file and must include a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction and procedures for responding to an allergic reaction including medication, dosages and doctors contact information.

Accidents/Injuries

We follow school policy for minor accidents/injuries. We will keep a record of the incidents. For minor incidents staff will inform parents at pick up. For a serious injury staff will care for the student, and a parent will be contacted immediately, allowing you to determine the next steps. If staff members feel it is an emergency situation, 911 will be called and paramedics will determine actions to take. If a child is taken in an emergency vehicle, a staff member will accompany that child to the medical facility and remain with them until a parent or authorized individual arrives.