

Greendale Park and Recreation Department  
5647 Broad Street  
Summer Adventure Club 2018  
**“Frequently Asked Questions”**

Thank you for your interest in the Park and Recreation Department’s Summer Adventure Club for your child(ren), ages 5 (age as of June 11th) through 12. We hope that this “Frequently Asked Questions” information will assist you in making an informed decision regarding your child’s care for this summer!

Q – Questions

A – Answer

**Q - When and where do I submit my weekly schedule?**

A - Schedules and payment are due no later than Tuesday for the following week. Schedules and payments for the week of June 11-15 care, must be turned in at the Park and Recreation office by June 5th. After that first week, you are responsible for dropping off your payment and completed schedule with the staff at the S.A.C. by Tuesday (or Tuesday at the Park and Recreation by 6:30 p.m.). Because we allow week-to-week scheduling for the summer, we do our staffing by the week also. Staff schedules are done every Wednesday morning so staff can plan their next week. As a courtesy to our staff and the program, please turn your schedule in on time. This also is your only guarantee for placement the following week.

**Q - What if I do not turn in my schedule by Tuesday?**

A - Schedules that are not turned in by Tuesday will be considered late. Late schedules must be submitted directly to the Park and Recreation Department. Schedules will be assessed a **\$5.00** late fee and will be evaluated on a case-by-case basis. **If your schedule is late, we cannot guarantee care for the following week.**

**Q - Once my schedule has been submitted on Tuesday, and I find that I need to add a day that I did not schedule, may I add care late?**

A - This will be evaluated on a case-by-case basis because we base our staffing, certain activities and/or field trips around the number of students we have registered for the week. If we are able to accommodate the student, there will be a **\$2.50/child/day** add-on fee assessed.

**Q - May I switch days once my weekly schedule has been submitted?**

A - No, you may not switch days once you have submitted your schedule. You may change your schedule, however, from week - week when submitted on Tuesdays.

**Q - Does my schedule need to be the same every week?**

A - No. Schedules may vary week to week and there are no minimum days required.

**Q - If there is a week I will not be needing care, must I turn in the weekly schedule form?**

A - Yes, we would appreciate it if you would submit a weekly schedule with your child’s name on it. Please draw a line through the schedule and indicate that "no care is needed".

**Q - How many hours may I schedule my child each day?**

A - We have a 10-hour maximum that your child may attend. Summer School/Park and Recreation/band/orchestra hours that occur in the middle of your child’s day count as part of this 10 hours (maximum).

**Q - If my child is attending a summer school class or a park and recreation program and will not be using a full day of care, do I get a discount on the daily rate?**

A - No, there is no prorating of the daily rate.

**Q - Do I have to sign my child in and out at the site each day?**

A - Yes. You must escort your child(ren) to the S.A.C. room in the morning to sign in and you must come in for pick up and then sign your child(ren) out. If your child(ren) is in summer school and they are going directly to their first class (not to the S.A.C), you will not need to sign them in. We will meet them after their summer school class is complete (**per your instructions on your weekly schedule form**) and escort them back to the site at which time they will be signed in by the staff.

**Q - Will I receive a credit if my child is sick or misses a submitted date?**

A - No, we do not credit days that you have already scheduled with us due to staffing.

**Q - If my child is not attending on a “scheduled” day, do I have to notify the SAC staff?**

A - Absolutely! If you know in advance, you may leave a message with a staff member; otherwise, contact information will be provided upon your registration.

**Q - Do I need to provide a lunch?**

A - Yes, you need to provide a lunch and beverage but we will be providing a breakfast snack in the morning and an afternoon snack. We will be having “Pizza Fridays” on the following dates... **July 6, July 13, July 20, July 27, August 3, August 10, and August 17.** On these Fridays, you may either send a lunch, or send **\$4.00** (exact change please) with your child for pizza, chips and juice.

**Q - Is there a multiple child discount given for care?**

A - No, family discounts are not available.

**Q - If my child is participating in activities scheduled at Greendale Middle School (such as a summer school class or a park and recreation class), how do I notify the S.A.C. staff and will they escort him/her to the class?**

A - If your child is attending a class for which they will need to be escorted to, just complete the Summer School/Park and Recreation section on the bottom portion of your weekly schedule form! We will escort them to and from the class, provided it is in the Middle School (or to Canterbury for Summer School classes only).

**Q - What if my child has a food allergy?**

A - Make sure you have notified the staff at the site of the allergy and any medication that needs to be on hand. All staff members will have access to the list of all allergies. An area will be designated for children who have peanut allergies or other severe food allergies to eat safely.

**Q - How are behavior issues addressed during the program?**

A - There are overall certain behavior expectations that are required of the children that are provided on the “Behavior Expectations” sheet provided in registration packet. In addition, each group leader creates, along with the children, a list of expectations which are posted in their group area. In any situation creating an unsafe behavior, a “Progressive Guidance Action Plan” will be implemented between the parent and staff. In extreme circumstances, child(ren) may be immediately dis-enrolled in the program by the department upon conversation with the parent.

**Q - I understand that in order for my child(ren) to participate in the S.A.C. program, he/she must be able to provide “self-care”. What happens if he/she has an “accident”?**

A - If you are concerned an “accident” may occur, you are more than welcome to keep an extra set of clothing at the site. The staff will send the child(ren) to the restroom if an “accident” occurs.... however, the child(ren) must be able to physically change and clean themselves (self-care).

**Q - What methods of payment are available?**

**A** - Cash, checks (made payable to the “Greendale School District”), and credit card payments. If you choose to pay with a credit card, you must register your credit card (unless paying with your credit card in-person at the Park and Recreation Department). We accept Visa, MasterCard, and Discover.

**Q - Will I receive a financial statement at the end of the program for my participation in this program?**

**A** - Yes, you will receive a statement by January 31, 2019; however, it is highly recommended you keep your weekly receipts. These receipts are placed in your child’s individual folder at the site. You may pick them up weekly or at the end of summer. The tax identification number you’ll need to use when filing your taxes is 396002357 and is affiliated with Greendale School District. If your address changes prior to January 2019, it is your responsibility to notify the Park and Recreation Department. ***A \$10.00 charge will be required for reprinting/resending any statement.***

Again, thank you for your interest in our Summer Adventure Club program!