

HEROES ROCK!

St Mark Youth Enrichment
Summer Heroes Academy

1201 Locust St

Week 1 ~ Rockin' Friendships

Week 2 ~ We Rock Our Community

Week 3 ~ Rockin' Adventures

Week 4 ~ Rockin' STEAM

Week 5 ~ We Rock the World

Week 6 ~ Heroes Rock!

CONTACT INFORMATION

Melanie Seier
Program Coordinator
563-582-6211 ext 103

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Associate Director
563-582-6211 ext 105



St. Mark Heroes Summer Academy



2018 Theme – Heroes Rock!

Dates and Weekly Themes

Program dates are June 11th – July 27th, there is no program the whole week of July 4th

- Week 1 (June 11-June 15): Rockin' Friendships
- Week 2 (June 18-22): We Rock Our Community
- Week 3 (Jun3 25-June 29): Rockin' Adventures
- **No program the week of July 4th (July 2-July 6)**
- Week 4 (July 9– July 13): Rockin' STEAM
- Week 5 (July 16-July 20): Rock the World
- Week 6 (July 23-July 27): Heroes Rock!

Summer Goals

1. **Increase** Reading Proficiency
2. **Involve** 'Family' in Learning
3. **Model** a Healthy Lifestyle and Citizenship

Our staff will offer a variety of different activities daily which may include:

- Literacy
- Music
- Computers/Nooks
- Science/Nutrition
- Arts/Crafts
- Physical Literacy/Outdoor Games
- Field Trips
- Character Development Lessons

Movies may also be shown. All movies will be rated 'G' unless the families are notified in advance of a 'PG' movie.

PROGRAM DESCRIPTION

The St. Mark Heroes Summer Academy is an education-based program that makes math and literacy fun by using different themes every week. Summer Program includes hands-on activities and educational field trips or guest presenters. Students will receive a t-shirt and 7 books to keep at the end of program. Summer Program is open to students entering grades K-5th in the Fall of 2018.

This program is community collaboration between St. Mark Youth Enrichment, the Boys and Girls Club, and Leisure Services, as well as other outside enrichment providers, including but not limited to; Boy Scouts, Girl Scouts, ISU, Hillcrest, Swiss Valley, and the Mississippi

River Museum. Student information is shared with outside enrichment providers for programming purposes.

KEEPING YOU INFORMED

We want to make sure you know about all the exciting adventures your kids will be doing during the Heroes Summer Academy!

Before the Heroes Summer Academy: You will receive details via a Welcome Letter, outlining the drop off and pick up procedures. You will also receive weekly letters informing you of field trips your student will be partaking in and other information. This information will also be posted at program locations.

Please sign up to receive notifications via text during your Parent Information Session.

PROGRAM HOURS

Program runs from 8:30-12:30, M-F, and includes lunch. Students may be dropped off at the Boys and Girls Club starting at 8:05 a.m. for breakfast. Summer Program is held at St. Mark Youth Enrichment at 1201 Locust St. and at the Boys and Girls Club next door. Summer Program runs from June 11th – July 27th, **with no program the entire week of July 4th (July 3rd-July 7th).**

AFTERNOON OPTIONS

St. Mark is partnering with the Boys and Girls Club and Leisure Services to provide full day options. At 12:30, St. Mark Heroes Summer Academy ends and your student has **four options**:

- 1. Your student will be picked up daily from St. Mark at 12:30.**
- 2. Your student will sign out and walk home daily from St. Mark at 12:30.**
- 3. Your student will sign out of St. Mark and sign in to the Boys and Girls Club daily at 12:30. Students must leave the Boys and Girls Club daily by 2:45 p.m.**
- 4. Your student will sign out of St. Mark and walk with staff to Prescott Elementary School and sign in to the Leisure Services program at Prescott daily. Students must leave Leisure Services by 5:30 p.m.**

One of the above options will be chosen during registration, and **your student will need to do the same thing each day at 12:30**. If your student will be picked up before 12:30 for any reason, please contact your child's teacher to let them know by 11:00 a.m. If your student enrolls in either the Boys and Girls Club option or the Leisure Services option, your student can be picked up any time after 12:30, but no later than 2:45 for the Boys and Girls Club and 5:30 for Leisure Services.

ENROLLMENT

To complete your registration:

5. Complete registration form.
6. Pay any outstanding program fees.
7. Pay the non-refundable \$25 PER FAMILY registration fee.
8. Attend Parent Information Session and make arrangements to pay the summer tuition fee.

Registration requests are approved on a first-come, first-served basis; classes will close as they reach capacity.

The tuition of \$250 is per child. All tuition payments should be made by May 31, 2018. **No family will be turned away because of inability to pay program fees!**

ENROLLMENT QUESTIONS?

Please contact Melanie Seier, at mseier@stmarkyouthenrichment.org or 563-582-6211, ext. 103.

BILLING INFORMATION

The fee for Summer Program is \$250 for 6 weeks, but partial or full scholarships are available as needed. You will receive a bill in the mail if you have not already paid.

If you have any questions regarding billing please email or call Linda, at office@stmarkyouthenrichment.org or 563-582-6211, ext. 101

PAYMENTS

PayPal-Payments can be made through the link on the St. Mark website at www.stmarkyouthenrichment.org.

Mail-Payments can be mailed to our office address.
St. Mark Youth Enrichment
1201 Locust St.
Dubuque, IA 52001

Walk-in-St. Mark Youth Enrichment Office, Hours: 8:00 a.m.-5:00 p.m. Monday-Friday. There is also a locked drop box located at our office (on the door facing 12th street).

BILLING QUESTIONS/SCHOLARSHIP QUESTIONS?

Please contact Linda Schmidt, at office@stmarkyouthenrichment.org or 563-582-6211, ext. 101.

BREAKFAST AND LUNCH

The morning at the St. Mark Heroes Academy starts with the option of a healthy breakfast at 8:10am at the Boys and Girls Club. Students then transition into their learning areas. Lunch will be served for all students in the summer program at the Boys and Girls Club.

TRANSPORTATION

Parents/Guardians are responsible for the arrangement of transportation to and from Summer Program.

ARRIVAL TO PROGRAM

We ask that children show up for program on time. Staff will be available in front of their assigned building 10 minutes before the start of program. Children and parents may not enter the building before that time.

All students are to be dropped off at the front doors of The Boys and Girls Club, located on Locust St. This is a one way street. If you do park and walk your child in, make sure to feed the meter!

DISMISSAL FROM PROGRAM

All students are picked up in front of the St. Mark Center, located on Locust St. This building is right before The Boys and Girls Club and looks like a church. Again, make sure you feed the meter when you leave your vehicle to sign your student out. Students will be lined up by classroom at 12:30, and sign out is required.

Program staff is required to ask for a photo I.D. from anyone attempting to pick up a child. Staff will not release your child to anyone who has not been listed as an “Authorized” Pick Up person, with exception of authorities if necessary. If an unauthorized person comes to pick up your child, you will be contacted. If you cannot be reached, your child will be held at program until an alternative, authorized pick-up person arrives. You will also be charged a late fee and may not return your child to program until that fee has been paid.

LATE PICK-UP

If someone has not picked up the child after program is finished, they will be charged a \$15.00 late fee. Children cannot return to regular program until the fee for being late has been paid.

PERSONAL BELONGINGS

Children are encouraged to leave toys or personal items at home. This includes any electronic devices such as game boys, cell phones, etc. If toys and/or electronic devices are brought to program, the lead teacher may take them away to avoid distractions as they are not to be at program. Children are responsible for their own items. Lost or broken items are not the responsibility of the St. Mark program.

CHILDREN'S CLOTHING

Children should be dressed appropriately for inside and outside activities, including sunscreen. Children will be expected to apply and/or provide their own sun block and bug spray when needed, this typically would be necessary when attending certain field trips. Please be sure to label any coats or sweatshirts to avoid lost items. Children should wear tennis shoes to program. Sandals and/or flip-flops are not appropriate for our programming as the students are very active. If your child is wearing inappropriate and or offensive clothing they may be sent home or asked to wear a field trip t-shirt.

PROGRAM ACTIVITIES/FIELD TRIPS/ENRICHMENT

We offer many fun activities within our Summer Program. These may include on-site projects, on-site presenters, or off-site field trips. There are no additional fees for these special activities. Pertinent information will be shared alerting you to all of the special activities in advance. Please take the time daily to converse with teaching staff.

As a general rule your child will not need, nor be allowed, spending money on field trips. There may be one field trip where spending money will be allowed; please watch for information shared by St. Mark staff.

As a part of the initial online registration for Summer Program, permission for participation in field trips and other enrichment opportunities is granted. All children must attend the field trips and enrichment activities, or the parents/guardians will need to make arrangements for alternative care. Student's basic contact information may be shared with community enrichment providers.

Each child will receive a St. Mark t-shirt at the beginning of the summer. These shirts must be worn on all field trips. Our summer staff will be responsible for keeping them at the end of each field trip and washing them accordingly. At the end of the summer your child will be able to bring home his or her t-shirt.

TRANSPORTATION for FIELD TRIPS

Your child will be transported by trolley, walking, bus, or otherwise notified.

ILLNESS

Children who are ill cannot attend program. You will be contacted to pick up your child if they have the following symptoms:

- Vomiting
- Diarrhea
- A temperature

If your child is ill, he or she will be separated from activities to rest. You are responsible for picking up your child within 1 hour of being contacted. If we are unable to reach you, we may call a person listed under the emergency contacts to pick up your child if you cannot do so.

MEDICATION POLICY

Please administer any medication to your child before attending program. We do not have a nurse on staff and therefore will not be able to administer any medication throughout the day.

INJURY REPORTS

If injuries occur when your child is at program you will receive an injury report stating what happened and what first aid measure was applied. If the injury occurs on or near the head, our staff may contact you to let you know what happened in addition to filling out the injury

report form. You will be asked to sign-off on the injury report form after receiving it. You will get a copy for your records as well.

EMERGENCY

In the event there is an emergency and your child requires emergency care, we will take the following steps:

1. Administer basic first aid as needed.
2. Contact parent/guardian of child. If unavailable or not able to reach we will call on the emergency contacts listed.
3. Contact hospital preference if necessary.

STUDENT BEHAVIOR GUIDELINES

All behavior issues are documented. If a child's behavior becomes a concern the parent/guardian will be contacted by St. Mark Administration to discuss a proactive behavior plan, suspension, and/or removal from program. We recognize that St. Mark may not be an appropriate environment for all children. If a child has ongoing behavioral issues, we reserve the right to remove him/her from the St. Mark program. To ensure St. Mark is the right fit for your child, please read the St. Mark Experience form carefully. If you have questions or concerns, please contact Melanie Seier, Program Coordinator at mseier@stmarkyouthenrichment.org or 563-582-6211, ext. 103.

SOCIAL EMOTIONAL LEARNING/CONSCIOUS DISCIPLINE

We utilize Conscious Discipline in all our programs. Conscious Discipline is a research-based, developmentally appropriate, social-emotional curriculum that teaches both adults and children healthy social skills, conflict management, and emotion regulation skills. We introduce the concept of a “school family” to our programs, with the understanding that when children feel safe, connected, and that they belong, they will then be ready and willing to learn and actively participate.

St. Mark is committed to the principle of guiding our children in a respectful way. Adult staff are expected to engage with children in a way that supports self-discipline, and in a manner that seeks to assure their compliance and cooperation with necessary procedures and proper behavior. Positive means, such as providing modeling, offering clear directions, reasoning, giving two positive choices, and using reflective language and questioning, may be used. All staff are trained in Conscious Discipline, and are expected to implement Conscious Discipline at program. This includes proper use of the Safe Spot, assigning student jobs, proper use of the Time Machine for conflict resolution, and creating a “Site Family” where each student feels safe, connected, and knows he/she is a valuable part of the school community. St. Mark programs do not use sticker

charts, rewards, or bribes to motivate students, nor do they use punishments such as time out, withholding recess time, withholding snack, or punishing the whole group for the behaviors of a few (such as making all students stand in silence for a designated period of time). Program Coordinators are available to observe and assist with Conscious Discipline implementation and student behaviors.

If your child is having difficulty during program, we ask that you share your concerns with the site staff and/or Program Coordinators. We value your open communication, and our primary focus is always your child's safety and well being. When bringing concerns to our attention, please do so in a respectful manner, knowing that our priority is always to assist your child and address your concern in a timely and effective manner.

To learn more about Conscious Discipline:

Check out www.consciousdiscipline.com or

Contact Melanie Seier, at

mseier@stmarkyouthenrichment.org or 563-582-6211, ext. 103.

**Parent/Guardian Agreement with St. Mark Youth
Enrichment
Summer 2018**

1. I agree to read the parent handbook that has been provided to me.

Program

2. I understand and permit my student to participate in all activities, including field trips and special events throughout the summer both walking and riding trolley/bus.
3. I understand and permit my student to participate in computer activities during the St. Mark program.
4. I understand that St. Mark Youth Enrichment partners with the Boys and Girls Club to provide summer programming, and that my student will be utilizing space provided by the Boys and Girls Club.

Family Engagement

5. I agree to send my student with appropriate clothing for the St. Mark program, including sunscreen when needed.

6. I will read newsletters and flyers that come home from St. Mark Youth Enrichment and if necessary, return any forms in a timely fashion.
7. I understand that I am invited to attend family engagement opportunities this summer.
8. I will like St. Mark Youth Enrichment on Facebook in order to get program updates, if possible.
9. I will sign up to receive notifications via text pertaining to summer activities for my student(s).

Student Behavior/Information

10. I agree to keep my student's medical, behavioral and contact information up to date with the St. Mark staff, if this is not done, he/she may be removed from program.
11. I will communicate with St. Mark staff to ensure that my student is successful in the summer program.
12. I understand that the behavior of my student during program time will greatly affect his/her presence in program. If my student is not able to behave in a safe manner, I understand that I will be expected to make other arrangements for my student on that day.

- 13.**I understand that if my student is not able to behave in a safe manner, I must be available to pick my child up immediately, and reachable via phone to come in a timely manner.
- 14.**I understand if St. Mark deems the actions of your child inappropriate, disciplinary steps may follow, which may include suspension and/or removal from program.

Pick-Up

- 15.**I will be on-time to pick up my student at my designated pick-up time.
- 16.**I will come inside the building to sign my student out when necessary and will have my ID with me.
- 17.**I will pick up my student, or have an approved person from the registration, pick-up my student immediately if he/she is sent home from the program or becomes ill.
- 18.**I understand that if I am unable to arrive on time I need to call and that I will be charged accordingly for being late and need to pay that fine before my child can return to program. I also understand that if I do not pick up my student by 5pm actions listed in handbook may take effect.

Full Releases from online Registration

19. Media Recordings Release

I **grant** permission to St. Mark Youth Enrichment to use images (photos or videos) of my student for marketing purposes, which may include, but are not limited to: displays, publications, brochures, social media, and newsletters.

20. I authorize the Dubuque Community School District to exchange educational records and recommendations with St. Mark Youth Enrichment. The purpose of this exchange of information is for the 21st Century Grant reporting and to assess the impact of programming on student academic performance.

I permit the exchange of information by the methods of written records and verbal exchange of the information described in this release by the agencies specified. This authorization is good through September 1st, 2019. I understand that I may revoke this authorization in writing at any time; however, this does not affect information shared prior to my request for revocation. As appropriate, those identified as having legitimate educational interest may review the information received. The information may be used in the future, including if the student moves, for the

purpose of education decision making.

I understand my rights related to this exchange of information. As per the conditions described, I consent to the exchange of information with St. Mark Youth Enrichment, 1201 Locust St, Dubuque, IA.

21. I authorize St. Mark Youth Enrichment to exchange information with outside enrichment providers, including but not limited to: Boys and Girl Scouts, ISU, Swiss Valley, Hillcrest, Leisure Services, and the Boys and Girls Club for programming purposes.

22. Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement

I RELEASE and DISCHARGE, in advance, St Mark Youth Enrichment from any and all liability whether known or unknown, even that liability which may arise out of negligence or carelessness on the part of me or my student. I further agree to forever HOLD HARMLESS and INDEMNIFY St. Mark Youth Enrichment generally and specifically from any and all liability resulting in any way from my student's participation in this program.

I have read the foregoing document and understand its terms and freely and voluntarily sign the same.

USDA Non-discrimination Statement:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html. Or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Our Partners



**BOY SCOUTS
OF AMERICA**
NORTHEAST IOWA COUNCIL



www.stmarkyouthenrichment.org