



May, 2019

Dear Parents,

We are looking forward to a great summer of playing, growing, and learning with your child. The policies and procedures for our program as well as the All Hazards plan can be found on our website at GetintoGEARS.org under Kids Center. If you have any questions, please contact the office. Below is a list of highlighted policies that we would like to bring to your attention.

Starting June 3rd - June 7 All children ages 3 to 6th grade will be at GEARS Community Center.

Beginning June 10 - July 31st, K - 6th grade will be at East High Monday - Thursday and the Community Center on Fridays. Preschool and Pre-K will stay at the Community Center Monday - Friday.

Starting Aug. 1 - August 21st all children will be at Community Center Monday - Friday. These dates are clearly marked on the summer calendar.

This form needs to be signed and returned to the office the first week of the program.

HIGHLIGHTED POLICIES/PROCEDURES SUMMER 2019

- 1) Dress Code- Short shorts and strapless shirts are not allowed at the program.
- 2) Please bring comfortable shoes for walking and active play.
- 3) Children will **NOT be allowed to bring electronics**. This summer other toys are allowed to be brought from home but GEARS is not responsible for lost or stolen items.

- 4) On field trip days, during field trip hours, there will not be care for any children at the center location, except baseball trip.
- 5) Payments are due every Monday. There will be a payment box at our East High and Community Center sites for your convenience. **Please make tuition payment separate from activity money.**
- 6) If your child chooses to sign up for swimming, they must bring a towel and a change of clothes. - **NO Bikinis allowed**
- 7) If your child does not attend an activity you paid for, you must complete a refund form and submit it the same week of the missed activity in order to receive a credit to your account.
- 8) At any given time, we will show G rated or PG rated movies. Please contact us if you have specific instructions regarding your child.
- 9) We would ask that each child bring an extra set of clothes to allow for spontaneous activities that could involve water, dirt, or paint etc.
- 10) Children need to bring a bottle of water with them every day.
- 11) Perishable lunch items need to be labeled with the child's name, taken out of lunch boxes and placed into the fridge. Whole lunch boxes should not be in the fridge. There will be a limited number of microwaves available during the summer program.

I would like a copy of this form.

I would like a hard copy of the policies and procedures.

By signing below, I agree to follow the GEARS Kids Center policies stated in this letter and on the website. When policies are updated, I understand that I will receive a letter informing me of the changes.

Child/ren's Names _____

Parent Signature _____ Date _____