



ESA Summer Program

5330 S. Racine Ave.

New Berlin, WI. 53146

262-682-4919

Welcome ESA Summer Program Family. ESA believes in providing a high quality, energetic, fun filled summer for your child/ren. Our Summer Program is open Monday-Friday and runs June -August. We are open from 7:00 AM to 5:00 PM. We will be closed on July 4th. We serve ages 5 years to 14 years. We are licensed for 200 children.

ESA understands the importance of active play. Our programming will incorporate developmentally appropriate active play, quiet activities, and interest areas that will pique each child's individual interests that meet their social, emotional, cognitive, creative, and physical development. ESA will use themes throughout the summer to plan programming. ESA is a secular organization.

ESA's philosophy is to provide children an environment that helps build skills, create friendships, and meets the needs of the whole child.

We have an "open door" policy and welcome family visits at any time. Parents and guardians have access to ESA Summer Program spaces during ESA Summer Program hours. Please check in with the program director for assistance.

In case of an emergency, families will be notified via social media, website, and phone calls.

The Wisconsin Department of Children and Families DCF 251 Guidelines, License Certificate, and results of the latest licensing visit can be found outside of the program director's office door. Policies, notices, and other information will be found at the entrance of the children's areas.

Our team is oriented to the ESA way through orientation and monthly trainings.

Attendance and Enrollment

When you enroll you will be able to choose the weeks or days your child/ren will attend. A minimum of 2 weeks or 2 days/week is required for enrollment. A registration fee of 75.00 is due at enrollment. All forms and payment for the chosen weeks must be completed and turned in 5 weeks prior to the summer program start date. Payment options are using the EZ system or via check. *Refunds of fees are not permitted.

If your child will not be present on a scheduled day please call ESA before 9:00AM. If we do not hear from you, we will contact you.

Required forms:

Child Care Enrollment Form - signed

Child Schedule Form - signed

Immunization Form

Health History/Emergency Care Plan - signed and update every 6 months

Sunscreen Form - signed



Photo Policy - signed

Children must be fully toilet trained and have the ability to participate in the activities offered.

Daily Routine

Safety and security are important to us. Children must be walked into their designated space. Place child's backpacks in space provided. Parents/guardians must sign in and sign out their child/ren daily. Please let ESA staff know of any changes for the day. We have an "open door" policy. Please check in with the office when visiting. Please follow any court orders that may be in place. We will follow court orders on file.

Child Guidance

Our goal is to set up an environment that is positive and supportive. The ESA team will use many guidance methods including positive reinforcement, natural consequences, choices, and redirection. Rewarding positive behavior is our goal. We also look to our families for ideas that may work with their child. Rather than "time outs" ESA will use the "time in" approach, where a child will be paired with an ESA team member for a certain amount time (to not exceed one minute per year of child's age). During the "time in" the child will be given activity choices. If a child is distraught the ESA team will help the child calm through deep breathing, walking away from the situation and "talking it out".

*If there are continual behavioral issues that ESA are not equipped to handle, we will give families notice that care can no longer be provided.

Schedules

Each family will complete a schedule form outlining which weeks or days and hours their child/ren will be attending. Your tuition is based on the schedule form. If you need to add weeks or days (if available) the office needs to be informed, via email, at least a week in advance. If the additional week/s or days are approved, payment will be due immediately.

Attendance/Absences

You will sign your child in and out daily in your child's set area. If your child is scheduled to attend but is ill or you are keeping your child home, please call ESA by 9:00 AM to inform the office. If we do not hear from you by 9:00 AM, we will try to reach a parent or guardian using the number on your registration form.

Tuition/Payment

Tuition and registration fee will be due 5 weeks before the start of ESA Summer Program. Payment will be made using the EZ system or a personal/business check. If the check returns as NSF there will be a \$40.00 charge added to your account.

There is a 10% discount for each additional child. Please call for assistance.

Annual registration fee is \$75.00



Non-payment of tuition will terminate enrollment.

Nutrition

Nutritious, healthy, and delicious choices are important to your child's growth. ESA will provide a morning snack, lunch, and an afternoon snack that meets USDA guidelines. If you choose to provide your child/ren with a meal, please follow the USDA requirements. Food allergies will be posted in the kitchen area and each age group areas. If your child has an allergy to a food that is on the menu, please provide an alternative snack/meal. The snack/meal you provide must meet USDA requirements. ESA will provide the guideline upon request. Menus will be posted in each group area. Meal and snack time will be a relaxed social time. Children will be encouraged to try the items served. If there is a change to the daily menu, the change will be written in or added so families are made aware. Each group will have a designated snack/meal time which is posted on the daily schedule. Milk is served with lunch, daily.

If you choose to bring in a birthday treat it must be store bought and have an ingredient label.

Health and Wellness

Using the Wisconsin Licensing and Regulations procedures, we have set our health and wellness policies for the health and safety of the children and team members in our facility.

Each child must have an Immunization Form and a Health History/Emergency Care Plan Form on file.

One of the most frequent questions we receive is "When should my child stay home?" Children should be kept home when:

- Vomiting - child should be emesis free for 24 hours. If your child is vomiting at ESA you will be called to pick up within 1 hour and child should remain out of program for a minimum of 24 hours.
- Discharge from eyes - if your child's eyes are inflamed and/or have discharge, you will be asked to pick up within 1 hour.
- Fever - if your child has a fever over 100°F you will be asked to pick up your child within an hour.
- Lice - if your child has a suspected case of lice, you will be asked to pick up your child within an hour and a head check must be done by a health care professional and a form signed stating they are free to return to program.
- Rash - if an undefined rash is noted, you will be called and asked to pick up your child within an hour.
- Diarrhea - if your child has 2 episodes within an hour you will be asked to pick up within an hour and child should not return until diarrhea free for 24 hours.
- If your child has a communicable disease such as but limited to: ringworm, measles, chicken pox, impetigo, mumps, and other infectious illnesses - a signed note by a health care provider stating your child is no longer contagious will be needed.

*A communicable disease notice will be placed in the room/area that is affected.



Children with symptoms will be temporarily isolated. A team member or office person will contact you and pick up should occur within 1 hour.

Handwashing by ESA team members and children will occur before meals and snack, after outside times, after bathroom usage, and when deemed necessary.

If your child is injured, you will be notified via an incident report. Injuries to head and face will be reported to parent/guardian via a phone call. If your child is seriously injured, we will call a parent/guardian immediately while another team member will call 911. If hospital transport is necessary, an ESA team member will go with the child and stay until a family member arrives. Transport will be to the closest Emergency Room.

Medication

ESA Summer Program will not administer OTC medication (over the counter) nor prescribed medications. The medications allowed on premises will be rescue inhalers and EpiPens. The Medication Form must be signed and updated as necessary. Medications must be in original containers and clearly labeled. Medication must be removed at end of program. Medication will be stored in the program director's office.

Photo Policy

ESA will be taking photos of the fun activities your children will be experiencing. The Photo Policy Form will give ESA permission to photograph your child/ren at play. With your permission we may use the images on social media, post within the children's areas, and ESA marketing materials. We will only use photos as stated and with your permission.

Outdoor Play Policy

Playing outside is important to the development of a child's sense of self, balance, social skills, increases attention span, reduces stress, and increases vitamin D levels. In other words, playing outside is important. We will be going outside a minimum of 2 times a day. We will closely monitor the ever-changing Wisconsin weather and follow state guidelines. Footwear is an important aspect of outside play. Please provide your child/ren with tennis shoes and socks for outdoor play activities.

Necessary Items

Your child will need a labeled water bottle, a complete change of clothes (in a labeled zipper bag), appropriate footwear, sunscreen (labeled), and a capacity to have fun!

A backpack is the easiest way for your child/ren to bring the necessary items on a daily basis. Please label all items. ESA is not responsible for lost or stolen items.



ESA Summer Program

Parent/Guardian Policy Signature Page

- All necessary forms must be completed, and fees paid 5 weeks prior to start date
- Anyone scheduled to pick up your child/ren must have a photo I.D. and ESA must be notified prior to pick up
- Parents/Guardians must sign in and sign out their child/ren daily
- ESA Summer Program hours are 7:00 AM to 5:00 PM. If pick-up occurs after 5:00 PM a charge of \$1.00/minute will be assessed and must be paid at pick-up.
- If your child will not attend on a scheduled day, you must call the office by 9:00 AM. If we do not receive a call an ESA team member will try to contact you.

Parent/Guardian Signature

Date

Photo Release Form

Child's Name: _____

Child's Name: _____

Child's Name: _____

_____ I give permission for my child/ren's image to be used by ESA on ESA's social media, website, brochures, and in buildings, with the understanding that his/her name will not be used or identified.

_____ I do not give permission for my child/ren's image to be used by ESA.



Parent/Guardian Name PRINT

Parent/Guardian SIGNATURE

Date