

Wings on Words Summer Day Camp Parent Information



Scottish Rite The University of Arizona® Child Language Center

www.clctucson.org

Welcome to Wings On Words Summer Camp 2008!

We look forward to getting to know you and your child and hope you have a wonderful experience here at WOW. Information about our other programs can be found by visiting us at www.clctucson.org.com

Our Goal

Building a strong foundation for future learning is our primary goal at Wings on Words. Our program emphasizes oral language development because reading and writing success depend on a strong language foundation, and because good communication skills foster self-esteem and social success. Our curriculum is designed to assist preschoolers in all developmental areas. Our teaching approach includes small and large group time. Wings on Words specializes in working with children who have a specific speech or language delay. Many of the children who attend our preschool will receive therapy services from one of our Speech and Language Pathologists.

We believe that young children learn best through fun, active, and sometimes messy play. They require many opportunities to practice the skills they are learning. We strive to make summer camp a special place that your child will look forward to attending each day. There will be friends to play with, teachers who know your child well, and a safe and fun learning environment.

Our Support

The Child Language Center is a not-for-profit community outreach program that has provided early intervention services to children since 1989. Its activities are supported by the Tucson Scottish Rite Charitable Foundations, The University of Arizona, The City of Tucson, Pima County and the generosity of individuals and organizations in Tucson and the State of Arizona.

Hours of Service

WOW is open from 7:30-5:30 for children enrolled in the extended day (full day) program. Hours for the morning summer camp are 8:30 - 11:45. Children may be dropped off at 8:20. Hours for the afternoon summer camp are 12:30 - 3:45. Children may be dropped off at 12:20. All children must arrive by 8:30 in the morning and not later than 12:30 for the afternoon class.

After care for children in the afternoon camp may be available for an additional fee, but you must make arrangements with the Director.

We charge a **late pickup fee** (\$1 per minute) if you pick up your child later than 11:45 (morning-only students) or 3:45 (afternoon-only students) or 5:30 for extended day students. Please be courteous and call a head if you are going to be late. The late fee is payable immediately to the staff person in charge.

Registration

Prior to the 1st day of camp you must:

- Complete the EMERGENCY INFORMATION AND IMMUNIZATION RECORD CARD otherwise known as the BLUE CARD
- Provide us with a photocopy of your child's immunization record
- Complete and sign a Pick up/Drop off form
- Pay the registration fee

Your child may not start camp until all required paperwork is complete.

Tuition:

WOW is supported by tuition fees, which means tuition must be paid on time. You will receive one invoice indicating the total amount due. This amount is broken down into 3 payments, all the same amount. We accept money orders and checks, no cash. Checks are made payable to Child Language Center. We charge a minimum of \$25.00 for returned checks.

Tuition payments are due on the following dates:

June 9th

June 23rd

July 7th

There is a \$10.00 late fee for any payments more than 3 days late. Unless special arrangements have been made with the Director, any payment more than two weeks late may cause your child to be disenrolled. Please address all tuition questions to Karen, the director.

Wings on Words does not give refunds or discounts for vacations, school closures or illness. You are paying for the spot for your child and our expenses remain the same throughout the year.

POLICIES

Attendance

We expect children to be on time (8:30 or 12:30) and present everyday unless he/she is sick or there is a family emergency. Consistent attendance is important for learning and late arrivals disrupt other children and the classroom.

Absences:

We encourage you to send your child to camp every day unless he or she is ill. If your child is going to miss school please call us as soon as possible and let us know the reason for his or her absence.

Sign-in and Sign-out:

There are several sign-in/sign-out binders in the main entry area. Each child has their own signing/out sheet in 1 of the binders. They are alphabetized according to last name. State regulations require that children be signed in and out daily using your first initial and last name.

Pick up time:

When you arrive to pick up your child we ask that you quietly help your child gather his/her belongings and leave the classroom. Our goal is to insure that the children who are still in the classroom can finish their day without distractions and interruptions.

The end of your child's day is the most difficult time for staff to get involved in lengthy conversations, especially when other children are needing their attention. Please feel free to schedule an appointment to discuss your concerns or questions or arrive 15 minutes earlier in the morning to meet with the teacher.

Authorization to Pick-up Child:

Only the adults you have listed on the Pick-up/Drop-off Information Form will be allowed to take your child from camp. For the safety of all children please tell family and friends to be prepared to present a picture ID when picking up your child. In unusual circumstances when an unauthorized person must pick your child up, we require permission from you in advance and the person will be required to show picture identification.

Rest Time

For full-day children, rest time is scheduled from approximately 1:00 - 1:45 each day. Parents should provide a "body sized" pillowcase to cover their child's resting mat. Please label the case clearly. We will wash it each week. You may talk with your child's teacher to determine if anything else is needed for rest time.

Children are not required to sleep. Typically everyone rests on his or her mat for 30-45 minutes. Children who do not fall asleep may then participate in a quiet activity.

Managing Behavior

Our philosophy is to teach simple and clear rules for behavior. We believe that when children are engaged in fun, developmentally appropriate activities and are rewarded for following rules and expectations, they will act appropriately. School staff members have been trained to use specific guidelines for managing children's behavior. If we become concerned about your child's behavior, we will arrange to meet with you immediately. In rare cases a child's continual and inappropriate behavior has been reason to dismiss a child from Wings on Words.

Field Trips

We must have your written permission for all trips away from school. Generally we do not take field trips during summer camp

Disenrollment Policy

We plan on your child attending camp for the entire enrollment period. Only in rare instances will a child be disenrolled. The Child Language Center may disenroll a child for the following reasons:

- Nonpayment of tuition on due date
- Behavior that endangers the child, other children, or staff member's welfare or safety.
- Repetitive inappropriate behavior.
- Frequent or extended absences not associated with illness.

Personal Items

When children bring toys and personal items from home it often causes a conflict or something gets lost or broken. We do not allow action figures, lip-gloss, dolls, balls, trinkets etc. at school. Please support our efforts by checking that your child leaves all his toys in the car when you arrive at school.

Many children have similar backpacks, water bottles, etc. Please label EVERYTHING you send to school with both first and last names. Please send in a change of clothing in a Ziploc bag with your child's name on it.

Daily Schedule

A schedule of daily activities and a weekly lesson plan is posted in all classrooms. We will gladly email you the weekly lesson plan.

NUTRITION

We believe that a wholesome, well balanced diet results in healthier and happier children. It is important that your child eat several servings of fruits, vegetables, whole grains, nuts and dairy products every day. Snack(s) are served at 9:30 and 2:30. Lunch is served at 12:00. All parents provide daily snacks and lunch for only their child.

What do I send in for snack and lunch? A clean, fresh bottle of water every day and nutritious food – NO JUNK FOOD.

Here is a list of healthy snack and lunch suggestions:

- sliced raw vegetables with dip
- quesadilla
- taquitos
- rice
- noodles
- trail mix or dry cereal
- sliced or cut up fruit
- yogurt
- applesauce
- pickles
- Chicken nuggets
- * cheese chunks or cubes
- * bagel with cream cheese or butter
- * cheese and fruit kabob
- * hard boiled egg
- * green salad or pasta salad
- * ½ sandwich
- * cheese sticks
- * sliced turkey, ham, pepperoni etc.
- * whole grain crackers
- * wheat or whole grain bread and butter
- * burrito

Please do not send in fruit juice, lunchables or packaged sweetened treats.

Wings on Words does not have a kitchen/food preparation area licensed by the Health Department. All parents send in their child snack(s) and lunch everyday. We refrigerate all items unless you tell us otherwise. Please pack lunch in a collapsible container (not a hard lunch box) to help conserve refrigerator space. If you send in a thermos with warm food please leave it in your child's cubby.

We do not heat up food in the microwave.

Please notify us if your child has any food allergies by completing the ALLERGY ALERT form.

Wing on Words is peanut free. Please do not send in anything with peanut butter.

As much as we can, we will send home-uneaten food so you know what your child has eaten. If you have concerns about your child's eating habits, please consult with your child's teacher.

HEALTH REGULATIONS

Sick child policy:

We believe that a healthy environment creates positive experiences. Please safeguard your child and others by keeping him/her home if signs of illness are present. When children are not feeling "up to par" they are irritable and often don't feel well enough to come to school

Here are the criteria you should use to determine if your child should stay home:

- If your child has a fever of 100 degree or above (orally) or has had a fever during the previous 24 hour period
- If your child has a cold that includes one or more of these symptoms: less than 2 days old, has a heavy nasal discharge, has a congested cough, complains of ear or throat pain with or without a fever
- If your child has diarrhea or vomiting
- If your child has skin sore or a mouth sore discharging fluid or pus
- If your child is unusually drowsy or tired
- If your child exhibits symptoms of a communicable disease
 - ❑ Red and/or runny eyes
 - ❑ Rash
 - ❑ Sore throat
 - ❑ Lice/mites

If any of the above symptoms are present in your child while at school, you will be called to take the him/her home as soon as possible. If a parent cannot be reached, the emergency numbers will be called.

Accident, Injury, Illness

Teachers are trained in CPR and First Aid. Parents will be notified if an accident or injury occurs. You will be contacted immediately if an injury is serious and immediate medical attention is required.

Medication

We can dispense medication following state guidelines. A parent (guardian) must complete a medication form and prescriptive drugs must be current and in the original containers.

Parent Volunteers

You are always welcome at camp! We want to join with you in making this a fun and productive learning experience for your child. If you would like to volunteer, we will put you to work! Please make other arrangements for younger children when you volunteer. If you would like to drop in for a visit, younger children - under your supervision - are welcome.

If you are interested in trading some tuition for volunteering please speak with Karen.

Child Abuse

By law, school staff is required to report suspected mental or physical child abuse to the authorities.

Curriculum & Newsletters

Our goal is to meet your child's learning needs and to prepare them for upcoming educational and social challenges. Our curriculum is organized around themes. You will learn more about these by reading the Parent Bulletin Board and Parent Log in your child's classroom, notes sent home from camp, camp newsletters, and the Family Information Board in the Lobby. We are more than happy to communicate via email, as well.

Insurance

Our facility and staff are covered by liability insurance.

Licensing

Our program is licensed by: Office of Child Care Licensure
Department of Health Services
400 W. Congress St.
Tucson, AZ 85701

Inspection reports are available upon request and are filed in the cabinet in Office area.

Suggestions

We are interested in your suggestions and encourage you to keep lines of communication open! At the end of camp, we look forward to receiving your comments and suggestions on our Camp Evaluation form.

SUMMER CAMP STAFF

Child Language Center Director

Barbara Kiernan, Ph.D.

Wings on Words Director

Karen Zakerwski, M.Ed.

Clinical Faculty

Lea Cuzner, M.S., CCC-SLP

Kelli Forman, M.A. CCC-SLP

Beth Gapp, M.A., CCC-SLP

Mavia Borboa, M. A.

Roadrunner Afternoon Teaching staff

Brittany Piihl – lead teacher

Melissa Arredondo – assistant

Sara Baze – assistant

Tiffany Gilabert - assistant

Administrative Assistant – Magda Reyna

Bookkeeper – Lynda Gross

Owl Classroom Teaching staff

Michele Piihl - teacher

Heather Meeks - assistant

Hummingbird Classroom Teaching staff

Candy Kennelly - teacher

Maria Antonia Garcia - assistant

Quail A.M. Classroom teaching staff

Jocabed Frausto - teacher

Olivia Chiquette - assistant

Quail P.M. Classroom Teaching staff

Marina Hinds - teacher

Crisy Sanchez - assistant

Contact Information

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