



SUMMER PLUS 2024

Parent Handbook

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Program Location: Frelinghuysen Middle School
10 Jane Way, Morristown, NJ 07960

Program Mailing Address: Summer Plus
MSD Community School
PO Box 1485
Morristown, NJ 07962

Summer Plus questions?? Email Shari at shari.burroughs@msdk12.net

SUMMER PLUS OFFICE

The Summer Plus Office is located in Room 129/130 of the Frelinghuysen Middle School.

Phone Numbers	Community School Office	973-292-2063 ext. 8311
	Summer Plus Office	973-292-2200 ext. 8316
	Frelinghuysen Middle School	973- 292-2200 ext. 8050 (only in an Emergency)
	Late Pick-Up	973-476-0896
	POLICE: EMERGENCY	911
	DCP&P (24-hr hotline)	1-877-652-2873

Summer Plus will run June 24 through August 2, 2024, from 8:30 am to 4:30 pm and will be closed on Thursday, July 4th.

Summer Plus is available to the students of the Morris School District (MSD) and surrounding communities. Our objective is to provide students with fun and enriching activities in a safe, supportive, and supervised environment.

Please note:

Parents are responsible for transportation to and from the Summer Plus program. If your child is attending an Extended School Program at any MSD school in the morning, busing will be provided to bring them to FMS at dismissal from the ESY program but you will be responsible for end of day pickup.

SUMMER PLUS HOURS

Summer Plus will run from June 24, 2024 – August 2, 2024 from 8:30 AM – 4:30 PM. We will be closed Thursday, July 4th. Parents should not arrive at the Valet line before 8:15 AM so other cars and buses attending district programs can safely pass. We suggest that you arrive for pick-up parking no earlier than 4:15. Campers are dismissed at 4:30. Campers who are not picked up by 4:40 will be moved to Summer Sunset and a daily fee will be imposed.

Swift K – 12 ALERT SYSTEM

In case of emergency and/or the need for immediate notification to parents, Summer Plus will utilize the Swift K-12 alert system. Morris School District student's information will be placed in this system through Power School, so please be sure that your information is current. Out-of-District students will be entered into the system from our office. All students participating in Summer Plus **MUST** be enrolled in the system with updated information.

BUILDING SECURITY AND ENTRY/DEPARTURE PROCEDURES

Valet Drop-off must be utilized by all parents for the morning drop-off. No students can be left at the door. Outside of the morning drop-off, all Summer Plus students must enter and depart the building through the front door. If you arrive past 8:45 and the Valet is closed, please park in the lot and walk your child to the front door where you will be greeted by security. A staff member will sign them into the program, and they will move to their class. Parents are not allowed to walk through the building with your child. Prior to dismissal, doors will be CLOSED from 4:15 to 4:30 to allow staff time to safely move the children to dismissal. We will be using the four front school doors to dismiss the children – the library door on the far left, the left and right main doors and the far-right side door. Parents can go to their door (if you have more than one child in the program, you can pick up one child and then move to the next door) and form a line. Staff will sign your child out and release them to you.

**Please have ID ready to show if requested. If someone else on your list is picking up your child/ren, please be sure to explain this procedure, and tell them to have ID ready to present.

REGULAR ARRIVALS

To move through the drop-off process as quickly as possible, camp staff will be outside on the loop to greet your child and sign them in for the day. You should not get out of the car, and they should be seated on the right side of the car with their belongings to make it easier to get out. Once out of the car, the campers will enter the building through the front door, go to the auditorium and will be greeted by a member of our staff. Children can NEVER be left alone at the front of the building!

DELAYED ARRIVALS

Before 8:45 am, continue to use the Valet Drop-off. After 8:45 am, parents must park in the lot and walk their child to the front door to be admitted to the program. Parents will not enter the building.

SUMMER SUNRISE and SUMMER SUNSET

For students who have been registered for either Summer Sunrise and/or Summer Sunset, those programs are held in the cafeteria. For Sunrise, the program begins at 7:00 AM and you can drop off until 8:20 AM. You will drive up and around the back of the school, and park in the designated area. Walk to the cafeteria door and knock for admittance. We will sign your child in and they will be brought to camp at 8:30. We will provide a light breakfast, but suggest that you pack what they like or feed your child at home to ensure that they eat breakfast. For Sunset, your child will be dismissed to the cafeteria at the end of the camp program. A light snack will be provided, but if feel your child needs more, please pack something for your child, preferably in a separate, labeled bag. Pickup is at the cafeteria door (please do not go to the front door as there will not be anyone there to admit you after 4:30 PM), and the program closes at 6:00 PM.

If your child has not been picked up by 6:00 PM, a **late fee of \$15.00 per 15-minute increment** will be charged. You will be billed, and payment must be remitted immediately to allow your child to continue to attend the program. If you are more than one hour late and all attempts to contact you or the emergency pick-up person fail, the staff is required to contact the 24-hour Child Abuse Hot-Line maintained by the NJ Division of Child Protection & Permanency at **1-877-652-2873**. Calls to DCP&P also require a call to the local police.

STUDENTS PARTICIPATING IN ESY

Summer Plus makes every effort to work with your child's Extended School Year schedule. Summer Plus scheduling for students attending ESY is based on their ESY schedule, and ESY students at other district schools will be bused to FMS. ESY students at FMS will walk inside the school to lunch or class, depending on their schedule. Parents/Guardians are responsible for end-of-day pick-up daily. Please note that you are responsible for transportation to and from Summer Plus on full day Fridays (if applicable) and the final week of camp when ESY has ended (7/31 – 8/4) and must follow the arrival and departure procedures above. Please call the office with any questions.

STUDENTS PARTICIPATING IN SUMMER MUSIC ACADEMY

If your child wishes to participate in Summer Music Academy (SMA), we offer a wraparound Summer Plus schedule to fill their days. Students will finish SMS at noon and then join their group for lunch and recess. They will then continue their afternoon with three classes. For the final two weeks of Summer Plus, your child will follow a full day schedule with six classes. The combined cost of the two programs is the same as Summer Plus.

REGULAR PICK-UP/DEPARTURE

All parents, guardians, etc., must use the designated front doors of the building to pick up children at the end of the day. Pick-up begins at 4:30 PM but you can line up sooner if you wish. All people, including parents, must be listed in the pick-up authorization section of the application in order to pick up children. If you are not sure you completed this section correctly, please call 973-292-2063 for verification. **NO CHILD WILL BE RELEASED TO A PERSON NOT LISTED ON THE DEPARTURE AUTHORIZATION FORM.** Children remaining at camp after 4:40 PM will be considered a late pick-up, regardless of the reason. At 4:40 your child will be brought to Summer Sunset and you will be charged

the daily fee. If it is past 4:40, please drive to the back of the school and follow Sunset pickup instructions.

LATE PICK-UP

If you find that you will not be able to get to school by 4:30 pm for regular pick-up, call the person designated for emergency pick-up, giving them ample time to arrive. Please advise your emergency contact that they should be prepared to show a photo I.D. **each** time they pick up a child from Summer Plus.

EARLY PICK-UP

Please send in a note with your child and have them leave it at the Security Desk. We will get your child/ren when you arrive, so please allow enough time for them to come down. Early Pick-up ends at 4:15 PM, and you will be required to wait outside until your child is brought to you.

SPECIAL NOTES

Any changes in time of pick-up, pick-up authorizations, or special circumstances must be put in writing, and emailed to Shari @ shari.burroughs@msdk12.net no later than 11:00 am on the day of the change. Please do not leave a voice message as can't be sure we will receive it. We will call your child/ren to the Welcome Center when you arrive, but you may not enter the building. Please allow enough time for them to gather their things and get to the Welcome Center. ***Please note – Early Pick-up will end at 4:15 PM. If you arrive after that, you will have to wait for regular dismissal.

COVID-19 SPECIFIC INFORMATION

These are the current MSD COVID 19 protocols:

If a parent notifies Summer Plus of a positive test for your child, these are the latest COVID-19 protocols (please note that these recommendations are subject to change)

*Stay home in quarantine at least 5 days

- *If symptoms have resolved, return on day 6. If symptoms continue, return when resolved. Note that you must be fever-free for at least 24 hours without the aid of fever-reducing medicine.
- *Wear a mask at all times (except when eating) through day 10 or until they test negative.

GENERAL INFORMATION

T-SHIRTS

Each camper will be given one t-shirt and one camp bag for use during the summer. There will be one "color" day during the summer when your child will be asked to wear their shirt, otherwise they can wear whatever they are comfortable in.

BREAKFAST

We do not provide breakfast at Summer Plus. Please be sure that your child eats before arriving. We ask that you do not pack breakfast as they will not have time to eat in the classroom.

LUNCH

We do not provide lunch at Summer Plus. You are required to either pack a lunch for your child or order from Simply Gourmet (letter included with registration information). If you choose to use Simply Gourmet, you set up your account, order, pay and make any changes directly through their online system. Lunch is delivered to camp and handed out to the student. The lunch hour at Summer Plus is from 12:00 PM to 1:00 PM. All campers will eat lunch at the same time in the cafeteria and then go outdoor for recess. Lunch and Recess are supervised by staff.

Please do not send food or beverages in glass containers. The water fountains and bottle fillers are available, and we suggest that you provide a reusable bottle for your child. Parents are also asked to provide two nutritious snacks each day, since children who are active get hungry.

BATHROOM USAGE

Students will be allowed to use restrooms as needed throughout the day. Leaders will monitor bathroom use, and younger children will be taken as a group. Handwashing continues to be important! Please talk to your child about the need to wash hands with soap and water for at least 20 seconds, as often as possible and always after using the bathroom.

HEALTH AND ILLNESS

We will provide basic first aid – bug bites, scrapes, minor cuts and bumps – and administer an EpiPen if your child requires it and we have the proper documentation. If there is an accident or if your child becomes sick during the day, you will be called. Please make sure that your emergency phone numbers are up to date and that you put “Summer Plus” in your contacts, so you know it is us and answer the phone! Your child’s Emergency Medical Form is on file and available to us. It will be used only if immediate emergency medical care is deemed necessary and you cannot be reached.

The staff has been instructed to err on the side of caution when it comes to your child’s safety and welfare. If there is an emergency, 911 will be called and then we will contact you immediately.

LOST AND FOUND

We request that your child’s name be put on everything, including book bags, lunch boxes, sweatshirts, etc. If something should get lost, the Lost and Found is located at the Welcome Center.

BEHAVIOR/DISCIPLINE

We want the Summer Plus program to be fun, but we must also establish clear rules and regulations for the students. A positive climate supports our goal of providing an enjoyable, safe experience for every child.

Summer Plus follows a program-wide **code of conduct** that will be posted in every classroom and in common areas, which is expressed as follows:

- I will show respect for everyone by listening and following directions.
- I will take responsibility for my actions.
- I will take good care of my own property and the property of others.
- I will keep my hands, my feet, and my unkind words to myself.
- I will offer my help to others.

- I will tell an adult when something unsafe or unkind is happening to me or someone else.

Discipline means teaching children responsible behavior and how to live and work with others. The following guidelines for discipline will be used:

- Rules and expectations are explained to the children.
- Rules are enforced in a firm, fair and consistent manner.
- Routines are established to help staff and students.
- Children are taught to accept responsibility and to make good decisions.
- Children are treated with respect and are expected to respect others.
- Inappropriate behavior (including language) is unacceptable in Summer Plus. Students displaying inappropriate language and/or behavior will be warned. Continued failure to adhere to the policy may result in suspension from the program.

The child behavior policy is in place to assure that there are uniform guidelines for behavior management within the Summer Plus program. It is expected that all families enrolled understand the policy that Summer Plus follows when dealing with matters regarding inappropriate behavior. It is the goal of the Summer Plus staff to set appropriate limits for the children to succeed within. Staff will give acknowledgement to children when they cooperate, share and participate. The staff will also encourage children to resolve their own conflicts using conflict resolution methods and will intercede when needed.

When inappropriate behavior occurs and/or persists, Summer Plus staff will help a child modify this behavior by talking with the child to help them understand why the behavior is not acceptable. They will also discuss the consequences of that behavior, as well as alternatives to use in the future. It is required that Summer Plus staff report any inappropriate behavior that results in physical or verbal harm to a child's peers, staff or themselves to the child's family. All incidents of inappropriate behavior will be documented, parents will be notified and required to sign the incident report.

After two documented incidents, the family of the child will be contacted for a meeting with the Community School Director. The desired outcome from a meeting is to produce positive behavior guidelines for the child with the staff and families in agreement. The behavior guidelines should then be met, and improvements seen within a pre-determined period of time. After this period, the decision will be made for the continuation or discontinuation of the child's enrollment in the Summer Plus program. If enrollment is cancelled, the Director will decide the length of time that suspension is necessary. There will be no refund of fees paid if a child is suspended from a program.

The Community School Director has the discretion to remove a child temporarily or permanently from the program if documented behavior problems persist or if immediate action is necessary. It is the discretion of the Community School Director if a child's behavior requires that a family member pick up a child earlier than time of program closing. Enrollment in all Summer Plus programs requires agreement to the behavior policy.

SUMMER PLUS ELECTRONICS/MEDIA POLICY

Summer Plus classrooms will have use of Community School laptops for supervised activities. Parents of all MSD students are required to read and sign off on the Morris School District Universal Sign-off Form annually. The section titled "Use of Technology – Policy 2360" is available to read on the district

website. In addition, by signing this form you are agreeing that no photos or video taken during any Summer Plus program may be posted to the Internet in any way or on any private or personal site.

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

The State of New Jersey has a strong law on harassment, intimidation, and bullying (HIB) in schools. This law expressly prohibits ANY behavior that is identified as HIB and requires strict adherence and diligent work to make sure no child is being harassed, intimidated, or bullied. With that in mind, please note that any such behaviors will not be tolerated and that school district protocols will be followed in all cases.

All suspected incidents of harassment, intimidation, or bullying, whether witnessed by or reported to a staff member will be immediately reported to the Community School Director or designee. The Director will follow district procedures to ensure a timely and complete investigation and disposition of each incident. Parents/Guardians will be contacted when their child is involved in an incident.

PERSONAL ELECTRONICS AND OTHER ITEMS FROM HOME

Students may not bring any laptops or iPads, electronic games, toys, trading cards, etc. to Summer Plus. While we understand that students may need to bring cell phones to school, they may not be used during classes or recess. Leaders will take any of these items from students using them and turn them in to the Summer Plus office. The items will need to be reclaimed by parents/guardians. If there is a second incident, the item will be kept in the office until the end of the summer program.

Summer Plus is not responsible for repair or replacement of any such items brought into the program that may be damaged or lost.

PARENT FEEDBACK

Expression of parent concerns and suggestions is encouraged—we welcome your input! Communicate directly with the staff or call the Community School office at 973-292-2063.

SUMMER PLUS DAILY SCHEDULE

Campers will receive their class schedule by mail mid-June

8:30 am – 8:45 am	Valet Drop-Off/Gather in Auditorium
8:50 am – 9:50 am	Period 1
9:55 am – 10:55 am	Period 2
11:00 am – 12:00 pm	Period 3
12:00 pm – 1:00 pm	30 min Lunch – 30 min Recess
1:05 pm – 2:05 pm	Period 4
2:10 pm – 3:10 pm	Period 5
3:15 pm – 4:15 pm	Period 6
4:15 pm – 4:30 pm	Doors closed- transition for pick-up
4:30 pm – 4:40 pm	Pick-up

*Campers not picked up by 4:40 pm will be moved to Summer Sunset and a daily fee will be charged.

SPIRIT WEEKS

This year we will have six “spirit weeks”. Leaders and staff will plan activities around the theme, and we will have special days built into the week for extra fun. Campers will receive a note the Friday of the week before reminding them about the upcoming week and anything special you may need to plan for!

Week 1 – Welcome to Summer Plus!

Week 2 – America the Beautiful

Week 3 – Under the Sea

Week 4 – Sports Spectacular

Week 5 – Wacky Everything Week

Week 6 – You Scream, I Scream, We all Scream For Ice Cream!