

TERRA NOVA (9:00 AM - 2:00 PM)

Supply List/Drop-Off & Pick-Up Procedures/Discipline Procedures (Please Keep This Sheet)

Supplies

Please pack every item on this list **every day** of KidSummer:

- A backpack to store your child's personal belongings
- Comfortable sneakers that can get dirty for hiking.
Due to the terrain and boardwalks, **CROC or Flip Flops are not the safest choice.**
- A pair of aqua socks or old sneakers for walking in water and mud.
- A jacket or sweatshirt for field activities or in case of a change in weather.
- Sunscreen. Please apply before KidSummer begins for the day.
- Insect repellent (stick or liquid, not spray). Please apply before KidSummer begins for the day.
- A reusable water bottle.
- A healthy and substantial lunch. Please pack with recycling in mind; each child will be required to carry out his or her trash. There is a refrigerator where lunches can be stored.
ALSO: Please pack a snack in lunch box which we will have in the morning or afternoon depending on our schedule.
- A towel (for drying and sitting).

First Day Check-In and Drop off

On the first day of KidSummer you will need to sign your child in at the check-in table located behind the KS building. Look for the KidSummer Staff directing you. At this time your child will receive a T-shirt & wristband and you will receive a wristband as well as a KidSummer Dashboard Card to identify you as a KS parent along with any other pertinent information.

*Additional T-shirts are available for sale for \$5.00 in the KS Office.

Remember, we cannot allow your child to attend KidSummer if we do not have all completed paperwork - which includes our Emergency release form, Parent Medical Form and Immunization Record/Physical exam report within the last 24 months from your child's physician.

You will drop off and pick up your child in the classroom, unless given special instructions by your child's teacher, or by a parking attendant, when the lot is full. Your child must be signed in/out of class each day by a parent/guardian, including the first day.

Drop off is at 9:00 AM and Pick up is at 2:00 PM. When dropping off, or picking up, please place the KidSummer place card on the dashboard of your car so that it is clearly visible, and move toward the east end of the main parking lot near the exit.

See special pick up directions at registration.

If you are more than 10 minutes late picking up your child, we will assess a child care fee of \$5.00 for each 5 minutes you are late, past 2:10, at the discretion of the administrator. Your child will be in the KidSummer office.

*****Please try to drop off on time as we often start our field activities upon everyone's arrival. If your child is going to be absent/late, please call the Museum at 508-896-3867, ext. 128 to let us know; your child's group may be leaving to go outside for field activities.**

DISCIPLINE PROCEDURES

If your child exhibits inappropriate behavior or behavior which could cause harm to other children or themselves, the following course of action will be taken:

1. Instructors will speak to your child about the situation and notify parents/guardians when they are picked up.
2. If negative behavior is seen a second time, a child will receive "time out" and then return to activity. Parent/guardian will be notified of said behavior.

Depending on the severity of behavior, parent may be asked to remove the child from the program.

CCMNH HAS A POLICY OF ZERO TOLERANCE TOWARD WEAPONS OF ANY KIND, CIGARETTES, DRUGS, ALCOHOL AND BULLYING.

Prohibitions for disciplinary action towards children:

- (1) Corporal punishment, including spanking, is unacceptable.
- (2) No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
- (3) No child shall be denied food or shelter as a form of punishment.
- (4) No child shall be punished for soiling, wetting, or not using the toilet.