



LPS Summer Program Student and Parent/Guardian Handbook

Middle School (Entering grades 5-8)

High School (Entering grades 9-12)

July 6th – July 24th, 2020

Learning Prep School Summer Program (Extended Year Program referred to as EYP) is a 3-week program beginning Monday, July 6th and ending Friday, July 24th. The program will operate Monday through Friday from 8:00am to 2:00pm. The EYP is designed to maintain progress and prevent substantial regression through structured educational and social experiences. The program is modeled after the regular Learning Prep School program but includes activities to help provide a “camp-like” feel. The EYP is open to any student who is enrolled at Learning Prep School.

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General Program Information

Contacts:

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Program Days/Hours:

Dates

July 6th – July 24th

Hours

Drop off – 8:00am

Pick up – 2:00pm

Student schedule:

The EYP is designed to maintain progress and prevent substantial regression through structured educational and social experiences. All students participate in functional academic classes and electives Monday through Thursday and field trips on Friday.

High School

Program components consist of:

- functional reading, writing and math classes
- social skills and transition skills groups
- elective classes such as art and computers with choice activity to end the day
- Speech and OT push in services as needed
- All students entering 12th grade participate in a work experience, 2 days per week.



Middle School

Program components consist of:

- functional reading, writing and math classes
- social skills groups
- elective classes such as art and computers with choice activity to end the day
- essential Speech and OT services as needed

Upon arrival each day, High school students will report to the cafeteria to check in, while Middle school students will report to homeroom.

Lunch

Each student will be provided a lunch, if they choose, which is included in the tuition. The lunch menu is included and can be found on our website @ learningprep.org.

What to bring

Students should bring their own lunch (if not eating school lunch), snack, water bottle, and sunscreen.

Class Groupings

The program maintains a student-to-staff ratio that will not exceed 8:1 for campers.

Staff Qualifications

Summer program staff members are either Learning Prep employees or possess the qualifications depicted in their specific job description. On-site nursing staff are available during program hours.

Notice of Non-Discrimination

Learning Prep School opposes and prohibits, without qualification, sexual harassment and discrimination based on race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

Cell Phones / Electronics

The use of personal cell phones and electronic devices are not allowed during regular program hours.

Field Trips

Field trips occur each Friday with a possible addition the last week of the program. Parents will receive a field trip permission form, outlining each trip, to be signed and returned before a student is able to attend any trip.

What to Wear

Your child should dress appropriately for active indoor and outdoor activities, crafts and games. Comfortable, casual, play clothes and closed-toe shoes are ideal. We recommend that sunscreen be brought each day. The summer staff will assist participants with application of SPRAY ON sunscreen. Please mark all personal items with your child's name. We will not be responsible for missing items.



Registration Information

The Summer Program (EYP) is not approved by the Department of Elementary and Secondary Education (DESE). A school district seeking placement in the LPS Summer Program may submit the *Notification of Intent to Seek Approval for Individual Student Program* (form 28M/3) to DESE. Parents may choose to enroll independently.

Registration deadlines

Registration forms and field trip permission slips must be completed before the start of the program.

Tuition

The program tuition rate is \$3,250.00.

Refund Policy

All requests for refunds must be submitted in writing to the business office at hmui@learningprep.org. No credit will be issued for missed days. A refund will be given for verifiable medical emergencies (e.g. doctor's note).

Drop Off and Pick Up Procedures

Identification

If a person other than a parent or designee identified on the registration form, is picking-up their child, the parent must provide a written note or email to the building supervisor with the person's name and contact number. The person picking-up must be prepared to show a valid picture ID.

Drop off/pick up timing

Drop off will begin promptly at 8:00am. Pick up will begin promptly at 2:00pm.

Contingency Plans

- *A student who fails to arrive in the morning:* a staff member will call the student's parents/guardians or emergency contact to check on the student.
- *Unregistered child arriving:* the child will be escorted to the building supervisor's office, parent/guardian will be called. Child will remain in office until parents are reached.

Health Care

If your child becomes ill at school:

- They will be sent to the nurse's office for health assessment and care. When assessing a student, the school nurse obtains subjective and objective data. After assessment has occurred, nursing staff will create a plan for the student. Options might include (but are not limited to) returning to class after care, briefly resting in the nurses' office, calling parents to make a plan for student to go home early (if student is too ill or discomfort from an injury is too severe), suggesting follow-up with the health care provider, or calling emergency services.

- **In order to prevent the spread of illness, students should stay home if they have the following symptoms:**

- **Fever:** Has a temperature of 100.5 or higher. Students must be fever free for 24 hours before returning to school.



- o **Cold:** Active stage: a constant cough, productive cough, and/or continuous thick nasal discharge (yellowish/greenish).
- o **Diarrhea:** Frequent episodes (2 or more times) of loose, watery, or bloody stools. Students may return to school 24 hours after last episode of diarrhea.
- o **Vomiting:** One or more occurrences of vomiting within a 24 hour period. Students may return to school 24 hours after the last episode of vomiting. (If vomiting occurs in school, student may be sent home at nurse's discretion.)
- o **Rash:** Any rash of unknown cause, blistered, or with discharge/drainage needs to be evaluated by a health care provider. Students need to be rash free, or have a health care provider's note, stating they are not contagious before returning to school.

Exclusion Policy for Suspected Communicable Conditions (Contagious Illness):

- All contagious health conditions need to be reported IMMEDIATELY to the nurse so that the proper action steps can be implemented. Any student who is suspected of having a contagious health condition may be restricted from school at the discretion of the school nurse. If a student presents with a contagious illness in school they will be sent home immediately. A student will not be permitted to attend school until the condition has been resolved and a note from the student's health care provider is received.

The following is a list of conditions that must be treated before returning to school:

- Impetigo: Students may return to school after 24 hours of antibiotic treatment.
- Chicken Pox (Varicella): Students may return to school six days after rash appears and when all blisters are crusted over and dry.
- Head Lice/Nits: LPS has a NO NIT policy.
- Strep Throat: Students may return 24 hours after beginning antibiotic treatment.
- Conjunctivitis (Pink Eye): Students may return with a health care provider note after having received 3 doses of prescription eye ointment or 4 doses of prescription eye drops.

Injuries:

- If a student has been injured at home, the student should be treated at home either by you or your health care provider. If the student has any physical restrictions as a result of the injury (i.e. casts, crutches, slings, braces, or splints) and/or activity restrictions, a written note from their health care provider will be needed allowing them to return to school and describing any limitations of activity during the school day.

The student must present the health care provider's note to the nurse(s) before returning to classes. Parent/guardian needs to call the nurse or program supervisor to discuss schedule changes or accommodations as soon as possible.

- Crutches: Students may attend school on crutches if they have a note from the health care provider stating reason, anticipated length of use, and ability to safely use crutches in school environment. When initially returning to school the student must report to the nurse's office to be evaluated using their crutches and will be provided training if deemed necessary.

Emergency Injury or Illness:

Parents will be notified immediately of any major injuries or illnesses.

-In a life-threatening or potentially disabling emergency, students will be transported by EMS to Newton Wellesley Hospital immediately for emergency medical treatment.

-In the case of a non-life-threatening emergency, after the nurse administers first aid and assesses that a student needs to be further evaluated at the hospital, either a parent/guardian can take him/her or a nurse/staff member will escort the student. The staff member escorting the student will bring the signed emergency form from the student's chart. The hospital will call the parent/guardian before administering aid. In this case, the parent/guardian can meet the student/staff member at Newton Wellesley Hospital.



Physical Exam:

- All students must have up-to-date immunizations on record. (Please complete the enclosed Health Examination Form.) All new students must present this paperwork before attending Learning Prep School.

Medication Policy – for both prescription and over-the-counter medication:

- Medication to be given at school must be accompanied by a Medication Permission Form and/or over-the-counter Medication Permission Form signed by both a licensed health care provider and parent/guardian. For short-term medications such as antibiotics, the prescription bottle is accepted as a licensed health care provider's order, however the Medication Permission Form or a written statement by the parent is also required.
- Medication must be supplied by the parent/guardian in the original pharmacy container. This label must contain the following information: the student's full name, medication name, licensed health care provider's name, date of prescription and prescription number, dosage, route and time of administration.
- Medication is locked in the nursing office and administered by the school nurse only. In the event of a field trip/or emergency requiring the use of an Epi-Pen for a student with a diagnosed allergy, a designated, trained staff member may administer medication.
- For your child's safety and the safety of other students, students are not allowed to carry medication at school or to transport medication to and from school.
- Medication must be hand-delivered to the school nurse by a parent/guardian or a responsible adult. Medication must be in the original pharmacy container, If another responsible adult is delivering your child's medication to school, please call ahead and notify the school nurse at ext. 410.
- When a licensed health care provider deems it necessary for a student to have immediate access to medication (Epi-Pens and inhalers), the parent/guardian will provide an order from a licensed health care provider stating that the student has been advised of proper use, side effects, and policies of the Epi-Pen and inhaler use in school.
- It is the parent/guardian's responsibility to contact the school nurse should a prescribed medication be changed in any way during the program. Also, a new licensed health care provider's order will be needed documenting the specific medication change.

Behavior Management

Behavior Expectations

All summer program participants are expected to behave in a respectful, kind and safe manner while attending. The Director reserves the right to dismiss any participant when that participant's behavior interferes with the rights and safety of others.

Serious Infractions

Incidents of bullying, teasing, harassment, fighting, and assault will not be tolerated, and will be dealt with severely. Parents will be contacted, and the student will receive consequences ranging from dismissal from the program to in-school or out-of-school suspension. Learning Prep School's Bullying Policy can be found on our website at learningprep.org.

Disciplinary Actions

Depending on the severity of misbehavior, the following disciplinary action will be taken:

1. The staff member will give a verbal warning and redirect the camper back to the activity.



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2. The student will be asked to speak to the program supervisor to process their behavior, program rules and expectations and that they will face consequences if their behavior does not improve.
3. The student may sit-out during an activity, depending upon the severity of the incident.
4. The student's parent/guardian and/or district will be notified of the incident via an incident report.
6. Depending on the severity of the incident, the student's parent/guardian may be called to pick-up the student.