



respective solutions
GROUP

Summer STEAM Camp 2024 at Forest Hills School District

Family Handbook

On-Site Phone Number

Jr./Sr. High School office (814) 487-7613

RSG Program Coordinator on Site:

Amanda Gonzalez

Program Rooms/Locations:

Jr./Sr. High School 2nd Floor, A-Wing; 1st Floor FCS Rooms; Field House;
Cafeteria; Outside on School Grounds

Drop-Off/Pick-Up Location:

Jr./Sr. High School "Gym Entry"

Drop-Off/Pick-Up Times:

9:00 AM & 12:00 PM

RSG Admin Contacts:

Chelsea Brink, Program Support Specialist

814-472-2225 ext. 4

*cell 814-421-3146 (emergencies only)

chelsea@respectivesolutions.com

Sue Sheehan, Vice President

814-472-2225 ext. 2

sue@respectivesolutions.com

www.respectivesolutions.com



Funded in full or in part with a grant by the
Pennsylvania Department of Education

Welcome!

Thank you for enrolling your child in RSG's Summer STEAM Camp! This handbook outlines everything that you need to know about our program at your school. Please read this carefully and keep a copy for the duration of the program. If you have any questions or concerns, please call our main office at 814-472-2225 ext. 4 or email chelsea@respectivesolutions.com. The program is funded in full or in part with a grant by the Pennsylvania Department of Education.

About Summer STEAM Camp

RSG's STEAM Camp is an educational, safe, and fun place to go in the summer. We do educational enrichment activities that reinforce the skills and lessons that students are learning in school and focus on STEAM and environmental education. Program is free and is offered for 6 weeks in the summer.

Program Schedule

See attached calendar.

Meals

Forest Hills School District is providing students with a grab and go breakfast as well as a hot lunch.

Student Responsibilities

- Come to program every day with an open mind, and ready to learn.
- Be open to trying new things and meeting new people.
- Be respectful and follow all program rules!

RSG Summer STEAM Camp Rules

- Respect everyone always.
- Follow directions given by adults.
- Follow all school rules.
- Always ask permission to leave the assigned area.
- Cell phones must be put away during the program.

First Aid

Program staff will apply minor First Aid (bandage/icepack) but cannot dispense oral medications. Staff will contact parents/guardians if First Aid is necessary. RSG will seek emergency medical care if necessary, and parents/guardians will be notified immediately. If your child uses an EpiPen, please send it with them and include a note for staff.

Transportation Plan

- Drop-off is at 9:00 AM and pick-up is at 12:00 PM at the "Gym Entry" doors of the Jr./Sr. high school. Only persons listed on the student's parent/guardian agreement form are eligible to pick up that student and must sign that student out with program staff. Anyone picking up a student may be asked to provide I.D. Late pick-ups will not be tolerated and are cause for removal from program.
- Families using the bus service provided by Forest Hills School District must use their assigned bus stop. Please be a little early to the bus stop as times may vary slightly from day to day. There must be an adult present at the bus stop for each family, regardless of the children's ages/grades.

Remind Messages & Cancellations

One adult family member (either the first or second contact listed on the Parent Agreement/enrollment form) MUST be enrolled in our Remind class. Text @73972h to the number 81010. This is how we will communicate important information and cancellations.

Behavior Policy

Should we encounter any behavior problems, there will first be a verbal warning; second offense will be suspension from program for a period of up to two weeks, and third offense will be removal from program. We hope this will not be necessary and we will do our best to create a positive environment for all students and will manage these issues on a case-by-case basis. RSG's Summer STEAM Camp is a privilege to attend and is voluntary.

Emergency Drills/Action Plan/Procedures

Students' emergency contact information is always kept on site. A copy of your site's Emergency Action Plan is available upon request. Staff will lead students through practice drills once a month. In case of an emergency, program staff will contact you as soon as it is safe to do so with information and instructions. Please make sure that at least one emergency contact can be reached during program hours.

Parent/Guardian and Family Participation

Open houses, focus groups, parent/guardian education classes and events are scheduled throughout the year. You will be notified via information sent home and Remind. Please attend when possible! We have an "open door" policy and encourage parents/guardians to visit program. If you would like to visit, please contact RSG staff or call our main office.

Accommodation Policy

Every effort will be made to accommodate each child's educational, physical, social, and emotional needs. Anything that you can provide (school behavior plan, IEP, etc.) would help us to create a plan for summer camp.

Data Collection Policy

By enrolling your child in RSG's Summer STEAM Camp, you grant permission for RSG staff to obtain: PA Secure ID #, school attendance/tardiness/discipline/ISS data; PSSA scores, report card grades; data collected by clearance earning Saint Francis University students offering academic or positive behavior learning opportunities; and feedback from teachers and administrators for the duration of the 2024/2024 school year to comply with grant reporting requirements, with the understanding that this information will be kept confidential.

Photo/Video Policy

By enrolling your child in after school program, you grant permission for RSG staff to take pictures and video of your child during the after school program with the understanding that these images may be used for: projects/display boards; student yearbooks; RSG's website/Facebook/Twitter pages; in the local media and shared with RSG partners/collaborators/funders. **If you prefer that pictures/video of your child not be taken, you must send a dated, signed note to be given to your program coordinator.

If you have any questions or concerns, please email chelsea@respectivesolutions.com or call 814-472-2225 ext. 4. Please keep a copy of this handbook for the duration of the program.

Thank you for participating!