

SPARK

Program Hours: 7:30 a.m. - 6 p.m. | (406) 751-4137 | sminatra@logan.org | Tax ID: 20-3752312

Checking in for the Program

- **7:30 - 8:30 a.m.** A member of our Spark staff will check in children when they arrive at the North Doors.
- **After 8:30 a.m.** No Spark staff member will be there to check in children when they arrive. We ask that you let the front desk know you are here, and they will let Spark Leadership know you are dropping off your child, and we will come pick them up.
- All parents must come into the fitness center and sign their child in/out on the day's roster located on the desk by the Spark Room. Children cannot be dropped off at the curb or in the lobby, parents must walk with their child to the check-in desk by the Spark room.
- Every child will receive a key tag for their backpack that they will use to scan into camp each morning. Tags will be given to all children on their first day of camp.

Picking Up and Signing Out Your Child

- Children can be picked up any time before 6 p.m.
- **From 4:30 - 6 p.m.**, a Spark staff member will be checking out children at the desk by the Spark room. Photo ID will be required until staff become familiar with you.
- **If parents are picking up their child outside of this timeframe, you will be asked to sign out your child with a Spark staff member.** Parents will be asked to provide a photo ID. Parents are not allowed to wave to their children from the car or ask that they meet them somewhere in the building. It is our expectation that your child be signed out with a staff member supervising them until they are transferred to your care.
- **The program day ends at 6 p.m.** Please make sure that your child is picked up by this time or *a late fee will be charged.*

Late Charges

Please ensure that your child is picked up by 6 p.m. The following charges will be billed to your account when your child is picked-up late:

- **First 15 minutes = \$5.00**
- **Each additional minute there after = \$1.00/min**

***Please understand it is necessary for us to bill you for late charges, as it requires us to pay our staff for staying longer than their scheduled shift.*

Cancellation Policy

There will be no cancellations, refunds or waitlists during Summer Camp.

Transfer Policy

In the event your child is unable to attend camp on a day that you have already purchased, you may transfer up to 3 paid days to other available days of camp.

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Communication

Spark leadership will communicate with you exclusively by email.

Field Trips

Throughout the summer we will be going on multiple field trips. There will be days we all go on field trips as one big group, and other days we break it into age categories. A detailed calendar of these trips will be provided. Additional trips may be added throughout the summer, so check regularly to make sure your child doesn't miss an important departure time.

Afternoon Activities

We will have open swim every afternoon. Each group has a swim schedule, and each group will swim three days a week. Please send a swimsuit and towel on your child's assigned swim days. A limited supply of goggles will be provided. We recommend packing your child with a plastic bag for wet clothing. On the days they are scheduled to swim, this will be a required activity unless provided with a note from a parent stating why the child cannot swim.

When Should I Not Send My Child

Due to the physical activity involved in each day's curriculum, we ask that you do not send your child if:

- They have an injury that would prohibit them from participating such as a sprained ankle or broken arm. Parents may be asked to provide a release from the child's physician before they can resume participation in the program.
- Your child has a fever, or any other symptoms or signs of COVID-19.
- If your child has head lice, we ask they do not attend until seen by a physician.
- If your child has a physical injury and you are unsure of how it would affect their involvement in the program, we ask that you discuss this with the supervisor or coordinator of the program.

Lost and Found

There is a lost and found located at the front desk. Any items found by the Spark staff will be placed here. Anything found by other staff within the facility will be taken here. Please mark all removable clothing and all lunch boxes and bags with your child's name. This will help keep lost and found articles to a minimum.

Everyday Items Needed

- Your child will need a morning snack, afternoon snack and a lunch. We do our best to keep the children on the move, so you might find that they need a little more "fuel" during camp. Please do not send snacks or a lunch with your child that need to be refrigerated or heated.
 - **Note:** Free lunch will be provided June 19th-August 20th
- Please make sure that your child has proper footwear every day that they attend. Athletic shoes are necessary.

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- Please have your child come dressed for both inside and outside activities. We will be spending time outside on a daily basis. It is important that they have appropriate clothing to be comfortable outside and inside throughout the camp day.
- Please send a water bottle labeled with your child's name every day.
- A swimsuit and towel on the days your child swims.
- Sunscreen! We apply sunscreen every day we are outside.

Medication

If your child needs to take prescribed medication during the course of the day parents are to meet the child at the facility and administer medication. Spark staff do not administer medication. If your child is old enough to take their medication on their own they may do so.

Lunch Options

No Kid Hungry & Kalispell Public School's food truck will provide free lunch M-F 6/19-8/20 from 11-1 outside of the fitness center. The menu and other details will be provided.

- We do not allow children to purchase snacks from the vending machines or coffee shop while in our care.

Personal Items

We ask that your child not bring the following items when they are involved in a S.P.A.R.K. Program:

- Cell phones, electronics, money, stuffed animals.
- Anything that is of high personal value to the child.
- Items that are fragile or breakable.
- Toys (fidgets, beyblades, pokemon cards, etc.)

NOTE: Children are not allowed to trade items while in our program. We are not responsible for lost or damaged items that are brought to S.P.A.R.K. Programs. We reserve the right to ask children not to bring certain items.

The S.P.A.R.K. Staff recognizes and encourages each child's capabilities and praises positive, growth-oriented behavior. Good, responsible behavior is essential to our program. We expect children to be respectful of other children and of our staff. Talking back, yelling or fighting is not tolerated.

Consequences of Unacceptable Behavior

Staff will correct improper behavior by redirecting the child and reinforcing positive behavior. If the improper behavior is repeated after time-outs and breaks from other kids, OR the safety of other children is at risk, a behavior write up will be given:

- **1st Behavior Write Up:** Parent will be notified. Child will be pulled from participating in activity.
- **2nd Behavior Write Up:** Parent will be notified. Child will be sent home for the remainder of the day.

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- **Upon Return:** Child and parent will meet with Leadership Staff to sign a behavior contract. This will detail expectations and appropriate behavior.
- **3rd Behavior Write Up:** Child will be suspended for remainder of summer camp.

Dismissal from S.P.A.R.K. with Same Day Notice

1. Child has an abusive attitude toward staff, other children or property.
2. Child jeopardizes the health or safety of other children or staff.
3. Parent is non-cooperative with staff, operating policies or membership agreement.
4. Child is in possession of a weapon. "Weapon" shall be defined as, but not inclusive to, any type of firearm, knife, sword, straight razor, throwing star, nun-chucks, firecrackers, or brass/metal knuckles.

No student shall use, possess, control, or transfer a weapon at Logan Health Medical Fitness Center. A violation will result in expulsion for a definite period of time of at least one calendar year. Nor shall a student threaten to use or possess a weapon. Such threatening will be dealt with directly by the Supervisor and may lead to expulsion as well. The Spark leadership, however, may modify the expulsion period on a case-by-case basis. The Spark leadership may notify the criminal justice or juvenile delinquency system of any student who brings a weapon to Spark.