



SDS Squad
Summer Camp
Parent Handbook

SDS Squad Program Overview

The SDS Squad program was created in 2019 to meet the need of the community to provide a safe, fun environment for busy parents and active students. It has grown into offering the following 3 programs:

After-School Care

No-School Day Camp

Summer Day Camp

Our programs are not licensed by DCFS, but because we follow their guidelines, we have passed regulations to receive an approved exemption.



Summer Camp Program

Hours & Days of Operation

Our Summer Camps take place from 7:30 a.m. - 5:30 p.m. Our schedule runs in accordance to the Sullivan Schools Calendar's scheduled summer break. We are currently scheduled to begin summer camp on Tuesday, May 27th and end on Friday, August 8th. Summer Camp will be open 5 days/week. We will be closed Memorial Day and July 4th.

Registration Fee & Weekly Rates

\$25 Registration Fee - This is a one-time admin fee to cover the 2025 summer. \$15 siblings.

5 days/week = \$185

5 days/week for additional siblings = \$165 - Savings of \$20 week!

4 days/ week = \$152

4 days/week for additional siblings = \$137

3 days/week = \$117

2 days/week = \$80

Daily rate = \$45

Special pro-rated rates for holiday weeks - Memorial Day Week & 4th of July Week

4 days/week = \$148 4 day/week for additional siblings = \$132

Billing Procedures & Late Fees

Weekly payments will be automatically charged to your saved payment method the Friday BEFORE each week of the program. Participants will be charged whether they attend or not. There will be no charge during closed holidays such as 4th of July.

There is a \$15 late fee for any declined payment. There is a \$10 late pick up fee.

There will be NO PRORATING, FEE REDUCTIONS or MAKE-UP DAYS for absence/illness.

NEW - This summer all weekly payments will be processed through Brightwheel.

Enrollment

Those entering Kindergarten - 6th grade in the fall are welcome!

**DCFS rules do require the child to be at least 5 by the first day of attendance.*

Registrations are processed in our online system, Studio Pro: <https://dancestudio-pro.com/online/sullivan5678>

NEW - After registering, you will receive an e-mail with further instructions on how to complete your enrollment for our summer camp program. This year we are using Brightwheel to complete all required DCFS "paperwork" quickly and electronically! This MUST be completed BEFORE your child can attend.

Schedule & Changes

NEW - If you register for 2 - 5 days a week, by default - you are registered for the entire summer.

Parents must give a 2 weeks notice to request a schedule change / withdraw or you will still be charged.

Age Groups

Throughout the majority of the day - including during activities, field trips, etc. the children will be split into 2 different age groups.

Group 1 - Entering Kindergarten - 2nd grade

Group 2 - Entering 3rd - 6th grade

Children may be combined during drop off and pick up hours and/or low enrollment days.

Weekly Schedule

Each week will follow this general outline - all crafts, activities, field trips, etc. go along with the theme of each week of camp. Each age group will visit Building 1225 every other week.

Day of the Week

Monday

Tuesday

Wednesday

Thursday

Friday

Group 1: K-2nd Grade

Local Field Trip & Crafts

Park & Pool Day

Games & Library

Movies & STEM

Field Trip

Group 2: 3rd-6th Grade

Local Field Trip & Crafts

Park & Pool Day

Movies & STEM

Games & Library

Field Trip

A more detailed calendar of each week will be released closer to camp. Things are subject to change based on weather, show times, field trip availability, etc. Below is an EXAMPLE.

THEME	Monday	Tuesday	Wednesday	Thursday	Friday
Week 2	Week 2 2	Week 2 3	Week 2 4	Week 2 5	Week 2 6
SDS Squad Summer Camp Backyard Blast	BOTH GROUPS Field Trip - Fletcher Park & Splash Pad Backyard Party w/ Hot Dog & Smore's Cookout Flower Potting Activity	BOTH GROUPS Park & Pool Day - Sullivan Civic Center - Building 1225 - Tug-o-War / Bags / Ladders Tournament	Capture the Flag & Library-Summer Reading Movie Field Trip & Butterfly Catchers	Movie Field Trip & Butterfly Catchers Capture the Flag & Library-Summer Reading	BOTH GROUPS Field trip to Phoenix Elite & Morton Park
K - 2 Grade 3 - 6 Grade					

Weekly Themes

Week 1 - JUMP INTO FUN

Week 2 - BACKYARD BLAST

Week 3 - ASTOUNDING ARTISTS

WEEK 4 - KIDS IN THE KITCHEN

WEEK 5 - AMAZING ANIMALS

WEEK 6 - PAY IT FORWARD

WEEK 7 - FRUIT FANATICS

WEEK 8 - EXPLORING NATURE

WEEK 9 - SPORTS SUPERSTARS

WEEK 10 - AMAZING RACE

WEEK 11 - FINAL COUNTDOWN

Staff & Communication

All SDS Squad Leaders are background checked and CPR/First Aid certified. We do not exceed a 1:20 ratio of Adult SDS Squad Leaders to children, commonly following a 2:25 ratio. Several of our squad leaders are local elementary school teachers.

SDS Squad Summer Camp Director - Miss Maddie Dickens - squad@sullivan5678.com

Day to day program information, questions, & concerns

SDS Office Manager - Melissa Lynch - admin@sullivan5678.com

Enrollment / Billing questions & concerns

SDS Owner - Miss Melissa Krieger - melissa@sullivan5678.com

Questions, concerns, suggestions

**NEW - All communication messaging with staff will be done through Brightwheel.
Please message your child absences this way.**

SDS Front Desk - 217-728-9111

SDS On the Go Phone Number - 217-909-9111 (receives text messages as well)

Drop Off Procedures

Adults must come in and drop off your child and check them in at the front desk.

NEW - This year you will use your code through Brightwheel.

If your child does not arrive to the studio by 9:00 a.m. they may miss an activity or need to be dropped off wherever camp is traveling to that day.

Parent Pick Up Procedures

If parents prefer, you may message us when you are 5 minutes away so that we can get your child ready. You must come in and check your child out at the front desk. **NEW - This year you will use your code through Brightwheel.** Children will only be released to those added as an approved pick up person with a code.

If you are wishing to pick up before 4:00 p.m. please communicate that to our staff at drop off so we can ensure your child is back at the studio.

Inclement Weather Changes

Activities & field trip schedule may change due to weather & transportation availability. We will communicate any changes, but will not offer refunds. If an act of God emergency causes closure, a credit will be given for that day towards future programs.

Medication

Our staff will administer medicine to children following DCFS regulations. Extra documentation is required for this FIRST. Please ask our staff for more information.

Discipline

In order to provide a safe and fun camp experience, we use the following guidelines and intervention:

Step 1 – Verbal warning

Step 2 – Cool down break - Time away from the group / activity

Step 3 – Written form. A student with a misbehavior incident will receive a disciplinary action form that must be signed and returned by the student & parent. After a child receives their 2nd written form, a parent meeting will be scheduled to discuss the behaviors and work together to find a solution to improve them. After 3 written forms, the child will be removed from our SDS Squad programs. After removal, students cannot return to the SDS Squad Programs for one year. If the behavior is extreme, steps may be skipped to more severe measures.

Lunch & Snack

Parents are responsible for sending a water bottle and lunch with their child everyday. On days when lunch is at the studio, there will be access to a refrigerator and microwave. Parents may also drop off lunch at the studio as well. Lunch will take place at 11:00 a.m. most days. Often during field trip days, lunches will need to be lunch box or "brown paper sack" style. These will be clearly communicated in advance. If lunch is forgotten, we will purchase one for you and charge your account \$10.

An afternoon snack is provided to each child. Additional snacks may be sent with your child or purchased at the front desk for \$1. You can also purchase a snack barre punch card for \$25 online or at the front desk as well.

Transportation

We use two of our own 15 passenger vans for travel to field trips. Our staff, at least 21 years of age, will be driving the vans. Kids 8 & under MUST ride in a booster seat. We provide these.

NEW - This year we will occasionally be utilizing Sullivan school busses and drivers for our Field Trip Fridays.

Child Illness

All children should be fever free for 24 hours before returning to SDS programs. If a child becomes sick during the program you will be contacted to pick the child up from the program. It is expected that the child will be picked up within 30 minutes. The child will be supervised in an isolated area until a parent arrives.

Electronics Policy

We allow children to bring their electronics to our programs; however, they may only be used during specified times. At all other times, students must put all electronics away including, but not limited to: iPads, phones, Gizmo watches (or any smart watch), iPods, laptops, tablets, etc. We are not responsible for damaged or lost devices. If electronics are used inappropriately or not in accordance to times allowed, we may ban the student from bringing them to SDS.

Field Trips

We will go on at least one, often two, field trips per week related to that theme of the week. During field trips, the kids will wear provided Summer Camp t-shirts. We supply and wash these at no charge.

Park & Pool Days

During our weekly Park & Pool days we will travel to the Sullivan Civic Center, have lunch at the park (brown paper sack style), and swim at their pool. Miss Melissa is a certified Water Safety Instructor and takes our camp water safety very seriously. Non-proficient swimmers are REQUIRED to bring a USCG approved flotation device with them to wear at all times in the water. Our staff, with lifeguard assistance, will have campers complete swim tests before being allowed to go in deeper water areas / swim withOUT a flotation device. We increase our staff on swim days and they are IN the water with the children. We also implement the buddy system to be used at all times.

Summer Reading Program

We will be participating in the Sullivan library's Summer Reading Program. This will include weekly trips to the library encouraging reading and activities with the librarian. SDS has our own library card. Students are allowed to check out one book that will stay at the studio.