



**SDS Squad  
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.

## Enrollment

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

Due to DCFS requirements there is an additional enrollment form that must be filled out as well. This can be emailed, mailed, or picked up/dropped off at the front desk of the studio. This must be completed BEFORE your child can attend.

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

## Schedule Changes

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

## Fees & Billing Procedures

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 the 4th of July and Christmas Break.

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.**

## Staff & Communication

All SDS Squad Leaders are at least 21 years of age, background checked and CPR/First Aid certified. We do not exceed a 1:20 ratio of SDS Squad Leaders to children. Often times, especially during field trips and swim days, we utilize younger SDS Squad Assistants and SDS Squad Adult Staff Members as additional helpers to a leader.

SDS After-School Care Director - Miss Kristen Blakey - kristen@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*

SDS Front Desk - info@sullivan5678.com - 217-728-9111

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

**If your child will be absent, please text 217-909-9111.**

## **Transportation**

We use two of our own 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.

## **Discipline**

In order to provide a safe and fun camp experience, the following guidelines have been developed. Listed below are consequences for campers who are not following our camp guidelines.

**Step 1** - Verbal warning

**Step 2** - 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.

## **Lunch & Snack**

Parents are responsible for sending lunch with their child. 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 "brown paper sack" style. These will be clearly communicated through a text message.

An afternoon snack is provided to each child. The snack is pre-packaged with multiple choices available to choose from. An 8 oz water bottle is provided with snack each day. Additional snacks may be sent with your child or purchased at the front desk for \$1. Ask us about our snack barre punch cards too!

## **Drop Off Procedures - No school days / Summer**

Parents must come in and drop off your child and sign them in at the front desk. 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 text our on-the-go line at 217-909-9111 when you are 5 minutes away so that we can get your child ready. You must come in and sign your child out at the front desk. Children will only be released to those on your approved pick up list on the registration form and may be asked to show identification.

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 Closings**

If the Sullivan School District is closed due to inclement weather, the SDS Squad programs will also close. A credit will be given for that day towards future programs. In the case of early dismissal from school, we will remain open. We encourage that children be picked up by 3:00 p.m. to ensure the safety of everyone.

## **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.

## **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.

## **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.



# **After-School Care Program**

## **Hours & Days of Operation**

Our After-school care program begins Monday, August 14th and ends Thursday, May 23rd following the Sullivan School District calendar. It begins at SES dismissal time at 3:00 p.m. until 5:30 p.m. Monday - Friday. We pick up the kids on early dismissal days for no extra charge. After-school care fees are charged every day we are open throughout the school year, whether there is school that day or not. If we are closed, you are NOT charged. ASC families get 1st dibs on No School Days :)

## **School Pick Up Procedures**

### Elementary School

Please make sure to inform your child's teacher of your enrollment in our program for dismissal procedures. We also provide the school an up-to-date list of participants. Teachers will dismiss the students to the gym to our designated SDS bleachers. Our After-School Care Leader picks up students and escorts them to the van. Multiple trips are made with SDS staff supervision the entire time.

### Middle School

We are still waiting to hear from the school how the pick up process will work for these students. We will update our policies as soon as we know.

## **Activities**

We provide every child with homework help, a snack, and water daily. If you would NOT like your child to complete their homework at SDS, you must communicate this to our staff. Children can choose from a variety of activities: board games, legos, crafts, reading, movies, puzzles, coloring, dance, free play. **NEW! We have added an additional room to separate our younger children during busier times.**

## **Rates**

5 days a week = \$84

4 days a week = \$72

3 days a week = \$57

2 days a week = \$40

Additional siblings discounts are 20% off and only offered for 5 Day/week students. This makes the additional student \$67/week.

For after school care program participants that are scheduled for the day the day camp occurs on, only an additional \$15 / day is charged if attending.

SMS students who are a Sullivan Dance Studio student AND have a class beginning at or before 4:00 p.m. may sign up to ride the bus for \$5/day.

Parents must give 2 weeks notice to withdraw or request a schedule change with no penalty. You will be charged these two weeks, so please let us know 2 weeks before wanting to make a change or withdraw.

**If your child will be absent, please text 217-909-9111. We can not leave the school each day until every child is accounted for and will reach out to parents and additional contacts if your child is not present.**



## **No-School Day Camp Program**

### **Hours & Days of Operation**

Our No School Day Camps take place from 7:30 a.m. - 5:30 p.m. They are based on no school days from the Sullivan School District calendar. However, there are some days over Thanksgiving and Christmas break that we are CLOSED. These are detailed on our calendar for the upcoming school year.

### **Activities**

Each of our No School Day Camps are themed and announced closer to time. Our themes are incorporated into activities, snacks, crafts, and often field trips.

### **Rates**

\$40 per day

For after school care program participants that are scheduled for the day the day camp occurs on, only an additional \$15 / day is charged if attending.



# 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 30th and end on Friday, August 11th. Summer Camp will be open 5 days/week. We will be closed Memorial Day and the Fourth of July. Please see our calendar for the days offered this summer.

## Enrollment

There is no payment due at the time of registration.  
Enrollment is closed at NOON the Friday before camp week.

If attending the entire week choose the green "Enroll in this class" option. If attending only 1-4 days that week choose the blue "Pick dates to drop in" then select your dates.

Week 4- Kids in the Kitchen - June 20-24 <small>Miss Middle D.   Sullivan Dance Studio   After School Care</small>		Monday Tuesday Wednesday Thursday Friday <small>7:30 AM to 5:00 PM Jun 20 - Jun 24</small>	0.00 <small>0/36 Enrolled</small>
<input type="radio"/> Enroll in this class		<input checked="" type="radio"/> Pick dates to drop in	
<input type="checkbox"/> Mon Jun 20, 2022	<input type="checkbox"/> Tue Jun 21, 2022	<input type="checkbox"/> Wed Jun 22, 2022	
<input type="checkbox"/> Thu Jun 23, 2022	<input type="checkbox"/> Fri Jun 24, 2022		

## Rates

Daily rate = \$40  
Weekly 5 day/week rate = \$165

Additional siblings are discounted \$25 off if enrolling in the 5 day/week That makes their weekly fee \$140.

## Age Groups

Throughout the majority of the day - including during activities, swimming, 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.

<b>Day of the Week</b>	<b>Group 1: K-2nd Grade</b>	<b>Group 2: 3rd-6th Grade</b>
Monday	Park & Pool Field Trip	Building 1225 / Library / Crafts
Tuesday	Building 1225 / Library / Crafts	Park & Pool Field Trip
Wednesday	Movie Theater Field Trip	Movie Theater Field Trip
Thursday	Field Trip	Activities / Games
Friday	Activities / Games	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.

## **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.

## **Park & Pool Days**

During our weekly Park & Pool days we will travel to play at a neighboring community park, have lunch (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.

## **Field Trips**

We will go on at least one field trip 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. We will also visit the Effingham RMC Cinemas for their summer kids film series.

## **Reminder Texts**

Our staff will communicate through weekly/daily informational text messages about upcoming trips / activities and any special attire or a brown sack style lunch being needed. If a parent forgets to pack the proper attire for a field trip, unfortunately the child may have to sit out of field trips / activities. If a child is without lunch, we will purchase lunch for them and charge your account.