



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 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 - 8th grade in the fall are welcome! Unfortunately, due to DCFS regulations we can NOT accommodate preschool aged kids at this time.

Staff & Communication

All SDS Squad Leaders are at least 18 years of age and CPR/First Aid certified. We do not exceed a 1:15 ratio of SDS Squad Leaders to children. Often times we utilize younger SDS Squad Assistants as additional helpers to a leader.

SDS Squad Director - Miss Abby Hussong - 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

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 call or text 217-909-9111

COVID Pandemic

At this time SDS will not require students to wear masks at SDS, but will encourage social distancing when possible. To help maintain a safe distance we have established individual homework and play areas. Parents may choose to have their child wear a mask and we will enforce that. We will have the kids wear masks on our bus since they are close together. We reserve the right to reevaluate these procedures if cases in our area rise. Our program will follow the guidance of the Moultrie County Health Department regarding quarantines, contact tracing, etc.

Health & Safety

A student who develops a temperature of 100.4 or greater must be picked up immediately and remain fever free for 24 hours before returning.

Discipline

A student with a misbehavior incident will receive a disciplinary action form that must be signed and returned by the student & parent. After 3 offenses the child will be removed from our SDS Squad programs.

Snack

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!

Lunch

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 11:15 a.m. most days. Often during field trip days, lunches will need to be "brown paper sack" style. These will be clearly communicated.

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.

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.

After-School Care Program

Hours & Days of Operation

Our After-school care program begins Monday, August 16th and tentatively ends Friday, May 27th 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 planned early dismissal days for no extra charge.

School Pick Up Procedures

NEW! This year we have our own van to transport our children. Booster seats will be provided & required for children under the age of 8 to sit in.

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 lobby to our designated SDS table. Our After-School Care Leader picks up students from the lobby and escorts them to the van. Some days, there may be 2 trips made. The school provides supervision for the 2nd group until our Leader returns for them.

Middle School

These students will be picked up at approximately 3:20 p.m. in front of the main Middle School entrance.

Activities

We provide every child with homework help, a snack, and water daily. Children can choose from a variety of activities: board games, legos, crafts, reading, movies, puzzles, coloring, dance, free play.

Parent Pick Up Procedures

Parents may come to the front desk or call the studio at 217-728-9111 when you have arrived. Children will only be released to those on your approved pick up list on the registration form.

Rates

5 days a week = \$75 4 days a week = \$64 3 days a week = \$51
2 days a week = \$36 1 day a week = \$20

Additional siblings enrolled in 5 days a week are discounted to \$56.25.

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.

Fees & Billing Procedures

Pre-payment for the first week of after-school care is required at registration.

Weekly payments will be automatically charged to your account on file the Friday BEFORE each week of the program.

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

There is a \$5 late pick up fee.

Participants will be charged for after-school care weekly whether they attend or not.

If we are open, your normal fees are charged. There will be no charge during closed holidays such as Thanksgiving and Christmas Break. We WILL be open during spring break.

Parents must give 2 weeks notice to withdraw or request a schedule change. You will be charged these two weeks, so please let us know 2 weeks before wanting to make a change or withdraw.

No School Day Camp Program

Hours & Days of Operation

Our No School Day Camps take place from 7:45 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. Please see our calendar for the 21-22 No School Day Camp dates.

Activities

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

Rates

\$30 per day

For scheduled after school care program participants, only an additional \$10 / day is charged.

Fees & Billing Procedures

The \$30 fee to attend is paid at the time of registration.

After school care participants are charged the Friday before.

August 2021

Monday	Tuesday	Wednesday	Thursday	Friday
16 OPEN	17 OPEN	18 OPEN	19 OPEN	20 OPEN
23 OPEN	24 OPEN	25 OPEN	26 OPEN	27 OPEN
30 OPEN	31 OPEN			

September 2021

Monday	Tuesday	Wednesday	Thursday	Friday
		1 OPEN	2 OPEN	3 OPEN
6 OPEN No School Day Camp 7:45 am - 5:30 pm	7 OPEN	8 OPEN	9 OPEN	10 OPEN
13 OPEN	14 OPEN	15 OPEN	16 OPEN	17 OPEN
20 OPEN	21 OPEN	22 OPEN	23 OPEN	24 OPEN
27 OPEN	28 OPEN	29 OPEN	30 OPEN	

October 2021

Monday	Tuesday	Wednesday	Thursday	Friday
				1 OPEN
4 OPEN	5 OPEN	6 OPEN	7 OPEN	8 OPEN No School Day Camp 7:45 am - 5:30 pm
11 OPEN No School Day Camp 7:45 am - 5:30 pm	12 OPEN	13 OPEN	14 OPEN	15 OPEN
17:45 OPEN	19 OPEN	20 OPEN	21 OPEN	22 OPEN
25 OPEN	26 OPEN Early Dismissal	27 OPEN Early Dismissal	28 OPEN	29 OPEN No School Day Camp 7:45 am - 5:30 pm

November 2021

Monday	Tuesday	Wednesday	Thursday	Friday
1 OPEN	2 OPEN	3 OPEN	4 OPEN	5 OPEN
8 OPEN	9 OPEN	10 OPEN	11 OPEN	12 OPEN
15 OPEN	16 OPEN	17 OPEN	18 OPEN	19 OPEN
22 OPEN	23 OPEN	24 CLOSED THANKSGIVING BREAK	25 CLOSED THANKSGIVING BREAK	26 CLOSED THANKSGIVING BREAK
29 OPEN	30 OPEN			

December 2021

Monday	Tuesday	Wednesday	Thursday	Friday
		1 OPEN	2 OPEN	3 OPEN
6 OPEN	7 OPEN	8 OPEN	9 OPEN	10 OPEN
13 OPEN	14 OPEN	15 OPEN	16 OPEN	17 OPEN
20 OPEN No Dance Classes	21 OPEN Early Dismissal No Dance Classes	22 OPEN No School Day Camp 7:45 am - 5:30 pm	23 OPEN No School Day Camp 7:45 am - 5:30 pm	24 CLOSED CHRISTMAS BREAK
27 CLOSED CHRISTMAS BREAK	28 CLOSED CHRISTMAS BREAK	29 CLOSED CHRISTMAS BREAK	30 CLOSED CHRISTMAS BREAK	31 CLOSED CHRISTMAS BREAK

January 2022

Monday	Tuesday	Wednesday	Thursday	Friday
3 OPEN No School Day Camp 7:45 am - 5:30 pm	4 OPEN	5 OPEN	6 OPEN	7 OPEN
10 OPEN	11 OPEN	12 OPEN	13 OPEN	14 OPEN
17 OPEN No School Day Camp 7:45 am - 5:30 pm	18 OPEN	19 OPEN	20 OPEN	21 OPEN
24 OPEN	25 OPEN	26 OPEN	27 OPEN	28 OPEN
31 OPEN				

February 2022

Monday	Tuesday	Wednesday	Thursday	Friday
	1 OPEN	2 OPEN	3 OPEN	4 OPEN
7 OPEN	8 OPEN	9 OPEN	10 OPEN	11 OPEN No School Day Camp 7:45 am - 5:30 pm
14 OPEN No School Day Camp 7:45 am - 5:30 pm	15 OPEN	16 OPEN	17 OPEN	18 OPEN
21 OPEN	22 OPEN	23 OPEN	24 OPEN	25 OPEN
28 OPEN				

March 2022

Monday	Tuesday	Wednesday	Thursday	Friday
	1 OPEN	2 OPEN	3 OPEN	4 OPEN
7 OPEN	8 OPEN	9 OPEN	10 OPEN	11 OPEN No School Day Camp 7:45 am - 5:30 pm
14 OPEN No School Day Camp 7:45 am - 5:30 pm	15 OPEN No School Day Camp 7:45 am - 5:30 pm	16 OPEN No School Day Camp 7:45 am - 5:30 pm	17 OPEN No School Day Camp 7:45 am - 5:30 pm	18 OPEN No School Day Camp 7:45 am - 5:30 pm
21 OPEN	22 OPEN	23 OPEN	24 OPEN	25 OPEN
28 OPEN	29 OPEN	30 OPEN	31 OPEN	

April 2022

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
OPEN	OPEN	OPEN	OPEN	OPEN
11	12	13	14	15
OPEN	OPEN	OPEN	OPEN	OPEN No School Day Camp 7:45 am - 5:30 pm
18	19	20	21	22
OPEN No School Day Camp 7:45 am - 5:30 pm	OPEN	OPEN	OPEN	OPEN No School Day Camp 7:45 am - 5:30 pm
25	26	27	28	29
OPEN	OPEN	OPEN	OPEN	OPEN No School Day Camp 7:45 am - 5:30 pm

May 2022

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
OPEN	OPEN	OPEN	OPEN	OPEN No School Day Camp 7:45 am - 5:30 pm
9	10	11	12	13
OPEN	OPEN	OPEN	OPEN	OPEN No School Day Camp 7:45 am - 5:30 pm
17	18	19	20	21
OPEN	OPEN	OPEN	OPEN	OPEN No School Day Camp 7:45 am - 5:30 pm
23	24	25	26	27
OPEN	OPEN	OPEN	OPEN Early Dismissal	OPEN No School Day Camp 7:45 am - 5:30 pm