



**SDS Squad**  
**24-25 School Year**  
**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 / withdraw 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 Christmas Break.

There is a \$25 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 - Debit/Credit card auto-payment is NOT accepted. Saved auto-payments are REQUIRED to be ACH through a checkings or savings account.**

Need help setting that up? Scan this QR code:



## **Staff & Communication**

All SDS Squad Leaders are at least 21 years of age, background checked and CPR/First Aid/AED certified. We do not exceed a 1:20 ratio of Adult SDS Squad Leaders to children, commonly following a 2:25 ratio.

SDS Squad School Year & Preschool Director - Miss Kristen Blakey - kristen@sullivan5678.com  
*Day to day program information, questions, & concerns about ASC, No School Days & Preschool*

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 - 217-728-9111

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

***Please text your child absences to this line.***

## **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, 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.

## **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 lunch box or "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**

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 Wednesday, August 14th and ends Thursday, May 22nd 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.** We define open as After School Care OR No School Day Camp. For example, Columbus Day since we offer a No School Day Camp, you will be charged your normal After School Care fees whether attending or not. You will not be charged over Thanksgiving break because we are closed.

### **School Pick Up Procedures**

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.

### **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. We have added an additional room to separate our younger children during busier times.

### **Rates**

5 days a week = \$90

4 days a week = \$76

3 days a week = \$60

2 days a week = \$42

Additional siblings discounts are offered to 4 & 5 day/week students at 20% off.

This makes the additional student \$72/week.

For after school care program participants that are scheduled for the day the day camp occurs on, only an additional \$18 / day is charged if attending. You get 1st dibs and will be texted the information on the 1st of the prior month and given 72 hours to claim spots. :)

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.

If your child's payment is a week overdue, they may not attend until paid.

**Please Remember**

**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 holidays that we are CLOSED. These are detailed on our calendar for the upcoming school year.

**Activities**

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

**Rates**

\$42 per day