



**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.

## **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 \$5 late pick up fee.

## **Staff & Communication**

All SDS Squad Leaders are at least 21 years of age 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 Squad Director - Miss Maddie Dickens - [squad@sullivan5678.com](mailto:squad@sullivan5678.com)  
*Day to day program information, questions, & concerns*

SDS Office Manager - Melissa Lynch - [admin@sullivan5678.com](mailto:admin@sullivan5678.com)  
*Enrollment / Billing questions & concerns*

SDS Owner - Miss Melissa Krieger - [melissa@sullivan5678.com](mailto:melissa@sullivan5678.com)  
*Questions, concerns, suggestions*

SDS Front Desk - [info@sullivan5678.com](mailto: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 have our own van for travel to field trips. Our staff, at least 21 years of age, will be driving the van. At other times we will use the First United Methodist Church bus. Kids 8 & under MUST ride in a booster seat. We provide these.

## **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. 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!

## **Parent Pick Up Procedures**

Parents may come to the front desk, call the studio at 217-728-9111, or text our on-the-go line at 217-909-9111 when you have arrived. Children will only be released to those on your approved pick up list on the registration form.

## **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.

## **Student Groups**

**NEW!** Starting this summer, we will be implementing a new grouping policy. We will have two groups: Mini Squad and Junior Squad. Sometimes, but not always, we will be splitting up kids into a younger (Mini) group and an older (Junior) group. This helps us to appropriate activities and trips to the best of our abilities.

## **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 these devices. If electronics are used inappropriately or not in accordance to times allowed, we may ban the student from bringing them to SDS.



# Summer Camp Program

## Hours & Days of Operation

Our Summer Camps take place from 7:30 a.m. - 5:00 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 31st and end on Friday, August 12th. 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		

In the event of program cancellations due to weather cancellations, pandemics, etc. a credit will be applied to your next week of care. Parents must give 2 weeks notice to request a schedule change.

## Rates

Daily rate = \$35  
Weekly 5 day/week discounted rate = \$150

Additional siblings are discounted 20% off if enrolling in the 5 day/week That makes their weekly fee \$120.

## Daily Schedule

The Summer Squad Program makes use of weekly themes. We love to schedule field trips, crafts, games, and activities in connection to the theme. In general, each day's schedule looks the same: arrival, calm free time (coloring, board games, book reading, puzzles, etc.), morning meeting, organized activity in relation to the theme, lunch, group craft/game in relation to the theme, afternoon snack, free play, and more. Days are subject to change.

**NEW!** Students must arrive at the studio by 9:00 a.m. to ensure participation in all activities/trips. It is the parent's responsibility to transport their child to activities if they arrive any later than 9:00 a.m. On field trip days, we will plan to arrive back at the studio no later than 4:00 p.m.

## **Summer Reading Program**

We will be participating in the Sullivan library's Summer Reading Program. This will include trips to the library every Monday morning this summer. SDS has our own library card. Students are allowed to check out one book that will stay at the studio.

## **Park & Pool Days**

Park & Pool Days happen weekly on Tuesdays. 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-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, most often happening on Thursdays. During field trips, the kids will wear provided Summer Camp t-shirts. We supply and wash these at no charge. Field trip days are subject to change.

## **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.



# **After-School Care Program**

## **Hours & Days of Operation**

Our After-school care program begins Monday, August 15th and tentatively ends Friday, May 25th 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.

## **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 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. 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.

## **Rates**

5 days a week = \$80

4 days a week = \$68

3 days a week = \$54

2 days a week = \$38

1 day a week = \$20

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.

Additional siblings discounts are 20% off and only offered for 5 Day/week students. This makes the additional student \$64/week.

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.



## **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 sometimes field trips.

### **Rates**

\$35 per day

For after school care program participants that are scheduled for the day the day camp occurs on, only an additional \$10 / day is charged.