



2020 Parent Handbook



3790 Ashley Phosphate Road • Charleston • South Carolina
www.CathedralSummerQuest.com • 843.760.2626



INTRODUCTION

What Is SummerQuest?

SummerQuest is a full-time summer program where your children will enjoy a wide variety of fun activities, meet new friends, learn new skills and grow spiritually in addition to exercising their mind. We are dedicated to providing high quality, age-appropriate, fun experiences for your child. And you as the parent will be confident that he/she is experiencing a memorable summer FILLED with enrichment activities, theme weeks, various camp opportunities and innovative learning from certified teachers who will make learning fun. Each week your child can expect fun activities like dressing up, arts & crafts, a talent show, jump castles, water days, and much more! This is all included in the weekly tuition cost. For an additional cost, your child may also participate in the sports camps offered here at Cathedral.

Hours of Operation

Monday – Friday, 7:00 am – 6:00 pm
Monday, June 1 through Friday, July 31, 2020

Age Eligibility

Accepting ages 5 - 10 years old.
Child must be entering K-5 or higher in the fall.

TUITION

2020 Fees

Enrollment fee: \$50 / Weekly fee: \$135
The enrollment fee (\$50 per family) and the first week's fee are due with the completed application.

When Is Payment Due?

Your first week's payment is due upon receipt of your completed application. Weekly payments are due every Friday before the week of service, no later than 6:00 pm. Payments will not be discounted as a result of sickness, holidays, weather closings or delays, or any other absence that occurs during the Payment Agreement period. Please make payments in advance of planned absences and holidays. There will be a service charge on all returned checks. ***If the weekly fee is not received within one week of the due date, SummerQuest may terminate this contract without prior notice.*** We encourage you to pay online (weekly or automatic payments) at www.CathedralSummerQuest.com.



PARENT HANDBOOK

ENROLLMENT REQUIREMENTS

Enrollment Requirements

These items are required on file before the first day of attendance

- Application
- Signed Parental Consent Form
- Current Immunization History Record (DHEC Form 1148)
- Pick-Up Authorization
- Signed Payment Agreement
- Activity & Sport Release
- Birth Certificate (4's & 5's only)
- Statement of Child's Health (DSS Form 2900) (4's & 5's only)

DROP OFF AND PICK UP

Where Do I Drop Off & Pick Up My Child(ren)?

Children will be dropped off and picked up in the breezeway (between the Athletic Center and Building C). Drop-off will be between the hours of 7:00am-8:30am. Pick-up will be between the hours of 4:30pm-6:00pm.

Drop Off and Pick Up

- We will not release a child unless the person picking up your child is listed on the Application form and shows proper identification.
- Children must be signed in/out from their classroom daily.
- Parents must accompany their children from their classroom to their vehicle.
- Children cannot play in or near the parking lot.

Late Child Pick Up

- SummerQuest closes promptly at 6:00 pm; we do not offer service after 6:00 pm.
- There will be a fee charged (see Payment Agreement) for a child being left at SummerQuest past 6:00 pm.

NAP TIME

Rest Periods

- 4 and 5-year-old students rest for one hour following lunch. Parents will need to supply a nap mat.

NUTRITION

Lunch Guidelines

- Try to send items that your child can open easily.
- Encourage your child to practice opening difficult containers at home.
- Limit sweets.
- Please no perishable foods, we will not have a refrigerator available.
- If you forget to send a lunch, an "oops lunch" will be provided for a fee of \$5/day.



CLOTHING

Children’s Clothing

- Shoes must have at least a strap on the back if child is not wearing athletic shoes. (Please pack flip-flops on water days only.)
- Please dress accordingly for the weather in washable and comfortable clothing. Children will go outside for playtime unless it is raining.
- Please put shorts on under dresses and skirts.

Extra Clothing (4’s & 5’s only)

- One outfit with socks and underwear must be kept in child’s classroom.
- When an outfit goes home please replace it the next morning.
- Parents will be called to bring an outfit if child has soiled all their clothes and no longer has a change of clothes.

CHILD ABUSE AND NEGLECT

Child Abuse and Neglect

All staff will comply with the provisions of the Child Abuse Reporting Act by bringing suspected cases of abuse and neglect to the attention of the Director. If necessary, the Director will report the suspected case to the Dorchester County Department of Social Services. Periodic observations and written documentation will be made by the Director and teachers when necessary.

MEDICAL INFORMATION

Communicable and Infectious Diseases

SummerQuest wants to maintain a healthy school environment by taking steps to prevent the spread of communicable diseases. The term “Communicable Disease” means an illness which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. Any student with a communicable disease for which immunization is required or is available, will be temporarily excluded from school while ill and during recognizable periods of communicability. Students with communicable diseases for which immunization is not available will be excluded from school while ill. If the nature of the disease and circumstances warrant, SummerQuest may require an independent physician’s examination of the student to verify the diagnosis of communicable disease. SummerQuest reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school. Any child who is diagnosed as carrying a disease classified as “communicable” is not allowed to become or remain enrolled at SummerQuest as long as the disease is present. Once the school has written verification from a physician that such a child has become disease free, he may be considered for enrollment or re-enrollment at SummerQuest. This policy applies to, but is not limited to, all diseases that may be sexually transmitted, including Acquired Immunodeficiency Syndrome (AIDS). For school purposes, any student testing positive for antibodies to the AIDS virus is considered to be infected with the virus. SummerQuest believes that these measures serve to minimize the further spread of diseases.



PARENT HANDBOOK

Communicable Diseases

When diagnosed with any of the following diseases, a child must have written consent from either a physician or the Health Department to return to SummerQuest!:

1. COVID-19 (coronavirus)
2. Chicken Pox
3. Measles
4. Mumps
5. Pneumonia
6. Whooping Cough
7. Pinworms
8. Scabies
9. Ringworm
10. Impetigo
11. Pink Eye
12. Strep Throat
13. Lice
14. Mononucleosis
15. Fifth's Disease
16. Meningitis

First Aid Procedure

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection, up to and including, CPR.
2. Parents will be notified immediately. If they cannot be reached, efforts will be made to find out which physician is to be secured or where the child should be taken. This information must be completed on the **DSS Health Form 2900 (4's and 5's only)** and will be on file for each student in case the parents cannot be reached.
3. A representative of the school faculty will stay with the child until the parent arrives.
4. Internal medication will be given only by or on the order of a physician.

Illness

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with a fever and/or a contagious illness. It is the policy of SummerQuest that a student must stay home with:

1. Fever (24-hours free)
2. Vomiting (24-hours free)
3. Flu symptoms
4. Persistent cough
5. Colored nasal discharge
6. Diarrhea
7. Strep Throat (24 hours on medication)
8. Pinkeye (24 hours on medication)
9. Lice (24 hours on medication)
10. Mononucleosis (until released by physician to return to school)
11. Any other communicable diseases



Immunizations

South Carolina state law requires SummerQuest to have on file current immunization records recorded on SC DHEC Form 1148 and medical records for each student. It is the responsibility of parents to keep up-to-date records in the school office.

Medication Policy

Written, signed and dated parental consent is required prior to the administration of any prescription or over-the-counter medication or administration of special medical procedures.

- All medication shall be used only for the child for whom the medication is labeled.
- Medications shall not be given in excess of the recommended dose. Prescribed special medical procedures ordered for a specific child shall be written, signed and dated by a physician or other legally authorized healthcare provider.
- All medications shall be kept in their original labeled containers and have child protective caps. The child's first and last name shall be on all medications.
- The parent must complete a Medication Release Form indicating date, dosage and time to be administered.

IN CASE OF AN EMERGENCY

Who Do I Contact In Case of an Emergency?

Cathedral of Praise **Phone:** 843-760-2626
Rachel Floyd **Phone:** 864-680-1891

Emergency Closing of School

Please listen to the radio or watch television to be notified when SummerQuest is closed. Announcements are also typically placed online at www.CathedralSummerQuest.com and emailed to families. In the event inclement weather necessitates the closing of SummerQuest before 6:00 pm, the following procedure will be followed:

1. The decision will be made by the Administration.
2. Faculty & staff will be notified.
3. Local radio and TV stations will be notified.
4. Children will be released to individuals indicated on the Authorization for Pickup Form.
5. Alternate arrangements for pickup of children may be arranged by parents contacting the office.

OTHER CAMPS

Sports Camps

We are offering a special discounted rate of \$40 per camp to SQ families (normally \$65 per camp). If you are interested in enrolling in a Sports Camp, please contact the camp director for your chosen sport and they will provide you with the discount code you will need.



SUMMER 2020

PARENT HANDBOOK

SPECIAL DAYS

Water Days

- Water Days are scheduled days when children will get wet.
- Please send a set of clothes to change into and a towel with your child on scheduled water days.
- Parents will need to provide water shoes / flip-flops / crocs and spray sunscreen.
- A t-shirt will need to be worn over bathing suits.

POLICY

Non-Discriminatory Policy

SummerQuest admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, or tuition assistance programs.