

# 2019 EXTENDED DAY SUMMER CAMP

Carlin Springs Elementary School  
5995 5th Rd S  
Arlington, VA. 22203

Camp Phone: (703) 228-8412

## *Welcome to Carlin Springs Extended Day Summer Camp*

We are extremely excited about this summer and look forward to getting started. Our Carlin Springs Summer Extended Day camp will operate from **Monday, July 8<sup>th</sup> through Friday, August 2<sup>nd</sup>, 2019.**

We have been busy planning lots of exciting activities and special events. We intend to provide a safe and entertaining environment for your children.

Any information, ideas, materials and skills you would like to share with us would be greatly appreciated.

If your child has any medication needs, please remember that a copy of the current doctor's order must be on file at your child's home school.

If you have any questions concerning your child's registration or billing, please contact the **Extended Day Central Office** at **(703) 228-6069**. If you have any questions or concerns, please feel free to contact us by phone or email.

Karla Harris, Supervisor

Anna Senn, Assistant Supervisor

CarlinSprings.Extended Day@apsva.us



## *Sign-In & Sign-Out Procedures*

Sign-in and Sign-out sheets will be located at the Parent Information area. Signs will direct you to this area from the entrance.

All students must be accompanied to the Extended Day location and signed in for the Before School Session each day.

All students must be signed out each day from the After School Session by an authorized individual listed in your Extended Day Family Account. Photo ID must be presented to the staff prior to signing out the child(ren).

This is very important as we maintain the safety and accountability of each student. If anyone other than the Parents/Guardians listed in your Extended Day Family Account will be signing out your child(ren), authorization must also be made in writing to the camp supervisor.

Parents must notify the staff if a student is absent from school, or leaving early and not attending camp on a particular day.

Please notify us in writing or by phone in an emergency.

Summer Camp Before School Program opens at 7:00 AM and our After School Program closes promptly at 6:00 PM. Parents must make arrangements for an emergency contact to pick up their child(ren) if they will not be able to arrive by 6:00 PM. A late pick-up will be cause for dismissal from the Summer Extended Day Program.

## *Absences*

It is expected that all children registered for Extended Day will be attending daily. Parents must notify the Staff if students are absent from school, if students will be absent from the program on a particular day and/or if students are leaving school early and will not be attending the Extended Day Program. Please send two notes, one for the Extended Day and one for the classroom teacher, explaining the absence or alternate plans. You may call both the Extended Day Program, and the School Office in cases of emergency.

Children must attend the instructional session to be eligible to attend Extended Day. If a child has a doctor's appointment, the parent must notify the Supervisor the day before in writing. When the child returns to Extended Day the parent must sign the child in with the Supervisor when returning from the appointment.

## *Breakfast, Lunch and Snack*

The Arlington Public Schools Food and Nutrition Services Department will be providing a free breakfast and lunch as part of the elementary summer school class day. As always, children may bring a packed lunch from home, if desired.



Extended Day will serve a healthy snack each afternoon. A snack menu will be posted on the Parent Information Board.

# THE DREAM TEAM



Back Row (from Left): Anjanette Brooks, Anna Senn (Asst Supervisor), Kelli Andrews, Beverly George, Alan Rowlett  
Front Row (From Left): June Hall, Karla Harris (Supervisor), Amelva Spaine, Brenda Guevara

## *Field Trip and Swimming Information*

### *Medications*



To dispense medication and manage health matters, a copy of the current doctor's order must be on file at your child's home school. You may call the summer supervisory team to discuss the medications and/or health matters and to make arrangements to deliver medications to the Extended Day Program. If you have any other questions, please contact the Extended Day Central Office at (703)228-6069.

In order to maintain appropriate staffing, all children will attend swim trips. Alternate activities will be provided for those choosing not to swim.

On days your child is going swimming, please send a bag with your child's name on it, a bathing suit, and a towel. The pool is located indoors but there is a sun deck. For children requiring sunscreen, please complete the top portion of the Extended Day Sun Screen and Insect Repellent Log provided in your Summer Fun Folder on the first day of camp. Products must be provided in the original container labeled with the child's name. Help us keep our children who are allergic to PABA (found in sunscreen) safe by letting your child know that sharing sunscreen is not allowed.

Field Trip forms and location information are provided in your Summer Fun Folder on the first day of camp. Please return signed forms as soon as possible.

A weekly calendar of events will be posted and available for your information. All field trips and special events are subject to change or cancellation. If you have any questions, please speak to your program supervisor.



### *Footwear*



For safety reasons, children should wear close toe shoes each day. Open toe sandals or flip flops can be packed with swimming gear for trips to the pool.

Visit on the web at [www.apsva.us/extended-day](http://www.apsva.us/extended-day)