



**QUINN CENTER
OF SAINT EULALIA**

QUINN CENTER SUMMER ENRICHMENT PROGRAM
PARENT/STUDENT HANDBOOK

Welcome to the Quinn Center Summer Enrichment Program!

We are excited to have you and your family join us this summer! We believe that the most important elements of a positive summer enrichment program experience are the safety and well-being of the children in our programs.

Quinn Center Summer Enrichment Program provides children with summer adventures that promote health, physical activity, friendships, and group participation. This summer, your child will also find new and exciting experiences to provide challenges and build the Quinn Center values of Responsibility, Respect, Caring and Honesty. Children will spend time indoors and outdoors as experienced staff lead students in a wide variety of activities each day including games, creative arts, and songs.

Our summer enrichment program staff are chosen based on leadership qualities, education, experience, patience, and maturity. Many of our program personnel work with us during the school year. Before being hired, all employees are required to go through an application process, interviews, background checks and training. Most program staff are over the age of 21 years old and share a passion for working with children!

Overall, the Quinn Center Summer Enrichment Program is the perfect place for kids to be just kids.

Thank you for being a part of the Quinn Center Summer Enrichment Program! We look forward to a great summer together!

Sincerely,

Kristen K. Mighty, Ph.D., M.P.H.

Executive Director, Quinn Center of Saint Eulalia

Latoya Towns,

Quinn Center Program Director

Jeseny Amaya

Quinn Center Assistant Program Director

The ABC's of the Quinn Center Summer Enrichment Program:

Absentees: The Quinn Center assumes responsibility for the children once they are properly signed-in at the summer enrichment program. If your child is not signed-in, we assume they will not be in attendance that day and are safely with a parent or guardian. **To report an absence during the weeks of Quinn Summer Enrichment Program, please call (708) 397-6111.**

Activities and Participation: Components of the summer enrichment program may include age-appropriate activities of the following:

- Arts & crafts
- Character development
- Cultural awareness
- Educational activities (science, math and reading)
- Health & Nutrition
- Music
- Service and Cooking projects
- Skits/drama/songs
- Small & large group games
- Special Health classes mental wellness, vaping, mindfulness, etc.
- Sports
- Team Building/Leadership activities
- Yoga
- And More!

Our Quinn Center Summer Enrichment Program staff work hard all year long to provide a variety of activities for the children. In order for our summer enrichment program to be successful, we do expect full participation throughout the daily activities when they are in attendance.

Grouping: Students will be assigned into groups according to the grade they are entering in the upcoming school year. Attempts to accommodate requests will be made, however due to the number of students attending each week, we cannot guarantee special requests to keep friends, siblings or relatives together.

Allergies: All allergies must be listed on the child's paperwork. Additional medication, if prescribed (Epi-pen, inhaler, etc.), must be provided for a child in the event of a reaction or episode during program hours and require an additional medication form to be filled out.

Attire: The summer enrichment program will be held both inside and outside the Quinn Center facility. Please make sure that your student is dressed appropriately for the weather. **Open-toed sandals and flip flops are not allowed.** Participants must wear closed-toe footwear at all times.

What Summer Enrichment Program Participants Should Not Bring to Summer Enrichment Program

- **Cell Phones:** **Cell phones are not allowed at the summer enrichment program.**

To reach your child, please call the Quinn Center at (708) 397-6111 or in the event of an emergency, please call the Quinn Center Program Director, LaToya Towns, at (708) 397-6044. If your child brings a cell phone with them, it will be collected at check-in and stored in a locked room for the duration of the program day.

- **Toys, trading cards, games from home**
- **Electronics** such as iPads, iPods, MP3 Players, DS Game Systems
- **Money** (unless suggested for special projects) If any listed item is found at the Quinn Center, either summer enrichment program participants will need to put it away, or it will be held by the staff for parents to pick up at the end of the day.
- **Possession of and/or use of tobacco, alcohol, illegal drugs, weapons, firecrackers or explosives may be cause for immediate expulsion from the program.**

THE QUINN SUMMER ENRICHMENT PROGRAM AND THE QUINN CENTER ITSELF ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. PLEASE LABEL CLEARLY ALL OF YOUR CHILD(REN)'S ITEMS WITH THEIR NAME. THE QUINN CENTER SUMMER ENRICHMENT PROGRAM IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Authorized Pick-Ups: To ensure the safety of your child, an authorized pick-up person must sign out children. In addition, those authorized to pick up a child will be required to show identification and must be listed within the authorized pick-up section on the registration paperwork. Your child will not be released to anyone not on the list without your written consent.

Automated External Defibrillator: An automated external defibrillator (AED) is a lightweight, portable device that delivers an electric shock through the chest to the heart. The shock can potentially stop an irregular heart beat (arrhythmia) and allow a normal rhythm to resume following sudden cardiac arrest (SCA). Staff are trained in hands-only CPR and use of the AED in case of emergency. There are three (3) AEDs present on site, one on each floor.

Behavior Policies: The Quinn Center Summer Enrichment Program expects the full cooperation of parents to ensure that any behavior management plan developed to support your child in the program will be successful. When a child does not follow the behavior guidelines, the following steps will be taken:

- Staff will redirect the child to more appropriate behavior.
- The child will be reminded of the behavior guidelines and rules, and a discussion will take place.
- The staff will follow the behavior system on site, discuss the core values with the child and document the situation.
- The staff will notify the parent about the situation upon pick-up.

- If the problem persists, a conference may occur with the parent, child, staff, summer enrichment program directors.
- We reserve the right to protect a child from harming him or herself. (In extreme situations this may lead to holding or removing the child from the situation)

The following behaviors are not acceptable and may result in immediate suspension for up to three days (without a refund or credit):

- Endangering the health and safety of children and/or staff.
- Theft or damage to The Quinn Center, rental or personal property.
- Leaving the program without permission (if a parent cannot be reached in this situation, the police may be contacted.)
- Continuous disruption of the program.
- Lewd or obscene behavior or language.

A meeting with the Summer Program Director and/or Quinn Center Program Director may be required for your child to return to the program. Another occurrence after the suspension could result in expulsion from the program. Possession of and/or use of tobacco, alcohol, illegal drugs, weapons, firecrackers or explosives may be cause for immediate expulsion from the program.

The Quinn Center Program Character Pledge: This form may be used for youth between the ages of 5-18 who may draw or write their perception of the situation. This form must be filled out with the assistance and supervision of a Quinn Center staff person. A separate piece of paper may be attached to this form to answer questions. The staff may write what the child explains to them. This can be used to lead discussions in groups or individually with children.

Purpose: To help you explain the situation that happened and to set actions in place to make sure it will not happen again.

Directions: Fill out this form completely before turning it into a Quinn Center staff person in your program.

Your Name: _____ Date: _____

1. What happened?
2. How did the situation make you feel?
3. How do you think this situation makes others feel?
4. Circle the value(s) you did not show: Caring Respect Responsibility Honesty
5. Give 2 examples of what you could have done instead.
6. What should be the consequence(s)?
7. How can we make sure this will not happen again?
8. Why is it important to follow rules/learning standards?

Breakfast/Lunch/Snack: Breakfast, lunch and snack will be provided. Dietary restrictions that have been noted in the child’s file will be accommodated to the best of our ability. If a child does not wish

to eat the meal provided, **no alternative meal will be provided**. Families have the option to provide their child with their own breakfast and/or lunch required that:

1. The meal will not be refrigerated.
2. The meal does not need to be warmed up.
3. The child is responsible for carrying the meal in a lunch box labeled with their name and kept with them throughout the day.

Bullying: Bullying happens when a person or group of people want to have power over another/others and use their power to get their way, at the expense of someone else. **Bullying includes but is not limited to excluding, teasing, taunting, gossiping, hitting, kicking or putting down another person with the intent to hurt them. Bullying can also happen with emails, text messaging, instant messaging, web blogs, personal web sites and other less direct methods.** This type of bullying can also lead to persons being hurt during or between the summer enrichment program seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At the Quinn Center Summer Enrichment Program, **bullying is inexcusable**, and **we have a firm policy against all types of bullying**. Each participant is expected to treat all other students with respect, and to help each other achieve the best possible experience. If a student has difficulty meeting this expectation, parents may be called upon to assist. We work together as a team to ensure that summer enrichment program participants gain self-confidence, make new friends and go home with great summer enrichment program memories. Unfortunately, people who are bullied may not have the same potential to get the most out of their program experience.

Our program staff will address all incidents of bullying seriously and are trained to promote communication with their employees and their students so both staff and students will be comfortable alerting us to any problems during their time here. We can't manage an incident if we don't know about it. Every person has the right to expect to have the best possible experience at the summer enrichment program and by working together as a team to identify and manage bullying, we can help ensure that everyone has a great summer at the Quinn Center.

Background Checks: The Quinn Center of St. Eulalia Church complies with the background check and clearance requirements set forth by the Archdiocese of Chicago, Office of Protection of Children and Youth policies for all clergy, staff and volunteers of the Archdiocese of Chicago. In addition to specific trainings, employees and volunteers are subject to criminal history checks through the Illinois State Police, FBI and checks of the Illinois Sex Offender Registry, and Child Abuse and Neglect Tracking System for employees and volunteers who work directly with children.

Archdiocese Policies are as follows:

- **Background checks:** Any individual who accepts a paid or volunteer position with an Archdiocesan parish, school or agency which entails or may entail unsupervised access to a child, the elderly or persons with disabilities on or after January 1, 1998, shall submit to a criminal background check.
- **Discovery of Criminal Background Information:** If any criminal background information is revealed for any new or current employee or volunteer, that information shall be referred to the Office of Legal Services for review and consultation with the Director of Personnel Services. The Director of Personnel Services shall make a final determination as to whether a position shall continue to be made available to the individual.

Communication: Any communication to the summer enrichment program staff or children during the summer enrichment program day must be directed to Quinn Center main office at (708) 397-6111. The staff will be able to contact our summer enrichment program staff directly. You will be contacted by the office immediately about any serious injury that occurs during the day at the summer enrichment program. The closing staff will address all minor injuries when you pick up your child.

Visit our website (www.quinncenter.org) to view our summer enrichment program brochure or to download the parent handbook. Weekly newsletters will be given out to share updates from the past week and future plans. Do not forget to like us on Facebook to receive additional information about the summer enrichment program. If you have questions about pickup/drop-off information and/or field trips, please call the front desk at (708) 397-6111.

Important Contact Information:

Kristen Mighty: (708) 397-6111
Quinn Center Executive Director
Email: director@quinncenter.org

Latoya Towns: (708) 397-6044
Quinn Center Program Director
Email: qcprogramdir@quinncenter.org

Jesenia Amaya: (708) 400-9068
Quinn Center Assistant Program Director
Email: summer@quinncenter.org

Daily Activities - What is a typical day like at the Summer Enrichment Program: There is no such thing as a typical day or week at our summer program! Most of the day, your child will be doing these activities with his/her assigned group. Sometimes, groups may team up and do activities together.

Each week children will engage in the following activities: arts & crafts, small & large group games, sports, science, math exploration, character development activities, team building, leadership activities, nutrition program, games & physical activities, cultural awareness, community service, and special events.

Dismissal Policy: The Quinn Center Summer Enrichment Program tries to meet the needs of each child enrolled in our program. We will make every effort to communicate and work with parents if there are concerns. However, The Quinn Center Summer Enrichment Program reserves the right to terminate enrollment of a child. The decision to terminate a child's enrollment may fall into different categories:

- If it is decided that the placement of a child is inappropriate and/or not in the best interest of the child.
- The Quinn Center Summer Enrichment Program staff and the parent/guardian are not able to come to a mutually acceptable course of action after identifying and processing a concern.
- A parent/guardian fails to meet their obligations.
- Any type of physical or verbal abuse of children, other parents, or staff by the parent/guardian. Confrontation by a parent/guardian with other children at the program is also not acceptable.

Please take the time to sit with your child and read/discuss the character contract together. Both the adult and the student **MUST** agree to this contract. Every attempt will be made to meet the child's individual needs. However, if a child shows inability to benefit from the type of program offered at Quinn, or if his/her presence is detrimental to the group, the child will be discharged from the program.

Divorce or Separation: In the case of divorce or separation, if there is a custody dispute and one parent is not allowed to pick-up their child, we will need court documentation. We are not allowed to give information about one parent to the other parent. Please remember that we want what is best for your child. It is the well-being of the child/children that is our main concern.

Donation Option: Donations to support the Quinn Center Summer Enrichment Program can be submitted in-person by check or money order made payable to Quinn Center of Saint Eulalia, or by cash at any point before the end of the Summer Program.

Drop-Off Procedures: For the Quinn Center Summer Enrichment Program, drop-off times are between 8:30 a.m. and 9:00 a.m. at the Quinn Center. Please call the Quinn Center at (708) 397-6111 and leave a message to inform staff that your child is going to be late or absent.

First Aid Kits: A complete First Aid kit will be stationed in the First Aid and Supply Room at the Quinn Center, Room 103. All First Aid kits will be inventoried at the end of each week by the summer enrichment program administrative team. Items needing to be replenished will be ordered by the summer enrichment administrative team by the following student attendance day. Staff and employees will be informed of the location of and contents in the First Aid kits during teacher orientation.

Complete First Aid kit will consist of the following items: Minimum contents as per OSHA guidelines ([59 FR 51672, Oct. 12, 1994; 60 FR 47022, Sept. 8, 1995]): Gauze pads (at least 4 x 4 inches), Two large gauze pads (at least 8 x 10 inches), One box adhesive bandages (band-aids), One package gauze roller bandage at least 2 inches wide, Two triangular bandages, Wound cleaning agent such as sealed moistened towelettes, Scissors, At least one blanket, Tweezers, Adhesive tape, Latex gloves, Resuscitation equipment such as resuscitation bag, airway, or pocket mask, Two elastic wraps, Splint, Directions for requesting emergency assistance.

Travel First Aid kit will consist of: Minimum contents: Gauze pads (at least 4 x 4 inches), Box adhesive bandages (band-aids), One package gauze roller bandage at least 2 inches

wide, Wound cleaning agent such as sealed moistened towelettes, Adhesive tape, Latex gloves, One elastic wrap, Directions for requesting emergency assistance.

If First Aid is applied, an incident report form will be completed and sent home to the child's parents. A copy of the completed incident report will be copied and filed for summer program records.

For an injury or illness that requires emergency medical attention, 9-1-1 will be called and the child will be taken to the nearest hospital for treatment (listed below). A parent/guardian will be contacted immediately. If the parent/guardian cannot be reached, the emergency contacts will be called. A staff member will accompany the child whenever possible.

Loyola Emergency Department
2160 S. First Ave. Maywood, IL 60153
888-584-7888

Health and Safety: We ask that any child showing signs of fever, vomiting, or any communicable diseases, such as chickenpox, ringworm, lice, pink eye, COVID-19, etc. be kept at home. If your child contracts anything that may be contagious, please call us and let us know. Your child's name will be kept confidential, but we would like to inform other parents if other children have been exposed. Your child's health status may be checked informally each day upon arrival. If your child shows any sign of illness, rash, high temperature, diarrhea, infection, lice or any contagious diseases, the parent/guardian will be called and required to pick up the child within one hour. If your child has head lice, his/her hair needs to be shampooed according to directions given by your physician. The child should stay home 24 hours after treatment starts.

Injuries: While at the Quinn Center, if a child receives a minor injury (bumps, bruises, cuts, scratches, etc.), the staff will administer first aid. The parent/guardian will be informed of the injury at the time of pick-up by the program staff. If a serious injury occurs during program hours, the parent/guardian will be contacted immediately by the Quinn Center. A staff person will remain with the child until the parent/guardian arrives.

Sick Children Procedures: If any child becomes ill at the Quinn Center, he/she will be kept away from the other children as much as possible. Staff will try to comfort the child by offering a drink of water, having them sit out for a few minutes, giving them a chance to use the bathroom, etc. If the child still feels ill, the parent/guardian will be notified and expected to pick up the child within an hour. If the parent/guardian cannot be reached, the emergency contacts will be notified. It is extremely important that we have **up-to-date emergency contact information, including phone numbers.** If a child is well enough to attend the program, they will be expected to participate.

By allowing your child to participate in the Quinn Center Summer program, you acknowledge and understand that participation of your child/ward in Quinn Center activities includes possible exposure to and illness from infectious diseases including but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; you knowingly and freely assume all such risks related to illness and infectious diseases, such as COVID-19; you hereby knowingly assume the risk of injury, harm

and loss associated with the Quinn Center activities to your child/ward, including any injury, harm and loss caused by the negligence, fault or conduct of any kind, and further release and discharge Sacred Heart & St. Eulalia Parish, its Quinn Center, and the Archdiocese of Chicago for injury, loss or damage arising out of the use of or presence upon the facilities of Sacred Heart and St. Eulalia Parish by your child/ward.

Medication/Medical Form: It is your responsibility to let us know of any medication that needs to be administered for your child during the day. Please provide this information on the medical form of your registration paperwork. Medication will be held and administered to a child by assigned staff and only under the following conditions:

- The medication must be in its original container and accompanied with specific written directions from a licensed physician.
- The label must bear the child's name, directions for administering the medication, date, dosage, and doctor's name.
- The medication section of the registration form must be completed and signed by the parent/guardian before medication can be administered.

If a child has asthma, an inhaler must be provided. If not, we must receive a letter from the child's physician stating it is not needed. Any EpiPen must be in the container that has the doctor's prescription on it. Parents must sign the Quinn Center Summer Enrichment Program medical forms detailing the use of an EpiPen.

Licensing Information: The Quinn Center of Saint Eulalia Summer Enrichment Program is not licensed or regulated by the State of Illinois Department of Children and Family Services.

Location of Emergency Number Lists: Emergency numbers, including 9-1-1, the Quinn Center and St. Eulalia Parish office numbers, and Quinn Center Executive Director and Summer Program staff cell phone numbers are posted in all classrooms, as well as the following high-priority locations in the Quinn Center:

- First Aid and Supply Room - Room 103
- Program Staff Office - Room 103
- Executive Director's Office - Room 108
- Program Directors' Office - Room 208
- Assistant Program Directors' office - Room 102
- Kitchen - lower level of the building

Included on this form is the address of the main entrance to the Quinn Center of St. Eulalia, which is 1832 South 8th Avenue, Door #3, Maywood, IL 60153.

Lost and Found: We will make every effort to keep your student's belongings with him/her. However, a Lost & Found area will be available for all misplaced items found throughout each day. All unclaimed or unlabeled items will be cleaned and donated to charity at the end of the summer. Crafts and projects left at the summer enrichment program site will be thrown away if not taken home by the end of the week.

Pick-Up Procedures: Children enrolled in the summer enrichment program must be picked up by 3:00 p.m. If you will be late picking up, please contact our Front Desk at (708) 397-6111 and/or arrange for an alternative person on the pick-up list to pick up your child if necessary. If staff have not been informed of a tardiness of more than 30 minutes, staff will be obligated to call the relevant authorities (police and child and family services).

Secure Information: All student and parent information that is collected during the registration period will be reviewed by Quinn Center Summer Enrichment Program staff. The hard copy records are maintained in the offices of the Quinn Center's Executive Director and Program Director. The electronic copy of registration information is maintained on an electronic drive with restricted access to Quinn Center of Summer Enrichment Program staff. Records are maintained by Quinn Center staff for at least five years.

Parent Responsibilities: For the safety and well-being of your child, it is the responsibility of the parent to have all required paperwork completed **prior to the start** of the Quinn Center Summer Enrichment Program. If all paperwork has not been completed and received by the Summer Enrichment Program Staff, parents will be required to complete and submit the paperwork in order to drop-off their child(ren) on the first day of the summer enrichment program. Parent(s) will also need to pick-up your child(ren) on time each day. Summer Enrichment Program participants will need to be signed in at drop-off and signed out at pick-up. Additionally, please make sure we have accurate phone numbers to reach you in case of emergency. Parents need to ensure that Summer Enrichment Program staff have accurate, up-to-date medical information about your child(ren).

Participation: Your child is expected to engage in all activities offered here at the Quinn Center Summer Enrichment Program. If your child cannot participate in a scheduled activity, a note (with parent signature) is required to excuse your child. Example: Ruth cannot participate because she twisted her ankle.

Photography: Photographs and movies, which may include children participating in the Summer Enrichment Program, are occasionally taken for use by the Quinn Center staff. Occasionally, these or other photos may be used for newspaper articles about the center, or for program brochures or flyers. Included in the Registration Process/Packet is a Photo Release Waiver giving us permission to take photos of your child and use them for the above reasons. All photos are the property of the Quinn Center and will not be used for any other purpose. Whenever possible, use of these photos will be cleared with parents, but this is sometimes difficult or impossible in cases where photos contain large groups of children or are used several years after they are taken. We do not permit outside guests or presenters who provide enrichment opportunities to the students to take photos/movies unless they have obtained additional written permission from you prior to the activity.

Program Hours: The Quinn Center Summer Enrichment Program meets at The Quinn Center and is in session Monday through Thursday from 8:30 a.m. – 3:00 p.m. from July 5th to July 27th, 2023. The program will **not** meet on Monday, July 3rd or Tuesday, July 4th due to the holiday. The summer end celebration will take place on July 28th, 2023 from 5:30-7:30pm

Safety: It is the Policy of the Archdiocese of Chicago (the “Archdiocese”) that no firearm will be permitted on any property owned and controlled by the Archdiocese. This prohibition applies to any church, school, administrative facility, or other facility owned and controlled by the Archdiocese, except as otherwise permitted herein. The Quinn Center of Saint Eulalia is owned and controlled by the Archdiocese. The firearms and weapons policy has been established pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66 et seq.) and its enabling regulations. As such, the Illinois State Police “No Firearms” sign is posted at all entrances to the Quinn Center of St. Eulalia.

Sign In/Sign Out Procedures: The Quinn Center Summer Enrichment Program takes responsibility for your child once he or she is signed in our summer enrichment program. The Summer Enrichment Program operates the following procedure:

- Legible signatures along with the in/out time are required each time your child is dropped off or picked up from the program.
- Only those 18 years or older and authorized in writing by parents/guardians will be allowed to pick-up your child. All persons, including parents picking up children, should bring photo identification at each pick-up.
- Your child will not be released to another adult without prior written consent and photo ID.
- The summer enrichment program staff are legally obligated to withhold the release of any child if the authorized pick-up person is intoxicated or under the influence. In this case, the Quinn Center summer enrichment program staff reserves the right to notify relevant authorities.

Weather Conditions: In the event of inclement weather (thunderstorms, tornado watches, temperatures below 70° or above 95°), daily plans may be adjusted last minute for the comfort and safety of the students.

Heat Policy: When the temperature or heat index reaches 100 degrees during outdoor activities, our program takes the following preventative measures:

Indoor facilities

1. Limit outside time to no longer than 20 minutes at a time.
2. Limit the amount of sun exposure during midday hours (10:00 a.m.– 3:00 p.m.).
3. Encourage participants and staff to drink plenty of water throughout the duration of the day.
4. Encourage participants and staff to wear hats, appropriate clothing, and sunscreen.
5. Restrict active games outside; instead, consider crafts, drama, or water games.

Visiting and Volunteering: Looking for a place to volunteer? The Quinn Center has opportunities available year-round, such as running a special skills activity or craft, helping with cookouts, and more! Please contact one of the Program Directors for more information. Volunteer applications and background checks will be required for all volunteers.



QUINN CENTER
OF SAINT EULALIA

Acknowledgement of Receipt

Quinn Center of Saint Eulalia Summer Enrichment Program

Child/Parent Handbook

After receiving and reviewing the parent handbook, please complete the following:

Student Name(s):

By my signature below, I certify that I have read and understand the above handbook and understand that the Quinn Center Summer Enrichment Program is an unlicensed program within the state of Illinois.

Parent Name: _____

Parent Signature: _____

Date: _____