



SUMMER CARE 2021

Newsletter #1

WELCOME!!



Key Cards

- Each family will be given two keycards for access to the school during Summer Care hours. There will be a \$5 fee for lost key cards. Key cards need to be returned at the end of the summer. If your student rides the bus roundtrip you will not need a keycard.

Check In/Out Procedures

- You will need to have a QR reader app on your mobile phone to check your students in/out.
- For your convenience there will be multiple QR code signs. One will be between the two doors and two in the foyer. Scan the In code to check your students in and the Out code to check your students out at the end of the day.
- After scanning the code you will type your student's name and yes to the check in question. You will be given the option to check in another child.
- Parents will be allowed in the foyer. Staff will call for your student after you check them out.

It is going to be a great Summer!!

T-Shirts

Your child will be assigned a t-shirt for the summer. This t-shirt is for safety when the children are taken off campus. Students will wear the t-shirt over their swim suit. They will also wear the t-shirt on field trip days. Please put your child's name somewhere on the t-shirt and wash it frequently.

Clothing & Belongings

Children should wear comfortable clothing that can get dirty. **Tennis shoes are required.** The only exception is a Keen style sandal that covers the toe and heel. South Dakota weather changes quickly. Be sure to dress appropriately for the weather. Please label all clothing.

Students are not allowed to bring items from home. This includes electronics, balls, purses, cards etc.

Permission Forms

A Permission Form will need to be completed for each child. Please scan the completed forms to Mrs. Moe at smoe@ogknights.org or turn them in on your first day of Summer Care.

Mass

We will be attending weekly Mass on Thursdays. Students need to be at Summer Care by 7:50 if you would like them to attend Mass.

Water Bottles & Sunscreen

Please send a filled water bottle each day with your child. Be sure to put their name on the water bottle and wash it frequently.

Each child needs to have a bottle of sunscreen labeled with their name. Spray sunscreen is not allowed. Stick sunscreen is helpful for applying sunscreen to the younger kids faces.

Lunch

Lunch and two snacks are provided. You are welcome to send a sack lunch if you prefer. If your child will arrive after 8:30 email smoe@ogknights.org or text 941-9213 to let us know if they will be eating school lunch or a lunch from home.

Holy Spirit is a peanut free school. No peanuts of any kind are allowed.

Medical

If your child needs to have an EpiPen, Inhaler, or medication given during the day contact Mary Lou at mclaussen@ogknights.org.

Schedule Changes

Please communicate all schedule changes in writing by email to Mary Lou and Mrs. Moe.

Contact Information

Summer Care Coordinator: Susan Moe
smoe@ogknights.org
Phone # 941-9213 Hours: 7 am—6:00 pm
Administrative Assistant: Mary Lou Claussen
mclaussen@ogknights.org
Phone # 371-1481 office hours 7am-3:45 pm
Billing: Josie Gaspar
jgaspar@ogknights.org

REFUND POLICY

All refund requests must be made in writing to Josie at jgaspar@ogknights.org. In order to qualify for a refund, the request must be received no later than 15 days prior to the payment due date.

Please refer to the Summer Care Billing 2021 flyer for due dates and more information.

Week 1 & 2 Refund Requests due by May 5

Week 3 & 4 Refund Requests due by May 17