

Dear SummerFun Families:

We are very pleased that your child(ren) will join us for SummerFun! We want everyone to have a wonderful time with us, so please take a few minutes to read this important information and keep it accessible.

KEY REMINDERS:

- Know your student’s class name(s) and schedule—your student should know this too.
- Send enough to eat! Each class will have a snack break. If your student is enrolled in both AM & PM classes, pack a lunch, two snacks, and a water bottle.
- Drop off and pick up occurs at the lower field at Ottoson ([the corner of Acton and Appleton.](#))
- If your child has an Epipen, remember to bring it to a director on your first morning.
- Reach us at [781-369-5515](tel:781-369-5515), text or call.
 - Please let us know if your child will be absent or has a special schedule.
- At pick up - the FAMILY RELEASE CODE is your student’s birthday (month/day).

HOW TO REACH US:

Christine Capaldo and Christine Fanciullo are our onsite co-directors. To reach either one of them, please call or text to [781-369-5515](tel:781-369-5515).

For registration questions, please call our main office at [781-316-3568](tel:781-316-3568) or email us at CommunityEd@arlington.k12.ma.us.

LOCATION: Ottoson Middle School, 63 Acton St., Arlington

HOURS: Morning and afternoon extended day are available during SummerFun.

8:00-9:00 am	Early Drop-Off ; full week only, pre-registration required
9:00 am-12:00 pm	AM classes
12:00-12:30	Supervised lunch/recess; only for students who stay all day
12:30-3:30 pm	PM classes
3:30-5:30 pm	After-care (no Fridays); full week only, pre-registration required

ABSENCES: Please text [781-369-5515](tel:781-369-5515) prior to 8:45 am if your child will be absent or late. Please include your child's name and all classes. Or, you can email us before 8:00 am at CommunityEd@arlington.k12.ma.us.

DROP OFF: For morning/afternoon drop-off, students should gather in the lower field located at the corner of Acton and Appleton ([see map](#)). Meet your teacher next to the sign marked with your class name. On the first day, children entering grades 5 and below must be escorted to their meeting point by an adult. For the remainder of the week, children entering grades 3 and up may check themselves in. Children entering grades 6-9 may check themselves in and out each day. **Reminder: No dogs are allowed on school property.**

See below for Extended Day procedures.

PARKING: Parking is available in the lower school parking lot located at the corner of Appleton Pl. and Quincy St. and on surrounding streets. **NO PARKING IN THE UPPER PARKING LOT;** this is reserved for staff only.

LATE ARRIVALS: If you arrive after 9:15 am, pull up to the curb next to the main entrance and call [781-369-5515](tel:781-369-5515) and staff will escort your student to class.

LUNCH & FREE PLAY: Students who have registered for both AM/PM classes are supervised (for no additional fee) during the lunch/recess break from 12:00-12:30 and escorted to their afternoon class. **Lunch is not provided. Please send a packed lunch each day.**

PICK-UP PROCEDURE: If your child is entering grade 5 or below and you did not authorize your child to walk home alone when you registered, please walk and meet your child on the lower field **by their class sign**. Please do not leave without checking your child out with the instructor using your **FAMILY RELEASE CODE**. This code is the month/day of your child's birthday. Please provide this code to anyone you send to pick up your child. This code will serve as the identification check. We assume all students entering 6th grade and above have permission to walk themselves home and will be dismissed without an adult. **Please communicate your dismissal plan with your child.**

LATE FEES: Please respect our staff and pick your child up on time. A fee of \$25 will be charged for each late pickup. After three late pickups, you will be asked to have a conversation with our office staff and action may be taken up to and including withdrawal of your child from the program with no refund. Late students should be collected from the school's main lobby entrance.

EXTENDED DAY: Care is available 8:00-9:00 am, and 3:30-5:30 pm (no Fridays). Full week only, [pre-registration required](#). Drop off and pick-up are through the main lobby entrance (you may park in the upper lot).

WHAT TO BRING: Each day, children must bring:

- Snacks, a water bottle, lunch if staying all day. SummerFun is an active time, and your children will be hungry!
- A mask if they chose to wear one.
- If your child is prone to accidents, please send a change of clothes.
- All items brought to camp should be clearly marked with your child's name; we cannot be responsible for lost items. No electronics please.

WHAT TO WEAR: Children should wear comfortable, casual clothes, and sneakers. Flip flops are discouraged. All classes spend time outdoors. Please apply sunscreen before arriving at SummerFun. Staff are not permitted to apply sunscreen.

SCREENS & PHONES: SummerFun is a screen-free program. We ask that all students keep phones and screens put away in their backpacks during the program, including at lunch and recess.

MEDICAL/SPECIAL NEEDS:

- There is no nurse or other medical staff on duty during SummerFun. If you have questions, please contact our office before your child attends.
- We do not have access to IEPs. If there is information our teachers should know about your child to set them up for success, please add details to your online account (more is better than less).
- **For EpiPens:** Please send two, one for the director and one to stay with children in their backpack, the location clearly labeled. Please inform summer staff about this EpiPen when you arrive for the first day. SummerFun staff will administer EpiPens in the event of an emergency.

COVID PROTOCOLS:

SummerFun follows all [current COVID protocols](#) of the Arlington public schools.

- At this time, masks are optional for all students and staff.
- If your student exhibits any COVID symptoms, please administer a rapid test to be sure they are negative before attending SummerFun.
- If a student reports to staff that they have any symptoms of illness, they will be isolated from other students and parents will be phoned for immediate pickup.

BEHAVIOR POLICY: Children who attend SummerFun should be able to participate in group activities with teacher supervision and treat fellow students, staff and property

with respect. If a child is unable to do so, the teacher or director will contact parents to discuss appropriate next steps.

Arlington SummerFun is a program of the Arlington Public Schools & Arlington Community Education.