



## **important information**

### **expectations**

The McLean Summer Program operates on the belief that its students come to class with a serious purpose and that their conscience and good sense are sufficient guides to behavior. We expect students to be responsible and respectful members of our community while here. The idea is to have fun and learn along the way!

### **what to wear**

Students may wear shorts and appropriate clothing but midriffs should not be showing and halter tops are not allowed. It is advisable to wear sneakers and socks. Please do not send your child to the summer program with flip flops. If your child is six years old or under, please send in a change of clothes to be kept in the child's backpack until the end of the Program. Please remember to label each piece of clothing with the child's name.

### **deposit**

Please submit \$100.00/session per applicant with the application. This deposit will be applied to the total tuition and is **non-refundable**. If space is unavailable or a class is canceled, families will be notified and the deposit will be refunded.

### **refunds**

If you choose to withdraw from any program, you will forfeit your deposit. Refunds on tuition will be made until May 23, 2008, after which time the forfeited tuition will be applied to our Summer Sponsorship Fund.

### **attendance**

Attendance is checked daily. Please call the Summer Program office at 240.395.0690 with any changes in your child's schedule (absences, late arrivals, early dismissals, etc.). If your child is going home with a friend, or being picked up by someone other than a family member, a note must be turned into the Summer Program office stating the name of the friend or person your child will be going home with. All students are expected to be on campus throughout the day unless they have permission from the Director to leave early.

### **pickup / dropoff**

Parents can drop off and pick up their child on the McLean School campus. We ask that you please form a line around the circle and wait in your car until your child is dismissed. This will ensure a smooth and timely carpooling experience for all.

### **early risers and night owls**

Childcare is available for Early Risers from 8:00-9:00 am for \$50 per week. Morning drop-ins will be charged \$15 a day. In the afternoon, we offer care for the Night Owls for either one hour 3:30-4:30 pm or two and a half hours 3:30-6:00 pm five days a week. The cost for one hour is \$50 per week and two and a half hours is \$100 each week. Afternoon drop-ins will be charged a flat rate of \$25 a day. If interested, please specify on the application or contact our office at your earliest convenience. A child is considered a drop-in if the Summer Program Office is not notified at least 48 hours in advance.

### **July 4, 2008**

The Summer Program will be closed on Friday, July 4, 2008 in observance of Independence Day.

## health and prescription medications

All children must have the enclosed health forms completed and signed (by their physician) on file by June 2, 2008. These forms must be on record in the Summer Program office before their session begins or admission to the program may be suspended. If medications are to be dispensed during the Summer Program, arrangements need to be made with the Summer Program Office. The Director or nurse will be in charge of dispensing the medication throughout the program. If medications are to be dispensed during the Summer Program, arrangements need to be made with the Summer Program Office and/or nurse.

## food

Each child must bring own lunch, drink, and snack. Any child staying for After Care should also pack an additional snack. Children will eat their lunch in the All Purpose Room (APR) under supervision from 12:00-12:20 pm. Please note that there is a peanut free table available for those children with peanut allergies. Children will not be allowed to leave the APR during this time.

## activity time

Each day from 12:25-12:55 pm children will be supervised for games and free play. The afternoon session will begin promptly at 1:00 pm. Those students arriving for the afternoon session only are asked to check in no earlier than 12:45 pm.

## lost and found

Misplaced or lost items that are turned in can be claimed outside of the Summer Program Office.

## books

All books and materials that are required for any program will be provided by McLean and have been included in the tuition fees.

## important policies

- Program content may change from the brochure description to address individual needs.
- All course offerings are subject to minimum enrollment. The McLean Summer Program reserves the right to cancel any class for any reason.
- In the event of an emergency, communication from the McLean Summer Program can be obtained in the following ways: [www.mcleanschool.org](http://www.mcleanschool.org); 301.299.8277, email and/or an automatic phone calling system, [www.schoolsout.com](http://www.schoolsout.com) (must register). These communication methods will be used for emergencies, for mid-day closings and early morning closings.

The McLean Summer Program reserves the right to dismiss, without refund, any child who displays inappropriate or unsafe behavior.