



# 2018 Summer Program

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## Invited

2<sup>nd</sup> - 5<sup>th</sup> Graders  
Parent's Handbook

**MUTUAL Girls Club**  
3401 Price Rd., Bartlesville  
Office Hours: 12-5 p.m.  
[mutualbartlesville.org](http://mutualbartlesville.org)



## MUTUAL Mission

To provide a safe environment for all girls and women to discover their identity in Christ.

## 2018 Summer Program

- Program for 2<sup>nd</sup>-5<sup>th</sup> graders will be held at MUTUAL Girls Club – 3401 Price Rd., Bartlesville.
- Eight week program schedule:

Session	Dates	Time	Drop Off/Pick up
Session 1	June 4 <sup>th</sup> – 29 <sup>th</sup>	9:00 a.m. – 4:30 p.m.	8:30 a.m./4:30-5:15 p.m.
Week-Off	July 2 <sup>nd</sup> – 6 <sup>th</sup>	NO PROGRAM THIS WEEK	NO PROGRAM THIS WEEK
Session 2	July 9 <sup>th</sup> – August 3 <sup>rd</sup>	9:00 a.m. – 4:30 p.m.	8:30 a.m./4:30-5:15 p.m.

- Girls will be divided into small groups for activities by grade and assigned to a specific teacher.
- Summer All Day Fee: \$30.00 per week + \$5 enrollment fee  
Summer Half Day Fee \$15.00 per week + \$5 enrollment fee
- Monthly enrollment fees are to be PAID IN FULL by May 25<sup>th</sup> for the June session and June 29<sup>th</sup> for the July session. Weekly installments accepted throughout April and May. Cash/Check/CC

## Goal

To provide participants with a safe, fun and dynamic hands-on learning experience where they can learn about the love of Jesus for them while they learn life-skills and serve the community.

## Program

The summer program is designed intentionally to offer the girls an opportunity to:

1. Learn biblical principals
2. Learn to build healthy relationships
3. Learn life skills
4. Learn how to serve the community

## Schedule

**\*Schedule is subject to change.**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:45	Drop-off				
8:45-9:00	Bathroom/Clean up				
9:00-12:00	Lesson/ Games/ Crafts/ Activities/Service Projects				Field Trip TBA
12:00-11:45	Lunch				
11:45-12:30	Recess				
12:30-4:00	Life-skills classes Afternoon activities		Pool	Pool	
4:00-4:30	Recess				
4:30-5:15	Pick-up time				



## Breakfast & Lunch

- **NO BREAKFAST** will be provided. Parents are responsible for feeding breakfast to the participant before sending her to program.
- Lunch time will be from 12:00 p.m. to 12:45 p.m.
- Lunch needs to be provided by the parent/guardian **each day**. Label all items including lunch box and containers with child's name.
- Please send a **disposable sack** lunch for the field trips labeled with child's name.
- **Please do not send money to buy lunch. Buying lunch will not be an option.**

## Field Trips & Outings

- All field trips & outings, including swimming, are linked to good behavior and good attendance. A girl who cannot follow directions at the club is not yet mature enough to leave club for an away activity with a group.
- Attending field trips is a privilege that needs to be earned by good behavior. Girls, who are not allowed to attend a field trip, will be asked to stay at home.
- Field trips & outings will be announced.
- Schedule is subject to change. In case of any changes, parents will be notified in advance through the Remind system.
- **Summer program T-Shirt is required to be worn during field trips & outings. Girls that are not wearing the T-shirt on field trip day will not be allowed to attend.**

## Clothes

- As a safety concern, tennis shoes are required **ALL THE TIME**. Girls who do not wear the appropriate shoes will not be allowed to participate in the activities planned for the day. If it occurs on a field trip day, then the parents will be called to pick up their child.
- Flip flops are only allowed during the pool hours. Before and after the pool time, tennis shoes are required.
- Please bring a change of clothes and a plastic bag for wet/dirty clothes in case of accidental spills.

## Swim Day

- **Attendance the day before the assigned swim day is required in order to be able to go to the pool.**
- Girls are **NOT** allowed to bring water toys to play in the pool.
- Parents are responsible to notify the need of any floating device (like a life jacket) and provide it in advance. Life Guard employed by Elks Pool will administer a swim test for girls to use the diving board.



## Supplies and Personal Items

- All the supplies needed in order to teach a class will be provided by the program.
- Electronic devices (cellphones, tablets, game systems and mp3 players, among others) are not allowed. Any devices noticed will be confiscated and not returned until the end of the day. Parents are responsible for picking-up the confiscated device. No device will be returned to the girls. MUTUAL Girls Club and/or staff are not responsible for any loss or damage that might occur to the electronic devices brought and/or confiscated.
- Several items are required for pool days and field trips. Please make sure that these items are sent in a safe and comfortable back-pack. Also remember to label each item (including the back-pack) with the girl’s name. Girls are responsible for all items brought. MUTUAL Girls Club and/or the staff will not be responsible for any lost or damaged item brought by the girl. These items are:

Pool Day	Field Trips & Outings
Swim suit	Lunch
Towel	Water
Floating device (if needed)	Snacks (if needed)
Flip-flops (suggested)	Sunscreen SPF-45 (if needed)
Sunscreen SPF-45	Bugs repellent (if needed)
Extra change of clothes <b>(Everyday)</b> (include underwear and socks)	Extra change of clothes <b>(Everyday)</b> (include underwear and socks)
Plastic bags for wet/dirty clothes	Towels (if needed)
	Rain gear (if needed)
	Water shoes (if needed)
	Plastic bags for wet/dirty clothes

## Transportation

- Parents are responsible for dropping-off girls at club every day and picking them up **on time (Note Attendance Policy – page 5)**.
- Transportation will be provided by the program for outings, pool, and field trips (among others).
- Riding the van is a privilege, not a right! Seat belts **must** be worn while riding the vans!
- Girls 4’9” and under will ride in a booster seat.
- Safe behavior is required.
- Girls who refuse to follow driver’s instructions are considered too immature to leave the building by van. They may attend the program if they follow class directions, but may not ride on any vans. Parents will be called to come and pick-up the girl.



## Communication

- The Remind system keeps parents, guardians and caregivers informed of any changes in the program or calendar. We require that **each person** picking up or listed as an emergency contact for the girl during the summer program be registered in our texting and email system. To subscribe, please do the following:

Text Message	Email
Send a text message to <b>81010</b> or <b>918.901.9941</b> with the message <b>@6f93f4</b>	Send an email to <b>6f93f4@mail.remind101.com</b>

- Constant and appropriate communication between parents and the program is important and encouraged. Please feel free to contact the Program Coordinator and bring your recommendations and concerns.
- The contact person for any questions, notifications and/or concerns about the girl or the program is Millie Serrano, Program Coordinator. Contact Millie at 918.336.9151 X-103 or email [millie.mutualgirls@hotmail.com](mailto:millie.mutualgirls@hotmail.com).
- **Please keep enrollment form up to date.**

## Emergencies/Medications

- In case of accident or injury, the emergency contact(s) will be notified. The instructions of the Medical Release form will be followed if no one can be reached.
- **Please keep the emergency contact list updated.**
- Prescription medications for asthma, severe allergies and/or other life threatening conditions must be in the original prescription container in a zip lock bag with the child’s name on it. The Medication Authorization form must be completed for each medication.
- Certain over-the-counter medications may be dispensed to the child by a MUTUAL staff following the parents/guardians instructions completed on the Medication Authorization form.
- Emergency contact will be called for each situation to confirm proper amount, etc. Two staff members will confirm this information and it will be documented before medication is dispensed.

## Behavior and Discipline

- Most discipline issues can be avoided with the attitude and excitement of a great time at camp, with fun age-appropriate activities and a busy day! However, if a girl shows and continues to have a challenging behavior, disciplinary actions will be taken.
- Attending the program is a privilege not a right. Girls who do not demonstrate the proper behavior are subject to be suspended from the program partially or completely.
- In case of a partial or a complete suspension, no refund will be made.



## Attendance/Absence/Tardiness

- The Program Coordinators and the staff have worked very hard to put together a fun, exciting and strong program for the benefit of the girls. The curriculum is faith based and builds upon the week before teaching character and life skills. We appreciate the parent's commitment to send girls on a daily basis in appreciation of the effort of our staff. At the same time, parents are giving the girls the opportunity to have a more complete experience and get the best out of the program.
- The summer program is from 9:00 a.m. to 4:30 p.m. **(building opens at 8:30. Pick-up no later than 5:15)** It is parent's/guardian's responsibility to bring and pick-up their girl on time each day. By failing to be on time (either in the mornings or the afternoons) two times, camper will lose her privilege to attend the program for the rest of the week. **In the event this occurs, no refunds will be made.**
- Attendance will be taken into consideration to allow the girls to attend field trips and pool days. Due to this reason, we encourage parents to send the girl to the program every day.
- In case of tardiness or an absence, please contact our office in advance 918.336.9151 X- 103.

## Contact

- The contact person for any question, notification and/or concern about the girl or the program is:

Millie Serrano  
Program Coordinator  
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