



MISSION

Queen of All Saints School is a *culturally diverse* Catholic community dedicated to developing the whole child with compassion and integrity. Catholic Schools in the Diocese of Oakland educate children in the Catholic *faith* and nurture their minds, bodies, and soul, *inspiring* them to live the *Gospel* of Jesus Christ, achieve their highest *academic* and creative potential, and actively *serve* and enrich the *community*.

**Queen of All Saints Summer School
Family Handbook**

Summer School Office: 925-483-2059 • Main Office: 925-685-8700

(8:00 a.m.-9:00 a.m. /Noon-4:00 p.m.)

Queen of All Saints Summer School features enrichment and academic programs from 9:00 a.m. – 12:00 p.m. with wrap around extended day from 8:00 a.m. - 9:00 a.m. and Noon – 4:00 p.m.

The program is designed to serve children from Catholic schools, and children from private or public schools who are enrolled in their parish faith formation program. Children who will be entering Kindergarten through eighth grade in the fall are eligible for the program. Our focus is on the emotional and physical well-being of each child, providing remediation, academic support, enrichment, and goal setting skills to enable students to meet the challenges of the next school year.

**Enrichment Class Daily Schedule
June 17 – June 28, 2019**

9:00-10:15 STEM *or* Creative Arts
10:15-10:30 Recess
10:30-12:00 Foodie Fun *or* Makers Workshop

**Academic Remediation Daily Schedule
July 1 – July 19, 2019**

9:00-10:15 Language Arts
10:15-10:30 Recess
10:30-12:00 Math

Daily Afternoon Schedule /Extended Day - Dates of operation: June 17 to July 19, 2019.

12:00 - 12:30 Sign in and Lunch (students must bring their own lunch)
12:30 - 2:15 Activities with Weekly Theme
2:15 Snack – provided by Extended Day
2:30-4:00 Outdoor and Indoor Activities

Every Tuesday: Field trip to Todos Santos Farmer’s Market/Todos Santos Plaza

ACADEMIC REMEDIATION COURSE DESCRIPTIONS

Incoming students will be assessed using STAR Renaissance assessments during the first week of Summer School. End of 3rd trimester STAR assessments will be utilized for students from Queen of All Saints and other diocesan schools.

LANGUAGE ARTS:

Grades K-4th

Phonics and Reading

The Phonics/Reading curriculum is focused on intervention and remedial skills. It is designed to give students additional opportunities to grasp concepts such as: phonemic awareness, rhyming, letter-sound relationships and letter recognition, reading fluency, comprehension skills, recognizing simple sight words, sentence structure, and vocabulary development. Writing curriculum will focus on conventions of writing, sentence structure, spelling, and penmanship.



Grades 5-8

Language Arts curriculum will focus on: phonemic awareness, vocabulary, reading fluency, oral and written communication, reading for meaning, and reading comprehension. Students will be presented with short stories to explore throughout the course. This will include emphasis on critical thinking skills, expanding vocabulary, and opportunities for small group discussions.

MATHEMATICS

Grades K-4

The Math curriculum focuses on improving the comprehension of basic math skills including: counting, time, money, number sense, problem solving and mathematical reasoning.

Grades 5-8

Students will focus on basic math concepts, problem solving skills, proficiency and accuracy, number sense, and mathematical reasoning. Students will practice effective study skills and test preparation.

Homework: Students are encouraged to read nightly and record their reflection in a journal.

ENRICHMENT CLASS DESCRIPTIONS

Creative Arts

Students will use their creative talents to make masterpieces. They will use different mediums and a variety of materials to create treasures and artwork to display at home.

STEM

Students will work in the school's Innovation Lab to complete STEM challenges and activities focusing on building, engineering and design.

Foodie Fun

Students will make and bake yummy child-friendly food. Bring an apron and get ready for some cooking fun!

**Some food products used may contain eggs, milk, wheat and soy. Please notify the teacher of any food allergies.

Makers Workshop

Hands-on workshop for students to create and make a variety of projects.

GENERAL INFORMATION and POLICIES

Sign In/Out

Children arriving between 8:00-8:45 AM must be accompanied by a parent and signed in by the Extended Day staff. During afternoon Extended Day, children may only be signed out and picked up by an adult listed on their Registration Form. Children who are picked up after



4:00p.m., will be charged a Late Fee of \$2.00/5 min. per child, paid at the time of pick up. Please call the Summer School Office if you will be late (925-483-2059).

School Dismissal

The children are dismissed to the schoolyard at noon. The school parking lot will be open for parents to drive on campus. Children who are not picked up by 12:10 PM will be signed in to Extended Care. Students who are not enrolled in the Extended Day Program will be charged accordingly at the time of pick up (\$10/hour or fraction thereof.) Please call the Summer School Office if you have a change in pick up plans (925-483-2059).

Expectations for Student Behavior

Respect and concern for each other is expected and modeled at all times in the Queen of All Saints School Community. Our program strives to share with the children a philosophy which:

- acknowledges each child's importance as a worthwhile individual
- exhibits a spirit of cooperation and enthusiasm
- accepts each child as unique
- models mutual respect
- helps children learn techniques for getting along with others

Please see attached Disciplinary Chart and Incident form for description of actions and consequences.

NOTE: There is zero tolerance for dangerous behavior or physical violence. An immediate suspension or possible expulsion from the program will result if such behavior occurs.

If a child is disruptive, dangerous, or disrespectful to children and/or staff, a prompt resolution must be accomplished. If a problem arises in the first week into the program and conferencing is unable to resolve the situation, the family will be asked to leave and tuition and childcare fees for the remainder of the summer will be returned. In weeks two-five, if after working with a family without resolution for unacceptable behavior, the child will be asked to leave and no prepaid fees will be returned. With a Christian attitude of cooperation and problem solving we hope to avoid any unresolved situations. We want the focus of the Summer School Program to be learning, activities, and friendships.

Dress Code

Although it is summer-time and we want the children to be comfortable, your child's safety is very important. Please check your children before they leave home and observe the following dress code:

- Shorts and tee shirts are acceptable. Spaghetti straps or low cut tops, crop tops and short-shorts are not acceptable attire.
- Both boys and girls must have pants/shorts that fit appropriately - no low rise or "sagging" pants.
- Tee shirts and blouses must extend to the top of the pants/shorts (no crop tops.)
- No midriff or stomachs showing for boys or girls.



- Sleeveless shirts are acceptable for boys and girls, but no tank tops.
- Socks and closed-toed shoes are to be worn. Please no open-toe sandals or flip-flops.

If you have questions regarding our dress code please speak with our Director.
Please label all clothing, backpacks and lunch boxes.

Items Not Permitted on Campus

The following items not permitted on campus for either Extended Day or the Academic/Enrichment Day, and should be left at home: dangerous or violent objects; cell phones, iPods, or other electronic devices; gum, candy, soda, toys, games, etc. If such items are brought to school, they will be kept by the Director and given to the parent when they arrive to pick up the child. Dangerous or violent items will be confiscated and the child's parent will be called to pick up the items, and the child may be sent home. Please note the school is not responsible for lost, misplaced/stolen, or damaged items.

Lunches and Snacks

Each child needs to bring a morning snack to enjoy at recess, and a lunch if staying for the extended day. The school is a soda and gum free zone. Be sure all lunch boxes/bags are labeled.

Absences and Vacations

Queen of All Saints students who are required to attend Summer School must attend the full academic session and are only allowed one (1) absence to receive credit. The 4th of July holiday will be observed on Thursday, July 4. Families who have vacation plans during Summer School need to remember teachers can only assess children for time attended. Please call the Summer School Office (925-483-2059) between 8:00-8:45 AM to report absences.

Medications

If your child requires medication during Summer School hours, the school must have a physician-signed Medication Form on file to dispense medications. Medication Forms may be found in the Summer School office. Please do not send over-the-counter medications with your child without submitting a Medication Form.

Please make us aware of any medical conditions or allergies your child may have, especially food or bee sting allergies.

Illness or Accident

In the event of an injury or if your child becomes ill, you will be notified. Please be sure your registration paperwork includes an accurate number where you, or a designated adult, may be reached during Summer School hours.

Field Trips

Several walking field trips are planned to the surrounding Todos Santos area. Students must have a signed field trip form to attend. The Field Trip Permission Slip, which will include locations, dates and times, will be distributed at the time of enrollment.



After reading and discussing the Summer School Family Handbook, parents and students must sign the verification page below and return this form on the first day of Summer School.

Thank You for Choosing Queen of All Saints Summer School

To the Summer School Staff of Queen of All Saints: We have read the Queen of All Saints Summer School Family Handbook and agree to the guidelines outlined within.

Family Name _____ Date _____
(Please print)

Parent Signature

child

child

child