



Summer Program 2019: Policies & Procedures

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REGISTRATION

- Registration opens to The Advent School community and those families who have participated in the summer program for two consecutive years on Monday, January 7, 2019.
- Registration opens to the entire community on Monday, January 14, 2019.
- Email summerprogram@adventschool.org to be added to our mailing list.

ABOUT THE ADVENT SCHOOL ENGINEERING AND DESIGN SUMMER PROGRAM

Each summer, Advent's SMART Lab is transformed into a makerspace where children become designers, tinkerers, and builders. The Advent School summer program offers three completely unique two-week sessions for children ages 5 through 12.

Designers begin each session by sorting through recycled materials, learning proper tool use, and engaging in the design process. Each day, the designers and faculty set out to explore the city, play games, and gather inspiration. On the last Friday of each session, the designers share their creations and prototypes with friends and family at the Design Expo.

The program sees Boston as an extension of the classroom. We take advantage of our city location by making frequent trips to the Esplanade, Boston Common, Public Garden, Museum of Science, and other venues.

In order to get the most out of the program, Advent strongly recommends that your child attend all days and hours of the program. The curriculum is planned to unfold over the full two weeks, with content that builds and develops over the course of the session. If your child is unable to participate in all the days, they may not have the complete learning experience expected.

Families will receive a link to access a private blog when the program begins. On the blog Summer Program faculty post images and entries related to the day's activities.

OUR PHILOSOPHY

Advent's summer program is grounded in the School's mission. We believe:

1. All children are creative problem solvers
2. In the importance of collaboration
3. Boston is an extension of the classroom, which helps children identify the needs of their communities and find inspiration

2019 THEMES

June 17 to June 28 - Radical Designers



July 8 to July 19 - Wild Designs



THE ADVENT SCHOOL
ENGINEERING AND DESIGN
SUMMER PROGRAM
PRESENTS:

wild designs

JULY 8 TO JULY 19

What is the link between a shark and a swimsuit?
DNA and a bridge? Or a pickle and a skyscraper?
Join us this summer to find out!

Explore bio inspired innovations in technology &
art.

Construct wild wearables that light up!

Design stable habitats from natural and recycled
materials.

OPEN TO 5 TO 12 YEAR OLDS BY SEPTEMBER 1, 2019

Contact us at summerprogram@adventschool.org or 617-742-0520
x 49 with any questions.

July 22 to August 2 - From Here to There



THE ADVENT SCHOOL ENGINEERING
AND DESIGN SUMMER PROGRAM
PRESENTS:

FROM HERE TO THERE

July 22 - August 2

What if you could zip line from your bedroom to
school? Take a quick trip to Mars? Or hop on a
waterslide from your roof to an ice cream shop?

Join us this session to discover how designers from
around the world are developing wild technologies
that get us where we want to go! High speed
tunnels! Autonomous vehicles! What will you create?

Designers will also investigate how we transfer
information and electricity while they program
robots and explore circuitry.

Open to 5 to 12 year olds by September 1, 2019

Please contact us, at summerprogram@adventschool.org or 617-
742-0520 x 49 with any questions.

FEES + HOURS

Program Hours: 8:30 a.m. - 4:00 p.m.

Program Fee: \$1,200 per child per session

Includes all program materials, field trip fees, and a program t-shirt.

Extended Day: 4:00 p.m. - 6:00 p.m.

Extended Day Fee: \$20 per child per day

All checks can be made out to **The Advent School**.

Deposit: \$200 per child per session is required and is non-refundable or transferable.

Deposit must be received by January 21, 2019 in order for your child's registration to be accepted. If a deposit is not received by January 21, 2019, your child's spot will be given to the next student on the waitlist.

Balance: \$1,000 per child per session is required and non-refundable or transferable.

Balance must be received by March 1, 2019. If the balance is not paid in full by March 1, 2019, and the school has not received notice of your child's withdrawal from the program by that date, **you will be responsible for the full balance of the program(s) fees in which your child(ren) is/are enrolled.**

Mail Payment to:

Summer Program
The Advent School
15 Brimmer Street
Boston, MA 02108

Refunds: All fees are non-refundable and non-transferable.

Confirmation: Once your child's application form and deposit is processed, you will see the balance reflected in your Family ID account.

Financial Aid: Financial aid may be available to eligible families. Please contact Evan Roman, at summerprogram@adventschool.org for more information.

LOCATION

Drop off, program, pick up, and extended care pick up is at the SMART Lab, 99 W Cedar St., Boston, MA 02114

WHO IS ELIGIBLE

JUNIOR DESIGNERS (5 AND 6 YEAR OLDS BY SEPTEMBER 1, 2019)

Reggio-inspired, the Junior Designers program provides ample opportunities for the exploration of scientific concepts and creation of new theories. Open-ended questions invite the Junior Designers to engage with materials in innovative ways, while the design process helps extend their thinking through problem solving.

Student to Staff Ratio: 9:1

SENIOR DESIGNERS (7 TO 9 YEAR OLDS BY SEPTEMBER 1, 2019)

The design process is a central focus for the Senior Designers. Identifying the problem, generating solutions, and exchanging feedback are all steps that aid in the building, testing, and creation of a final prototype. Senior Designers learn proper power tool use and create with a vast array of materials.

Student to Staff Ratio: 10:1

DESIGN LEADERS (10 TO 12 YEAR OLDS BY SEPTEMBER 1, 2019)

Combining the principles of design with leadership skills, the Design Leaders teach and support others on their journey through the design process. As they create, the Senior Leaders share their knowledge with the younger designers during joint activities. Trips into the community and visits from guest speakers extend the learning and provide material for new leadership opportunities.

Student to Staff Ratio: 10:1

DROP OFF AND PICK UP PROCEDURES

Drop Off: 8:30 a.m. to 9:00 a.m.

Program: 8:30 a.m. to 4:00 p.m.

Pick Up: 4:00 p.m. to 4:15 p.m.

Extended Day: 4:00 p.m. to 6:00 p.m.

Drop off will take place at **99 West Cedar St.** (the SMART Lab) between **8:30am - 9:00am**

Parents/guardians are welcome to accompany their child to the classroom each morning during drop off.

Most program activities will take place at the SMART Lab. A summer staff member will be outside the building each morning. Cars can park for up to 15 minutes in select spots on Cambridge St. in front of the CVS pharmacy. The Charles/MGH T stop is located across the street.

The main door to the Smart Lab will be locked at 9:00 a.m. If your child will be dropped off after 9:00 a.m., please let us know in advance by emailing us at, summerprogram@adventschool.org or by calling The Advent School at (617) 742-0520 x 31.

Pick up will take place at **99 West Cedar St.** (the SMART Lab) between **4:00 p.m. - 4:15 p.m.**

Parents must park their car and come into the building for pick-up. Cars can park for up to 15 minutes in select spots on Cambridge St. in front of the CVS pharmacy. There is metered parking on both Cambridge St. and Charles St.

Only those who have been authorized by a parent/guardian will be allowed to pick up children from the summer program. (See Registration Form for the Pick Up Authorization section).

If someone not on the authorized pick up list is picking up your child, please let us know in advance. This may be done in person, by emailing us at summerprogram@adventschool.org, or by calling The Advent School at (617) 742-0520 x 31.

Early pick up

Please note that our frequent outings into the community for field trips can make it challenging to accommodate early pick up times. If your child needs to be picked up before the program ends at 4:00 p.m., please let us know in advance so that arrangements can be made. This may be done in person, by emailing us at summerprogram@adventschool.org, or by calling The Advent School at (617) 742-0520 x 31.

Late pick up

Children who have not been picked up by 4:15 p.m. will join the Extended Day Program at a rate of \$20 per day. All children must be picked up by 6:00 p.m. There is an additional \$20 fee for families who pick up after 6:00 p.m.

Families who habitually pick up after 6:00 p.m. may jeopardize their participation in the extended day program.

EXTENDED DAY PROGRAM

Extended Day is available Monday to Friday from **4:00 p.m. - 6:00 p.m.** at a rate of \$20 per day. You may pay for Extended Day in advance or receive an invoice for the total amount of extended days attended at the end of the program.

Extended Day takes place at 99 West Cedar Street (The SMARTLab). Children will have the opportunity to play and engage in free choice time (LEGO/block building, drawing, reading, etc.) You can let us know the day of or email us in advance at summerprogram@adventschool.org.

WHAT TO BRING

The Advent School's facilities are nut-free.

Please send your child to Advent with the following items **everyday**:

- Backpack: Your child will carry their items with them on outings
- A nut-free nutritious lunch and at least two nut-free snacks with any necessary utensils
- Refillable water bottle
- Closed-toed comfortable walking shoes: We work with tools and messy things!
- Sunscreen already applied for the day, and for application throughout the day.
- Weather appropriate clothing that can get dirty
- Change of clothes - accidents happen.

Please label all items with your child's name. Additional items may be needed for a special event (i.e. swimsuit, towel). This information will be sent in advance by email.

Meals & Snacks

Children bring their own lunches, including a drink, a mid-morning and afternoon snack each day. Please be sure to include enough food for your child's entire day.

Your child is required to bring a reusable water bottle with them to school each day. Please label the bottle with your child's name. We ask that you not send any glass containers.

A child's performance can be affected by what they eat. Please be thoughtful about the food you pack for your child and avoid including candy, soda, or fast food in his or her lunch box.

Nut Policy

The Advent School has made the decision to eliminate all nuts (peanuts and tree nuts) and nut products from the School and all programs at every grade level. We ask for your help to keep our facilities free of all nuts and all products containing nuts or nut oil. Please do not send your child to school with any or foods containing nuts, nut oils, or nut butter. If a child has a snack containing nuts, they will not be allowed to eat it.

We do not allow students to share food from home with their fellow designers, as it is possible that some foods contain nuts or other allergens of which we may not be aware. Please talk to your child about this "no food sharing" policy and explain to him or her that Advent has made this decision on behalf of children with allergies.

Cell Phone Policy

If a child brings a cell phone to school they must notify his or her teachers. The phone must be kept in their backpack with the ringer turned off at all times during the entire day (including extended day), on or off campus. The School is not responsible for lost or damaged phones.

A TYPICAL DAY

8:30 a.m. - 9:00 a.m. Morning Exploration

9:00 a.m. - 9:15 a.m. Morning Meeting

9:15 a.m. - 9:30 a.m. Morning Snack

9:30 a.m. - 11:30 a.m. Design Challenges/Skill Building/Free Design

11:30 a.m. - 1:30 p.m. Lunch and Recess at The Esplanade or Splash Pad

1:30 p.m. - 3:30 p.m. Design Challenges/Free Design/Collaborative Projects

3:30 p.m. - 3:45 p.m. Afternoon Snack

3:45 p.m. - 4:00 p.m. Design Videos

4:00 p.m. - 4:15 p.m. Dismissal

4:00 p.m. - 6:00 p.m. Extended Day (additional fee)

HEALTH AND SAFETY

Illness During Program Hours

In case of fever, vomiting, diarrhea, or other signs of illness, parents will be called to pick up their child. If we are unable to reach a parent, we will call any listed emergency contacts. If a parent, relative, or caregiver cannot be reached, the child remains under the observation of an Advent administrative staff member until such person can be reached.

In the event that your child is ill and is exhibiting fever, vomiting, diarrhea, or other signs of illness they must be free of these symptoms for a full 24 hours before they can return to the summer program.

If your child will miss a day of the program, please contact us at summerprogram@adventschool.org or call The Advent School at (617) 742-0520 x 31.

First Aid

A student with minor injuries will be treated at the program. All faculty and staff at The Advent School Engineering and Design Summer Program are trained in first aid and CPR.

Serious Injury

In case of serious injury, the child is taken immediately to the emergency room of Massachusetts General Hospital (MGH) or to an emergency room that the EMTs deem appropriate.

Immunizations

Immunizations for DTP (diphtheria, tetanus, pertussis), MMR (measles, mumps, rubella), hepatitis B, polio, and varicella (chicken pox) are required for a child to attend The Advent School Engineering and Design Summer Program.

Proof of these immunizations or a medical or religious exemption must be submitted before the first day of the program to be allowed to attend the session. Should there be a report or a case of any of the above illnesses, all susceptible children, including those with medical or religious exemptions, are subject to exclusion until further notice.

Medical Records

Families must submit an annual medical record of their child's immunization and physical exam prior to the first day of the program. Children will not be permitted to attend the program without these forms. These forms are confidential and are only for us by faculty and staff.

Medication Administration

Prescription medications will only be dispensed with a signed Consent for Medication Administration form. Please email summerprogram@adventschool.org to receive this form.

The following forms are required for prescription medications to treat chronic or short-term illnesses (i.e. antibiotics):

- A physician order must be provided for any and all medication
- A signed Consent for Medication Administration form
- An action plan, if not included in the physician's order, that details the dosage, timing, and any additional information needed to administer the medication

All medication must be sent in its original container and may contain only the amount needed by the child while at Advent.

An action plan is required for children with asthma or allergies. This is required in order to have your child's rescue medication (i.e. inhaler, EpiPen) in order for your child to have their rescue medication available to them at all time.

Communicable Diseases

We will notify families when cases of communicable diseases occur during the summer program. These types of illnesses may include, but are not limited to:

- Influenza
- Measles
- Meningitis
- Pertussis (whooping cough)
- Pinworms
- Rubella
- Streptococcal Pharyngitis (strep throat)
- Varicella (chicken pox)

An email will be sent to the community that provides the pertinent information including the type of illness, a list of common symptoms, and information about next steps when necessary. We strive to

maintain the anonymity of the afflicted student whenever possible but parents should be aware that that might not be possible in all cases.

Families are to notify the program of such illness in their families, which includes parents, siblings, and relatives that may live with the child. The child must free of fever, vomiting, diarrhea, and/or other signs of illness before returning to school.

Head Lice

A case of head lice is a common problem that affects people from all backgrounds but is especially common among elementary school children. Lice are spread through direct contact with an infested item such as a hairbrush, hat, or helmet. The major symptom of head lice is itching. Persistent scratching of the scalp and back of the neck may be a sign.

In keeping with revised recommendations from the Centers for Disease Control, a child may stay in the summer program if head lice are found. Once the program is dismissed, Advent strongly recommends that the child be taken to his or her healthcare provider to be diagnosed and treated. The child may not return to the summer program until treated.

Upon returning to the summer program, the child must be checked by an administrator. A parent or guardian must stay with the child in case nits are found and the child is sent home.

If you discover your child has head lice, please notify the summer program so that appropriate measures can be taken to avoid its spread.

HIV/AIDS

The policy of The Advent School with regard to students with HIV/AIDS conforms to the Medical Policy Guidelines as most recently publicized by the Department of Public Health of the Commonwealth of Massachusetts. A copy of this policy is available on the Community Resource page of the website at <http://adventschool.org/resource-page>.

Safety Guidelines for Field Trips

Safety during field trips is our first priority. Teachers, students, and chaperones must observe our safety guidelines at all times.

Parents are notified ahead of time by an administrator if students will ride the T or take a bus. Parents help with chaperoning at the request of the classroom teachers. Parents cannot drive students to field trips due to insurance regulations.

Children are expected to be respectful and listen to instructions from faculty, chaperones, and staff at the field trip destination. Children are given one warning for negative or unsafe behavior during the field trip; continued unsafe and/or disrespectful behavior is grounds to exclude a child from the next field trip.

Safety Drills

Advent practices fire drills and Silent Safety Alert (SSA) drills on the first day of each session.

Fire drills and SSA are initiated using the School's telephone intercom system.

The School may call for a (SSA) for a variety of reasons. These reasons include:

- A developing emergency situation, either inside of the School or in the neighborhood
- Threat in the neighborhood (e.g. active shooter, bomb threat, chemical spill, etc.)
- A person or persons have entered the building with the intent to do harm

Teachers discuss the reason for each drill with their children using developmentally appropriate language for each grade. During a SSA drill teachers and students will shelter in place in a designated area of their classroom until the "all clear" signal is given.