

Tab Title: Youth Vacation Programs

Information for Enrolled Families

Required Forms

In order to best care for our students, we require their guardians complete a *Participant Information & Agreements* packet before their child(ren)'s first day of programming. Instructions to complete this packet will be sent directly to enrolled families. We do not need documents from physicals or immunization records.

What to Bring

- Water bottle
- Lunch
- Two snacks for morning and afternoon breaks
- Close-toed shoes like sneakers or boots if enrolled in woodworking (no Crocs, please)
- Hair tie or clip to hold back long hair if enrolled in woodworking
- Epi-Pens, medications, or inhalers (if applicable)
- During Summer Vacation:
 - Sun protection, e.g., hat, sunscreen
 - Swimsuit and towel (optional, to play in sprinklers on hot days)
 - Change of clothes (optional)

Program Staff Contacts

- Emma Ellis, Community Education Manager
 - 617-553-1387
 - eellis@eliotschool.org
 - Program manager
- Erin Hernandez, Community Education Coordinator
 - 617-524-3313
 - info@eliotschool.org
 - Handle class registration, payments, waitlists

Pick-Up and Drop-Off Policies

- Children must be signed in and out on our attendance sheet daily.
- Children under 11 years old will only be released to their parent/guardian(s) and emergency contacts. Any change in pick-up plans must be recorded in writing on our attendance sheet.
- Children 11 and older may sign themselves in and out of the program if written permission has been given in their *Participant Information & Agreements* form.
- An older sibling may pick up a child under 11, providing they are at least 12 years of age and the parent/guardian has given notice.
- Please pick your child(ren) up promptly at designated pick-up times. You will be charged \$20 for every additional 15 minutes.

- Please do not bring any pets with you to pick up or drop off your child(ren). We have members of our community that are highly sensitive/allergic to animals.

Absence, Late Arrival, Early Dismissal

If your child(ren) need to miss a day of programming, arrive late, or leave early, please contact Eliot School administrative staff at 617-524-3313 as soon as possible.

Health and Safety Policies

Code of Conduct Policies

Refunds and Cancellation

If you withdraw two weeks (14 days) or more before the start date of a program, we will refund 100% of the tuition paid, minus the \$20 processing fee charged by our payment processor. *We do not issue a refund if you withdraw less than two weeks before program start dates.*

It is not possible to withdraw directly through our website. Please contact our **Community Education Coordinator** to withdraw.

If a serious illness, major injury, or death in the family means you need to withdraw from a class outside of our normal time allowance, please speak with our **Community Education Coordinator** to make special arrangements.