



respective solutions
GROUP

Summer STEAM Camp at Purchase Line Elementary School

2025 FAMILY HANDBOOK

Monday-Thursday / June 9-July 24, 2025 / 8:45 AM-12:00 PM

**No camp June 30-July 4*

On-Site Phone Number (Elementary STEAM Room):

724-254-4312 ext. 5164, during camp hours only

***In case of emergency only: 814-421-3146*

On-Site Program Coordinator: Robin Dyda

RSG Admin Contacts:

Chelsea Brink, Program Support Specialist

814-472-2225 ext. 4

chelsea@respectivesolutions.com

Sue Sheehan, Vice President

814-472-2225 ext. 2

sue@respectivesolutions.com

<https://www.respectivesolutions.org/plsd-summer-camp>



Scan this code to sign up for Remind to get a text and/or email about program cancellations and important updates. Download the Remind app to get push notifications on your smart device.

Welcome!

Thank you for enrolling your child in RSG's summer program! This handbook outlines everything that you need to know about our program at your school. Please read this carefully and keep a copy for the duration of the program. If you have any questions or concerns, please call our main office at 814-472-2225 ext. 4 or email chelsea@respectivesolutions.com. This Nita M. Lowey 21st CCLC program is funded in full or in part with a grant by the Pennsylvania Department of Education.

About Summer Program/Schedule

RSG's summer program is an educational, safe, and fun place to go after school has left out for the year! We do hands-on educational enrichment activities that reinforce the skills and lessons that students learn in school. We focus on STEAM and environmental education as well as reading skills. Summer program is free and is offered for 6 weeks in the summer for 16 hours/week. Program is from 8:45 AM-12:00 PM, Monday-Thursday. The district provides a grab and go breakfast at 8:45 AM and lunch at 11:30 AM. Educational enrichment activities and community partners are scheduled throughout the day. A calendar of activities will be sent via Remind.

Things to Know

Please send a water bottle to summer program with your child. Whenever possible, most activities will be held outdoors. In case of inclement weather, activities will be held in the elementary school building. Please make sure that your child is dressed in comfortable and appropriate clothing and footwear to be outside and participating in physical activity (i.e. t-shirt, shorts and tennis shoes). Keep in mind that hands-on, outdoor and physical activities can get messy! You may want to apply sunscreen and/or bug spray before your child arrives at the program. RSG staff cannot apply sunscreen/bug spray. Students are permitted to bring a backpack. You may want to keep a change of clothes in their backpack. All school rules are still in effect during summer program.

Activities

STEAM (science, technology, engineering, art, and math)

Environmental Education

Nutrition

Physical health/wellness

Community partners/guest presenters

Student Responsibilities & Program Rules

- Respect everyone always
- Follow directions given by adults; follow all school-day rules (these apply during summer too!)
- Always ask permission to leave the room/activity area
- Cell phones must be put away during summer program

First Aid

Program staff will apply minor First Aid (bandage/icepack) but cannot dispense oral or topical medications. Staff will contact parents/guardians if First Aid is necessary. RSG will seek emergency medical care if necessary, and parents/guardians will be notified immediately. If your child needs an EpiPen, please send it with a signed note to be kept in the RSG First Aid bag. We do not have access to the nurse's room.



Transportation Policy

- Drop-off is at the main elementary school doors at 8:45 AM. Please make sure that contact is made with an RSG staff member before leaving your child. Children may not be left unaccompanied at the drop-off area.
- Pick-up is at 12:00 PM at the main elementary school doors. Only persons listed on the student's parent/guardian agreement form are eligible to pick up that student and must sign that student out with program staff. Anyone picking up a student may be asked to provide I.D.
- Early pick-ups cause a disruption to summer program. Please do not send students to program on days they would need to be picked up early. Late pick-ups (after 12:00 PM) will not be tolerated and are cause for removal from program.
- If your child has signed up for busing, you will receive information on your assigned bus stop and pick-up/drop-off times. Locations and times are determined by the transportation company. A responsible adult must be present with children at the bus stop.
- If you need to change transportation arrangements, please notify RSG as soon as possible at 814-472-2225 ext. 4 or chelsea@respectivesolutions.com.

Attendance Policy

- It is important for students to attend summer program regularly to get the most educational benefit from the program. Every effort will be made to encourage regular attendance. It is highly recommended that students attend at least 3 days per week.
- If your child cannot attend the full day of camp, please do not send them that day as early pick-ups are disruptive.

Remind

At least one adult family member (either the first or second contact listed on the Parent Agreement/enrollment form) MUST be enrolled in Remind. Use the code on the first page of the handbook or text @rsgsumpl to the number 81010.

Behavior Policy

Should we encounter any behavior problems, there will first be a verbal warning; second offense will be suspension from program for a period of up to two weeks, and third offense will be removal from program. We hope this will not be necessary and we will do our best to create a positive environment for all students and will manage these issues on a case-by-case basis. Summer program is a privilege to attend and is voluntary. Misbehavior on the bus/van is grounds for loss of transportation privileges.

Cancellations/Inclement Weather Procedures

There may be times when a program cancellation is determined by RSG administration and staff. If that is the case, parents/guardians of summer program students will be notified as soon as possible via Remind. There is no summer program the week of June 30-July 4th.

Emergency Drills/Readiness Plan/Procedures

Students' emergency contact information is kept on site at all times. A copy of your site's Emergency Readiness Plan is available upon request. Staff will lead students through practice drills once a month. In case of an emergency, program staff will contact you as soon as it is safe to do so with information and instructions. Please make sure that at least one emergency contact person is available to be reached via the provided phone number during program hours.

Parent/Guardian and Family Participation

Open houses, focus groups, parent/guardian education classes and events are scheduled throughout the year. You will be notified via information sent home and Remind. Please attend when possible! We have an "open door" policy and encourage parents/guardians to visit program. If you would like to visit, please contact RSG staff or call our main office.

Accommodation Policy

Every effort will be made to accommodate each child's educational, physical, social and emotional needs. Anything that you can provide (school behavior plan, IEP, etc.) would help us to create a plan for program.

Data Collection Policy

By enrolling your child in summer program, you grant permission for RSG staff to obtain: PA Secure ID #, school attendance/tardiness/discipline/ISS data; PSSA scores, report card grades; voluntary data collected by clearance earning Saint Francis University students offering academic or positive behavior learning opportunities; and feedback from teachers and administrators to comply with grant reporting requirements, with the understanding that this information will be kept confidential.

Photo/Video Policy

By enrolling your child in summer program, you grant permission for RSG staff to take pictures and video of your child during the summer program with the understanding that these images may be used for: projects/display boards; student yearbooks; RSG's website/Facebook/Twitter pages; in the local media and shared with RSG partners/collaborators/funders. **If you prefer that pictures/video of your child not be taken, you must send a dated, signed note to be given to your program coordinator.

If you have any questions or concerns, please email chelsea@respectivesolutions.com or call 814-472-2225 ext. 4. Please keep a copy of this handbook for the duration of the summer program. Thank you for participating in our program!