

Welcome to our St. Luke Summer Program: *Building Faith, Brick by Brick!*



June 2026

Dear Families,

Welcome to the St. Luke Summer Program! We are all looking forward to a fun-filled summer with your child, as we have many exciting activities planned. Below is all the information you need to know about our summer program, its procedures, what your child needs to bring, and more.

What will the first day be like?

Please drop off your child at 9:30am, unless they are registered for early drop-off, which begins at 8:30am at the upper entrance. You can park in the upper or lower parking lot. Then you can walk your child to their assigned classroom door. You can bring them right to their classroom drop off location. The children will meet their teacher and teacher assistants at the classroom entrance. The teachers will be taking attendance and will be doing a health check at the door upon arrival. Your child will bring any belongings they have and go directly into the classroom where they will begin their scheduled day.

If you have any questions, want to check availability for other weeks, or want to drop off forms, please go to the registration table located outside on the hill. Myself (Jackie Flynn) and our Assistant Director will be there to greet you. Your child's teacher can always point you to us as well. We will be in [blue shirts](#).

What if my child is dropped off early?

Early drop-off begins the first day of the program at 8:30am. You must register in advance to be part of this activity. If your child is registered, please drive to the upper parking lot and enter the school through the front preschool door. The early drop-off children will be in **Room 304** in the school building at the end of the hall at 8:30am. Early drop-off is \$18 per day.

What do I do if I am late dropping off my child?

Drop off time is scheduled for 9:30am. We give a 10-minute drop-off window until 9:40am. By 9:40am, groups are already on their way to their first station. Therefore, if you are going to be later than 9:40am, please go to the upper preschool door (our main entrance) to drop off your child. You can ring the bell and a staff member will come to the door. They will bring your child to their classroom to drop off their belongings and then meet up with their group.

What do I need to know about picking up my child?

When picking up your child, you are to go directly to his/her outside classroom entrance and sign your child out. Classroom teachers may check your I.D. in the beginning until they get to know you well enough.

If you would like someone else to pick up your child, send a note in the morning specifying the name(s) of the person or tell the classroom teacher. The person will need to present identification when picking up your child. The teacher will refer to the “Pick Up Information” form which will have the names of who can and can’t pick up your child. If you need a name added to the form, please email stlukesummerprogram@gmail.com.

What if my child is going to be absent?

If your child is ill, please call the school office at 631-490-2941 or email stlukesummerprogram@gmail.com by 9:30am to let us know that your child won’t be attending. It is especially important that we know if your child has a contagious illness (i.e., strep throat, covid) because we are required to inform other families if there is a contagious illness. **No refunds or make up days for absences, as our camp is full.**

How do I arrange to pick my child up early?

Send a note with your child in the morning if you need to pick him or her up early. Give this note to the classroom teacher, or the early drop-off teacher, who will send the information to the office. Check with the teacher about where your child will be at the time you are going to pick him/her up; the class may be outside of the classroom. Or you can send an email to stlukesummerprogram@gmail.com.

What if my child needs to take medicine during the day or has a health concern?

Any medication required during the day must be brought in and given to the child by a parent. If your child has a health concern, such as an allergy or chronic illness, please let us know before the start of the program. An allergy health plan form filled out by your medical provider must be on file in the office and in the teacher’s possession. If your child has an epi-pen, it must be given to the teacher by the parent on or before the first day that the child will attend the program. Their picture and the allergy plan must be in the bag as well along with any medication. If your child didn’t attend the school this year, we must have the medical statement and immunization record before the start of the programs. We need accurate and current information so that we can reach you in an emergency. No child can attend without the medical form handed into the school.

If my child is having a great time, can I add on the extended day or more weeks?

If you are interested in adding on to your child’s program, please stop in the office as soon as possible and speak with Jackie Flynn about availability. We are required to maintain staffing ratios set by the Office of Children and Family Services. If there is room in a class, we will do our best to accommodate your request. The additional payment must be received before the change can be processed. If there is no room, we cannot make an exception for any child, as we are to maintain static and stable groups. We cannot accept children on a drop-in basis for any class. Every child must be registered and listed on the classroom teacher’s roster before he/she can attend.

How are the children protected from the sun and extremely hot weather?

Please apply sunscreen to your child every morning before s/he arrives at school. This is the best protection! Many sunscreens are available that will last the length of the time that your child will be at the program. Teachers cannot reapply sunscreen to your child unless specific paperwork is completed. You can

also send in a hat or a lighter long sleeve shirt for coverage. The education building is air-conditioned. Children will spend half of the day inside and half of the day outside. Children will be encouraged to drink water frequently. We encourage you to send a labeled water bottle or another drink with your child for snack or lunch. We provide water for the children throughout the day and at snack time.

What does my child need to bring?

It is recommended to bring a backpack/bag each day to camp. Every preschool child must have a complete change of clothing/pull-up/underwear that will be left in his or her backpack. Please put these clothes in a plastic bag clearly labeled with your child's name. **We will have water day every WEDNESDAY and THURSDAY**, along with a bounce castle. ***Please send your child in his/her bathing suit with a towel on WEDNESDAYS and THURSDAYS only. Please also bring a change of clothes, as there will be time to change after water activities. All towels must be labeled!*** Children can bring water-shoes or flip-flops in their backpacks for the time that they are engaged in water play.

We will provide a daily snack (Goldfish, Ritz crackers, Graham crackers, etc.) and water for your child in the morning. If your child has an allergy or would like to bring their own snack, you are more than welcome to. ***If your child is staying for the extended day, s/he will bring lunch from home.*** Your child's lunch will not be refrigerated, so please pack it in an insulated bag. Lunch will not be provided unless purchased through our hot lunch program. *No tab-zipped plastic bags will be allowed as it is seen as a choking hazard. Press and seal are okay.

What will my child's daily schedule be?

All classes in the St. Luke Summer Program will spend time each day in group activities including gym class, music, arts and crafts, Science (STEAM), free play, and outdoor playground time. The teachers have planned a variety of enriching and enjoyable activities that vary from age to age. All of these activities will focus on our summer program theme: "Building Faith, Brick by Brick!" The elementary aged children will have a different schedule and will participate in science experiments, enrichment, daily challenges, sports and games, and more!

*The children who stay until 2:30pm will have three different enrichment activities after lunch every day such as board games, storytime, game time, etc. They will also have an afternoon snack such as ice pops.

*Our behavior policy consists of positive discipline which encourages children to understand why they should or should not do certain things, children are shown positive alternatives. Aggressive physical behavior by a child towards another child or teacher is unacceptable. An incident report will be completed and require a parent's signature. If a child's behavior is uncontrollable or consistently disruptive to their classroom environment, a parent may be asked to remove their child from camp.

What should my child wear every day?

Make sure your child wears play clothes that will keep him/her cool and comfortable. Remember that outdoor play and "hands on" learning activities are an important part of the program. The children should not have to worry about their clothing. For safety reasons, your child must wear **close-toed shoes**. Flip-flops are not allowed! Sports sandals or sneakers are best for the active play that is part of the program.

Can I see pictures of my child throughout the camp week?

Yes, you can. We will be posting pictures daily at the end of each camp day on our St. Luke Facebook and Instagram pages. If you have checked yes for publicity on your registration form, then you will see pictures of your child.

Please "like" our page to see pictures throughout the week. Photos will also be posted on each group's Class Dojo at the end of each day.

Follow us on Instagram: stludedixhills

<https://www.facebook.com/StLukeDixHills/>

Camp T-shirts are given to all children in the program on their first day of camp. They don't have to wear their shirt to camp each day but rather it is given as a gift. If they want to, they certainly could though. All children will be receiving a white camp t-shirt this year. Our St. Luke Summer Program staff will be in t-shirts according to the color of their team, security in a gray t-shirt, and director/assistant director in blue shirts. Our station leaders will be in lime green shirts.

Your child will get to experience some new and exciting presentations based on our theme throughout the summer. This will include a surprise magic show for our campers along with special ice cream sundae days.

REMINDER: All camp paperwork is due before your child begins camp. They cannot attend camp without all their forms turned in. Email stlukecampforms@gmail.com with any questions.

HELP! You didn't answer my question.

If you have any **questions or concerns**, please call us or e-mail inquiries to: stlukesummerprogram@gmail.com

We are looking forward to a great summer with your child!

God bless,

Jackie Flynn

St. Luke Summer Program Director