



**Stamford Children's Activity Center, Inc.**  
**BY-LAW**  
**Effective – April 2005**

**SUMMER PROGRAM**

SECTION 1: The Stamford Children's Activity Center, Inc., shall hold a summer program for 4 weeks during the summer. The dates shall be determined prior to April 15<sup>th</sup> of the program year.

SECTION 2: The program shall run from 9:30 AM until 2:00 PM. The teachers and respective staff shall be in attendance from 9:00 AM until 2:00 PM, or until all students are picked up by parents and/or other responsible adults.

SECTION 3: The purpose of the summer program shall be to provide an activity center in which preschool aged children learn through creative play and if possible, to offer swimming lessons directed by a certified Red Cross Water Safety Instructor, provided by the Village of Stamford. The pre-K staff shall be in attendance, to assist with lessons and provide adequate supervision.

SECTION 4: Registration to the summer program begins on May 1<sup>st</sup> of the summer program's year. Registration forms must be mailed no earlier than May 1<sup>st</sup>. Positions are filled on a first come first serve basis, with priority given first to full-time students in good standing. Current students enrolled in the preschool program will have the opportunity to fill out and mail in the registration form from April 15- May 1. There are 15 positions available for the children attending **Kindergarten in the Fall Group**. There are 12 positions available for the **Pre-K Group**. Tuition and registration fees shall be paid in full upon registration and are non-refundable.

SECTION 5: STAFF: The staff shall consist of the following:

- a. The director/teacher, as outlined in article VIII, section 1 of the by-laws,
- b. The assistant teacher, as outlined in article VIII, section 2 of the by-laws,
- c. A summer program aide whose qualifications are either as follows:
  1. An adult who is interviewed and hired by the board of officers, or
  2. A teenager who is interested in education or social work as a future career, or who has experience in dealing with young children, who is interviewed and hired by the board of officers.

The director/teacher and assistant teacher will be responsible for arranging substitute help as needed for themselves. The summer program aide shall inform the director/teacher in the

case of absence so substitute help may be arranged. The treasurer shall be informed of sick days taken.

#### SECTION 6: GENERAL GUIDELINES

- a. Transportation of children to and from the center is the responsibility of the parents.
- b. Children may be picked up earlier with parental permission and teacher awareness. However, the summer program fee will remain the same.
- c. A child must be three years old as of the first day of the summer program. A child in the **"Kindergarten in the Fall"** group must be at least four years old and attending Kindergarten in the Fall. NO EXCEPTIONS.
- d. A child entering the summer program must be toilet trained and have some self-help skills in place (i.e. changing into and out of clothing and bathing suits, following directions, etc.)
- e. Stamford Children's Activity Center, Inc., (Kiddie Corner) shall not be liable in any custodial conflicts, unless provided with legal documentation.
- f. Tuition for the summer program shall be payable **in full at the time of registration. All payments shall be made by check or money order. Tuition and registration fees are non-refundable.** There will be a \$25 charge on any returned check. In the case of twins, or siblings attending the program at the same time, full tuition will be required for both children.
- g. When the cause of an absence could affect the health of the other children, it is the responsibility of the parents to inform the teacher.
- h. Children are required to bring the following items to the summer program each day:
  - a backpack with the child's name on it. (your child will need to carry it to and from the pool)
  - a full change of clothing, including underclothes.
  - a lunch, including a drink(refrigeration is available).
  - a small blanket for rest time
  - a towel, sun block and a hat
  - snack according to the snack calendar (including cups and napkins)

PLEASE DRESS CHILDREN IN COMFORTABLE PLAY CLOTHES. **SNEAKERS ARE RECOMMENDED.**

SECTION 7: The Executive Board, upon majority vote, shall have the authority to terminate the membership of any member of the summer program or dismiss any child from school for any of the following reasons:

- a. Failure on the part of the parents and/or other responsible adult to meet all financial obligations as stated in the parent's agreement.
- b. Inability of the child to adjust to the summer program situation, to the extent of affecting the rest of the children in the group, to be reviewed on an individual basis. In this case, recommendation is to be made by the teacher/director and a final decision will be made by the Executive Board and Teachers. Parents must be consulted before a final decision is made.