



ST. PHILIP NERI SCHOOL 2025 MTRC Summer Program Expectations and Policies



Educating the Whole Child: Mind, Body and Spirit

St. Philip Neri School Mission Statement:

Saint Philip Neri School is committed to provide a quality, Catholic education to the students. An emphasis is placed on helping students to “know, value, and live” the School-wide Learning Expectations. The totality of the curriculum always attempts to address the needs of the whole child. The staff unites with parents, students and community to provide a strong “Faith Family” in order to ensure that a religious and academic education is achieved.

STUDENT EXPECTATIONS: *Students are expected to follow and cooperate with our Summer Program guidelines in order to remain in the program.*

- **Respect:** Students are expected to be kind and polite to others in word and action at all times. They are also asked to use all school materials and school property with care and respect.
- **Actively Participate:** Students are expected to follow teacher and staff instructions at all times. They will be encouraged to cooperate and actively participate in all activities.
- **Take Responsibility:** Students are expected to take responsibility for their actions. Certain inappropriate conduct and actions may lead to consequences. Parents will be informed of any issues.

HEALTH & SAFETY GUIDELINES AND SAFETY POLICY:

- Students will stay at home if they are showing any symptoms of illness: ie. runny nose, cough, headache, fever, diarrhea, vomiting, etc.
- If students show symptoms at school, they will be sent home and are cleared to return with a doctor note or if symptoms are improved. Students should return to school 24 hours AFTER being fever-free without the use of medication.
- Students with allergies or medical conditions must complete the **Medication Authorization Form** if needing to take medication during the program. Further instructions will be provided.
- **Emergency Earthquake Packs** will be required for each student to bring on the 1st Day of classes. These packs will be stored in the students classroom and will be returned home on the last day of class attendance. A list of items to bring will be provided.



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DROP OFF AND PICK UP PROCEDURES:

- **Drive Thru Option:** This summer we will have a drive thru routine when dropping off and picking up your children, **with the exception of TK/K students**. Parents will drive through our parking lot and pick/up drop off their child in front of their designated classroom.
- **Walk - Thru Option:** Parents also have the option of parking in the Soccer Field lot and walking through the Front School Office Lobby (Stoneacre) and pick up their child from their classrooms once campus is opened.
- **TK/K Students Only:** Parents must walk their child to the TK and K classrooms. You may park in a designated area for pick up and drop off. TK/K parents will be able to park in designated area and walk their children to their classrooms.
- **Morning Drop Off Procedures:** Campus Gates open 7:45 am-8:00 am. / Late arrivals after 8 am must enter through the Front School Office Lobby (Stoneacre Ave.). Please do not park in the Drop Off Zone.

- **Afternoon Dismissal and Pick Up Procedures:**
 - **Half Day Program - 12pm - 12:15pm (School Lobby):** Students must be picked up by parent/guardian or authorized persons only on emergency/afternoon pick up list in the front School Lobby. Campus gates will not be opened for drive-through. Parents may park on the streets or at the Soccer Field parking lot. *(Please note: Please contact the Summer Office 310-638-0342 to notify us if another person not on your list is picking up your child.)*
 - **Full Day Program - 2:30 pm - 2:45 pm (Drive Thru or Walk Through School Lobby):** Campus gates will open at 2:30pm for drive-thru pick up (Rooms 1-8). Only TK/K parents may park in the center lanes and pick up children from the TK/K classroom. Students must be picked up by parent/guardian or authorized persons only on emergency/afternoon pick up list. Parents may park on the streets or at the Soccer Field parking lot. *(Please note: Please contact the Summer Office 310-638-0342 to notify us if another person not on your list is picking up your child.)*



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- **LATE Pick Up Policy:** The FULL DAY PROGRAM ends at 2:30 pm. Students may be picked up between 2:30 - 2:45 pm from their classrooms. Students NOT picked up in time will be sent to Daycare where parents must sign them out. There will be a LATE PICK UP/ DAYCARE CHARGE of \$5 per hour starting at 3pm.
- **DROP IN DAYCARE FEE / LATE PICK UP CHARGE RATES (MAX OF \$15 PER DAY - DUE AT PICKUP):** Parents must sign out their children from Daycare; Charges apply for pick up times below:
 - 3PM - 4PM: \$5
 - 4PM - 5PM : \$10
 - 5PM - 6PM : \$15

DAY CARE POLICY:

- Morning Day Care is not currently available, unless there is a request or need from many families. We will update families with any changes.
- Afternoon Day Care is available for Full Day Program students Monday - Friday from 2:30 pm - 6pm. Students may be picked up anytime and must be signed out by parent/guardian or authorized adult with the Daycare Supervisor. Daycare includes time for: Snack/Recess time as well as a variety of activities such art, outdoor play, games, movies, etc.
- Please see Registration Fee Information regarding payments and options for Daycare.
- FREE Snacks/Lunch meals will be provided from the Meal Program.

WALK HOME POLICY: Students who will walk home after the Half Day or Full Day Summer Program need to have a **Walk Home Permission Form** filled out and filed with the School Office. Students must sign out with Office Staff/Teacher and exit property at the designated dismissal time (between 12pm - 12:15 pm or 2:30pm - 2:45pm on Mondays - Fridays or within 15 minutes of dismissal time on Field Trip Days. Please request a permission slip from the School Office.



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CELL PHONE POLICY: Students are NOT ALLOWED to use cell phones at school. Cell phones must be turned off and checked in with the classroom teacher each morning. Cell phones will be confiscated if used without authorization and must be picked up at the Office by a parent. The school is not responsible for lost, stolen or damaged devices brought on campus. Please note: In case of an emergency you may call the School Office at 310-638-0341. Students may also contact parents through our Office if needed.

DRESS CODE POLICY: Students should wear comfortable, neat and modest clothing. Students MUST wear closed toe shoes (No flip flops or sandals allowed). Students must wear clothing that is appropriately fitted (no tight, short, revealing or baggy clothing allowed) and tidy (no ripped jeans). Images and words must be age-appropriate. The School may determine if any dress attire is inappropriate. Parents may be called to bring a change of clothes if needed.

REFILLABLE WATER BOTTLES RECOMMENDED: The School has filtered water stations for all students. Students MUST bring reusable water bottles or flasks (plastic or stainless steel - no glass). These may be refilled at no cost. If students do not bring reusable water bottles, water bottles may be purchased for \$1 at the Student Office.

FREE SNACKS AND LUNCH PROVIDED - RECOMMENDATIONS: Free morning snack and lunch will be provided (Monday - Friday). This is optional. Students may bring their own snacks and lunch to school from home. No Microwaves will be provided. Junk food and fast food are discouraged and not allowed (ie. Hot Cheetos/Takis, Candy, Sodas, etc.). After School Snacks and Treats will be sold at the end of the full day program or announced.

Thank you for choosing St. Philip Neri School Summer Program!
We look forward to a fun and memorable summer!



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PARENT STUDENT AGREEMENT & PERMISSION FORM

Student Name(Oldest Child): _____ **Grade:** _____

Student Name: _____ **Grade:** _____

Student Name: _____ **Grade:** _____

Other Permissions:

- I allow my child to watch a PG or G Rated Movies: ____ Yes ____ No
- My child has permission to Walk Home: ____ Yes ____ No
- I allow my child to have their photo taken during program activities/field trips:
 ____ Yes ____ No
- In case of any field trip activities involving swimming, does your child know how to swim?
 ____ Yes ____ No

I hereby give my child listed above permission to participate in the St. Philip Neri School Summer MTRC Program (July 7, 2025 - August 1, 2025). My child and I have read and understand the Summer Program Expectations and Policies. My child may be removed at any time if any serious incidents occur. No refund will be issued if my child is removed from the program or enrollment cancelled by the parent during the program.

Parent Signature _____

Parent Name (Print) _____

Date _____

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We look forward to a fun and enriching summer!

NO REFUNDS-NO EXCEPTIONS- NO SUBSTITUTIONS