



**SLICE**  
OF SUMMER

# Family Handbook 2025



Hello!

We would like to take this opportunity to welcome you and your child(ren) to the Claremont Educational Foundation's Slice of Summer Program. Our main priority is to create a nurturing, enjoyable and enriching summer camp experience for your family.

We have prepared this Family Handbook to acquaint you with our program and provide an ongoing reference to your questions about our policies, guidelines, and procedures.

We look forward to working with you and your family, and if at any time you have any questions or concerns, we encourage you to speak to the Slice Site Administrator in the El Roble front office, or the Slice Co-Chairs via the contact information listed below.

### **SLICE OFFICE INFORMATION:**

Slice Site Admin (AM)	Stefany Mezones	909-398-0343
Slice Site Admin (PM)	Jeena Trexler-Sousa	909-398-0343
Slice Co-Chairs	Anaissa Sprague and Alissa Turcios	slice@supportcef.com

#### Office Hours:

8:15am to 4:45pm, Monday – Friday

Open: June 18, 2025 - August 8, 2025

Office closed on July 4, 2025

### **CAMP LOCATION:**

El Roble Intermediate School  
665 N Mountain Ave, Claremont, CA 91711

Claremont High School  
1601 N Indian Hill Blvd, Claremont, CA 91711  
(Speech & Debate Bootcamp, and Summer Institute ONLY)

### **STAFF:**

Staff members consist of Claremont Unified School District educators and staff who supervise and plan daily enrichment and educational activities.

### **CHECK IN & OUT PROCEDURES:**

All children must be checked IN & OUT by parent/guardian or adult designee daily. Children may not be dropped off at the parking lot, curb, or any other location, or sign themselves in or out of the program.

### **PICKING-UP/EMERGENCY CONTACTS:**

Only those people listed on your child's emergency and/or authorized adults list, or those who have been designated by the parent/guardian will be allowed to sign the child out of the program. Picture identification of parent/guardian or adult designee is required. We reserve the right not to release a child without proper picture identification. We respectfully request that adults refrain from talking on their cell phones while picking up their child, except in the case of an emergency. Not only do the children want to tell you about their day, but often our staff would like to be able to speak with you.

### **PICKING-UP/LATE PICK-UP:**

Children must be picked up by 12:00 pm for Slice of Enrichment, and 4:30 pm for Slice of Fun or a late pick-up fee of \$10 will be charged to your account. If you are unable to reach the site by pick-up time, please arrange for one of the adults listed as an emergency contact or authorized pick-up, to pick up your child on time. The program staff will call the parent/ guardian, but if the parent/guardian cannot be reached, the emergency contacts will be called in the order they are listed.

### **MEALS:**

- Students are asked to bring lunch everyday. Heating and refrigeration are not provided.
- Students are asked to bring morning and afternoon snacks.
- Students are asked to bring their own reusable water bottle, clearly labeled with their name.

### **CELL PHONES:**

Cell phones are not to be used by children at any time during camp hours. Children must have their phone on silent or off during the day and out of sight in their backpack. This means calls, texting, and picture taking are not permitted. It is the child's responsibility to ensure that their cell phone is turned off and always secured during camp hours. Slice shall not be deemed responsible for lost or stolen cell phone/airtime, or responsible for damage or replacement. All phone contact between children and parents during the day must go through the teacher. If a child violates this policy, the phone will be taken away and parent/guardian must see the camp administrator when picking up their child.

### **PERSONAL BELONGINGS:**

Please send your child with a backpack to help keep their personal belongings together. All items should be clearly labeled with the child's name. Children should not bring electronic games/devices, or money, as we are not responsible or liable for any personal items that are broken, lost, or stolen. Students' belongings must be taken home each day.

### LOST & FOUND:

Unclaimed items which are not labeled or marked with your child's name will be placed in a lost and found area. At the end of the Slice program, unclaimed items will be donated or discarded.

### MEDICATIONS:

If your child requires the administration of medication during Slice of Summer hours, we will require that you are available to assist in administering the medication. We do not have a nurse on staff for this summer. Please discuss concerns or plans regarding needed medications with the onsite Admin.

### STUDENT ILLNESS:

Sick children must be excluded from the program until they are no longer contagious, so that other children are not exposed. You are asked to exercise good judgement and keep children at home while ill, seeking medical attention as appropriate. Children will be sent home if they have any of the following signs or symptoms of illness:

- Vomiting
- Diarrhea
- Loss of appetite
- Headache or head pain
- Fever over 100.4 degrees F or higher
- Abscess or draining sores
- Complaints of severe pain
- Inflammation of the eye (conjunctivitis)
- Rash, unless the cause is determined to be non-contagious
- Signs of a cold, cough, sore throat, watery eyes, green mucus, etc.
- Excessive irritability or unusual passivity (behavior not normal for the child)

### EMERGENCIES:

It is imperative that your contact information is current, accurate and complete, including individuals with local contact information. It is your responsibility to update your information with Slice staff as soon as there are any changes. Accurate phone numbers are required in case of an emergency. If a child needs immediate medical attention, the following steps will be taken:

1. Contact parent/guardian
2. If unable to contact parent/guardian, we will call emergency contacts
3. If the situation warrants, the following actions will be taken:
  - a) Call 911
  - b) Child will be taken by emergency vehicle to a hospital upon recommendation of paramedics (accompanied by a SDC staff member). If a child needs to be transported to the hospital by an emergency vehicle, cost is at the parent's expense.

**Please Note: Neither the Claremont Unified School District nor Claremont Educational Foundation will assume any financial responsibility for this action.**

### **ADULT BEHAVIOR:**

Appropriate behavior is always expected from ALL adults. We all serve as role models for young children and inappropriate or unacceptable behavior towards Slice staff, children, or other adults may result in the loss of camp services. Additionally, parents should not approach a child that is not their own to discuss behavioral issues. If your child is having problems with another student, please discuss the matter with the lead teacher.

### **DISCIPLINE GUIDE POLICY:**

All students are expected to conduct themselves appropriately and to follow all school and camp program rules. Appropriate behavior includes proper language and respect for all people and property. Disruption of the program may result in dismissal from the Slice of Summer program. If equipment is destroyed or damaged because of inappropriate behavior, you will be held responsible for all costs incurred.

Positive discipline procedures are used by staff to correct inappropriate behavior. They are designed to be fair, consistent, and effective. These include a problem-solving approach, redirection, reflections, warnings, and assertive discipline.

The following progressive steps will be followed by staff to correct inappropriate behavior:

**STEP 1 - Problem Solving:** Staff will listen to the children involved to clarify the problem and ask for ideas for solutions, and, if needed, offer follow-up support.

**STEP 2 - Warning:** One warning will be given, specifically informing the child of inappropriate behavior that needs to change and/or stop and the consequences if inappropriate behavior continues.

**STEP 3 - Parent Notification:** Parent is verbally notified of child's inappropriate behavior by the lead staff person.

**STEP 4 - Termination:** When a child presents a real danger to other children and/or staff, there will be an immediate termination from the program.

**One or more steps in the progressive discipline steps may be skipped at the discretion of the teacher and/or Director in situations that are considered an emergency or are extreme disruptions to the program.**

The following inappropriate behavior may result in an immediate suspension from Slice as determined by the lead teacher or director:

- Stealing
- Profanity or vulgarity
- Open defiance toward program staff
- Damage or destruction of personal and/or public property
- Graffiti
- Assaults, fighting, hitting, or aggressive behavior
- Repeated three minor offenses will equal a major offense.
- Leave designated areas without program staff permission.
- Humiliation of others, put-downs, name calling or harassment
- Possession and/or usage of objects as weapons

**Please Note: You are still responsible for the weekly tuition fee if your child is suspended.**