

Harvard University School's Out Program

Parent Fact Sheet

Please read the following information carefully and keep it handy for future reference.

About the Program

The School's Out Program offers eligible Harvard University employees an affordable child care alternative during selected school vacation days, when most schools are closed. The program gives children (grades K-6; ages 5-12) the opportunity to learn and explore the world around them in fun and exciting ways.

A typical day in the School's Out Program is as follows:

- Arrival and Individual Activities – children can bring breakfast to eat at this time.
- Morning Meeting and Group Activities (art, games, books, etc.)
- Morning Snack – *provided by parents*
- Physical Fitness/Music & Movement – outdoors, weather permitting
- Prepare for lunch
- Lunch 12:00pm – 1:00pm – Parents are welcome to pick up their children at this time and enjoy lunch together*. Parents are responsible for providing lunches for their children.
**Advance notice will be given if the program will be off-site for lunch time.*
- Relaxation Time
- Group Cooperative Games
- Afternoon Snack – *provided by the program*
- Activities
- Departure and Activities (books, games, etc.)

In addition to the regular daily schedule, entertainment and educational presentations, activities and field trips may also be offered.

Tuition

The School's Out Program has a **non-refundable*** tuition fee of **\$20.00** per child, per day. If your child is unable to attend on any of the days for which he/she is registered, we ask that you cancel your reservation as soon as possible so that the space may be offered to another child on the waitlist. If you fail to cancel, your registration for future programs may be impacted.

**Tuition may be refunded if the vacated spot is able to be filled prior to the start of the program.*

- Checks should be made payable to Bright Horizons. Please mail all payments, in advance of the camp, to:
Harvard School's Out Program
c/o Bright Horizons
One Financial Center
Boston, MA 02111

Registration

Space is limited, so you are encouraged to register as early as possible. Enrollment will not be confirmed until all Registration paperwork has been completed and received with a copy of payment. **Spaces are only guaranteed once you receive final email confirmation.**

When registering via the online system, please disregard the information that is denoted as missing. The School's Out Program manager will notify you if any items that are outstanding. In general, the forms are handled as follows:

- **Registration Forms** – Completed online and required to be updated annually.
- **Medical Information** – In order to participate, a copy of your child's most recent physical examination (current within one year) and immunization record must be on file at your child's school.

If space is not available in the School's Out Program, please refer to the HARVie website for alternative options for child care.

Cancellations

If for any reason your child is unable to attend the program on a day for which he/she is registered, we ask that you cancel your reservation as soon as possible so that the space may be offered to another child on the waitlist. This can be done by emailing harvard@brighthorizons.com. Include your name, home phone number, site for which you are registered, and name(s) of the child(ren) who will not be attending.

Drop-Off & Pick-Up

In order to accommodate parents' work schedules, the Program will operate from **8:00 am – 6:00 pm**. We do ask that you indicate your work schedule when registering, so that staffing can be adjusted accordingly.

- Parents must drop off their children to the program and inform staff of their arrival. Unless otherwise arranged, children will not be received into care prior to 8:00 am. Teachers may be in the Program space prior to this time, however, they will be preparing for the day.
- Parents must pick up their children and sign out by 6:00 pm. With this in mind, please plan to arrive at the Program by 5:45 pm. This will allow you time to talk with your child and the teachers, without having to rush out the door.
- Parking can be a challenge. Please allow yourself enough time to get to the building, park and pick-up your child prior to the end of the program. Parents arriving to pick-up their children beyond the hours of care will be charged a late fee of \$1.00 per minute for each child enrolled.

Anyone coming to pick-up a child must be included on the child's registration forms and will be required to show a valid photo ID. Children will not be released otherwise and, we cannot bring children to a parent's work area.

What to Bring

- **Clothing:** Children should be suitably dressed for outside weather conditions every day. We will plan to go outdoors (even in the snow) if the conditions are safe for the children. We recommend providing an extra set of clothing. All clothes and backpacks must be properly labeled with the child's name.
- **Food:** Parents are responsible for providing lunch and morning snack for your child. The program will provide an afternoon snack, but you are welcome to bring one for your child, should he/she prefer something from home. All food must be peanut-free. Please do not bring candy, gum, or soda. Glass containers are not permitted for safety reasons. Refrigerators and microwaves are not available, so please plan accordingly.
- **Toys & Electronics** – Please do not bring in any outside toys or electronics; the use of such devices will not be permitted. Books related to the theme are always welcome.

Illness & Emergencies

Only children who are free from contagious illness may participate in the program. Please use good judgment. If your child does not feel well enough to attend school, please do not bring him or her to the program. Bright Horizons will not administer medication. In the event of a medical emergency you will be contacted immediately. (Refer to medical release form).

In the event of an emergency or building evacuation, all children will be under the care and supervision of Bright Horizons. Bright Horizons has been safety trained, and will take all necessary precautions in securing the safety of your children in the event of an emergency. Parents are advised to exit the building according to their specific evacuation routes.

During School's Out Program operations, parents will be given the cell-phone number of the Site Supervisor for the location. This number will enable you to contact the program at any time, should you have any questions or concerns.

If you have any questions or concerns, please feel free to contact:

Susan Loveland

Regional Manager

Phone 603-997-9093

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