

## 2019 SWAN SUMMER CAMP AT NEST+M

### PROGRAM POLICY

July 8 - Aug. 16/ Monday-Friday, 8:15am-5:30pm

SWAN Offices: NEST+M (111 Columbia Street), Room 244 | 90 Bowery, 2nd Floor  
646-998-5786 | [info@swan-nyc.org](mailto:info@swan-nyc.org) | [www.swan-nyc.org](http://www.swan-nyc.org)

**Drop-Off**  
8:15am

**Breakfast**  
8:15am-8:45am

**Lunch**  
Between 11:30am-1:30pm

**Pick-Up / Dismissal \***  
5:30pm

Dear Parents / Guardian:

Welcome to SWAN 2019 Summer Program! Please review the following information carefully before starting camp and contact us if you have any questions.

**Drop-Off/Pick Up Location** – NEST+M is a large school building, please use **Exit 6 (Columbia St and Stanton St), NEST Cafeteria** for morning drop-off and program dismissal. Each child will be assigned to a table inside the cafeteria for drop-off, please check students listing posted outside of the cafeteria.

**Late Drop-Off / Early Pick-Up**. Between the hours of 9am to 5:10pm, please go to SWAN office in **Room 244** for late drop -off / early pick-up. Early pick-up is allowed anytime, **except** 15 minutes prior to dismissal. For sixth to eight grade students, students are allowed to leave on their own when specified in writing. Enter from the school main entrance (111 Columbia St). Sign-in at the school safety desk with a government ID. For safety precaution, only office staff, students and teachers can enter the classrooms.

**\*Late Pick-Up Fee** –SWAN staff works very hard everyday and is important for our staff to be able to leave on time. The *late pick-up fee* applies to parents who arrive after 6pm Mondays to Fridays. Fee schedule is \$5 at the start of every 10 minutes PER child (e.g. if a parent arrives at 6:01pm for their 2 children, \$10 fee will be collected).

#### **Breakfast, Lunch and Snacks**

- Breakfast - Breakfast service is from 8am to 8:45am daily. There may be a possibility of a shorter breakfast time on the first day of camp (7/8 ) and we apologize in advance for the inconvenience. Parents/Guardians are welcome to bring breakfast to eat with the students and encouraged to stay until the end of breakfast by 8:45am.
- Snack - Parents are responsible to prepare snacks daily (twice a day for Ages 3 to 5). Remember to label your child's food container and water bottle.
- Lunch - Free breakfast and lunch are provided daily. See below for sampled menu:
  - **Breakfast** and **Lunch** samples
  - If you choose **NOT** to participate in the meal program, please inform the office. Students are allowed to bring their own food, but please note meals heat-up service is not available.

**Camp T-shirt** –All participants are mandated to wear SWAN summer program t-shirt during field-trips and summer performance. If you have already placed your order for t-shirts, the teachers/teacher assistants will distribute the t-shirts during the first week of camp. If you have not placed your order, please purchase them at the SWAN office at NEST+M, Room 244. T-shirts are available for \$10.00 each

**Swimming** – Parents of students participating in the swimming program are encouraged to attend the **orientation on Thursday, July 11 at 5pm @ Seahorse Fitness Club** (69 Columbia Street). Please review attached Swim Club Information sheet. If you child does not attend swimming, structured activities are offered in place of swimming and they are led by classroom teacher.

**Field trips** – please check the calendar on the SWAN website for up-to-date field-trip schedules. Students are required to wear SWAN t-shirt on days of field-trips.

**Communication** - Parents/Guardians will receive classroom updates and photos through Google Classroom each week. Please make sure you join the Google Classroom invitation sent out by the SWAN Office. SWAN website should maintain the most up-to-date Calendar of events, including field trips.

**Absence** – Please notify the SWAN office at 646-998-5786 if your child is absent.

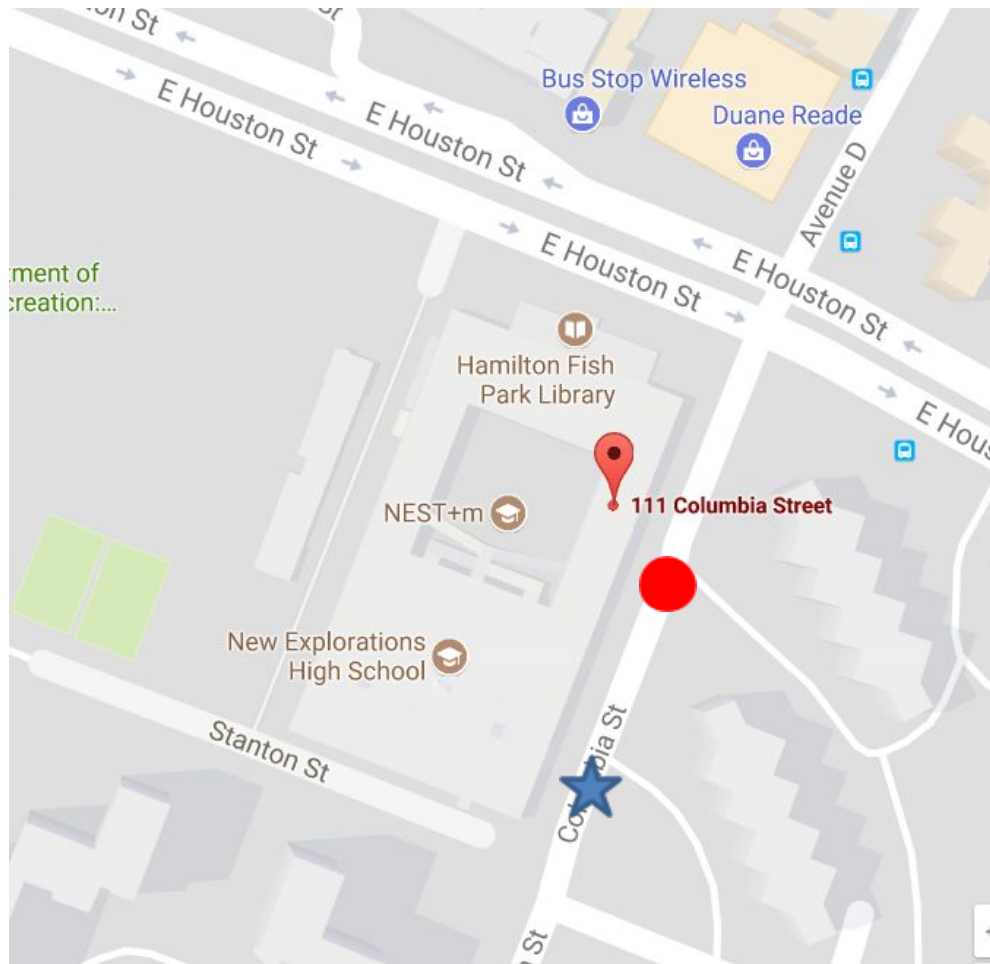
**Illness** – If your child exhibits any symptoms of illness and may possess a possible risk of spreading infection to other children, your child will be removed from the classroom and remain in the SWAN office at NEST+M with an appropriate staff. Parent/guardian will be notified immediately and is important that you arrive promptly to pick up your child.

**Classroom Supply** – we will distribute classroom supplies to students.

**Classroom Visit/Observation** – In order to minimize classroom interruptions, classroom observations or visits are not allowed for parents/guardians.

**Entering Pre-K and Entering Kindergarten Parents Only**

- Please prepare one set of extra clothing, blanket and pillow (nap time) for your child. Your child's belongings will be kept with the teacher until the last day of your child's summer program.
- Snacks is twice a day; please prepare two separate snacks such as fruit, yogurt or crackers.



**Exit 6: Open for morning drop-off till 8:30am and for afternoon dismissal at 5:30pm**  
六號出入口: 早上送學生(大門開到八點半)以及下午接學生(下午五點半開放)



**Main Entrance: Open for morning drop-off after 8:30am and for early pick up before 5:15pm**  
主出入口: 若早上八點半後送學生以及下午早接學生(下午五點十五分前)

## SWIM CLUB INFORMATION

### Schedule

- Swim Club takes place every Tuesday and Thursday from 7/15 to 8/9, **except** for 7/18 (Thursday), the day is switched to 7/19 (Friday).
- Swim Club Orientation – 7/11/2019, 5pm at Seahorse (69 Columbia Street). Seahorse is located within a gated community on 69 Columbia Street. To enter, please let the security know you are to visit Seahorse.
- Grades Schedule – Swim time is 45 minutes per session
  - Entering Pre-Kindergarten to Kindergarten: 3pm to 4pm
  - Entering First Grade to Second Grade: 2pm to 3pm
  - Entering Third Grade and Up: 4pm to 5pm

### Packing List

- SWIMMING CAP** is mandatory in the pool
- Swimming goggles
- Bathing Suit
- Towel
- Sandals
- Extra bag to store wet belongings

### Policy

- Participating students will change in-and-out of bathing suit at school with the help from our staff. Early pick-up is not allowed when swim club is in session. If you plan to pick up your child at the end of swim club inside of Seahorse, please notify the office in room 244 or call 646-998-5786.
- Participating students will be accompanied with our staff to and from the swimming pool. It is a 5 minute walk from NEST to Seahorse.
- We welcome parents to watch swim club in session. However, due to limited space by the pool side, limited number of parents are welcomed. Please notify the office first when you plan to visit Seahorse.
- If you are not sure your child belongs to the beginner or advanced level, the instructor will conduct assessment on the first session.
  - Beginner Level; Students will learn floating and breathing techniques. By end of beginner level, we aim for students to float and swim without floating device.
  - Advanced Level; Students will not need floating device. Students already mastered breaststroke and freestyle. By end of advanced level, we aim for students to know back stroke and butterfly stroke.