

**SUMMER PROGRAM**

**SELF-STUDY REPORT**

**(v.2020)**

The mission of the Southwestern Association of Episcopal Schools is to lead, to nurture, and to unify Episcopal schools in order to advance educational excellence within the faith community of the Episcopal Church.

***PREFACE***

A summer program is any program offered at a school during summer vacation weeks. These programs may be academic courses, sports camps, enrichment classes, arts camps, day care, or similar programs. It is the school’s responsibility to meet state licensing requirements (if applicable). A school’s summer program may be operated by third-party providers; however, it must be under the aegis of school operations and meet all school and state licensing (if applicable) requirements. Vacation Bible School run by a parish church is not considered to be a school-operated summer program.

Should a school open/add a summer program since the last on-site visit, the school is required to submit a *Summer Program Self-Study* and host a site visit during the summer program.

Requirements:

1. Notify the Director of Accreditation at least six (6) months prior to the start of a new summer program to begin the *Summer Program Self-Study*. The self-study is due by April 1st of the year the program begins.
2. A member of the Standards Committee will be assigned to do an on-site visit of the program, and report to the committee.
3. Accreditation for the program will be awarded after the committee and the Board of Directors have voted on the report.

***SAES ANNUAL REPORT FOR 20\_\_\_ - 20\_\_\_***

[Insert the school’s current year *SAES* *Annual Report*.

For an insertable form of the *Annual Report* document, contact the SAES Office.]

[The following SAES *Accreditation Standards and* *School Response Questions* shall guide the formation, operation, review and evaluation of summer programs in SAES accredited schools. Provide responses to the “School Response” questions asked following each standard (e.g. “SP.1” and corresponding lettered items).

***SP.1 The program structure shall provide organizational basics essential to the successful operation of the school.***

1. *The daily schedule shall provide adequate blocks of instructional and learning time, and instructors shall have adequate planning and preparation time.*
2. *Instructional materials and equipment shall be current and of high quality~~.~~*
3. *Class/activity student-instructor ratios shall be in compliance with sound educational practice and state licensing requirements where applicable.*

**SCHOOL RESPONSE**

1. Explain how the summer program calendar is constructed, by whom, and when each year.
2. List the title and position description for the person or persons responsible for overall supervision of summer programs.
3. Describe the hiring, training, and supervision processes for summer program personnel, including volunteers. How does the school ensure that background checks have been made on all employees and volunteers, and that all people working in a summer program have participated in *Safeguarding* or comparable training?
4. Describe both indoor and outdoor areas utilized in the summer program. How many classes/groups use an area at the same time, and how is play/activity supervised?

***SP.2 Program content, student placement, and instructional variations shall be considered in the design of programs for different ages.***

1. *Summer programs shall meet or exceed local and state regulations and licensing requirements, as applicable.*
2. *Summer programs shall be compatible with school's stated mission, purposes, and objectives.*

**SCHOOL RESPONSE**

1. List the full age range of students involved in the school’s summer program, including class size and staffing ratios for each age group. Include policies and practices that are in place to govern adult interaction with children, including discipline of students enrolled in summer programs.
2. Provide a list of all summer programs, including title, description, dates and hours of operation. Indicate whether each program is offered by the school directly or by a third party contractor.
3. If the summer program is provided by a third-party contractor, explain how the school maintains oversight regarding program content and implementation.
4. Explain how the school’s Acceptable Use Policy applies to technology use in the summer program.

**SP.3 *The school has practices in place that ensure the physical and emotional safety and well-being of children. The school shall maintain facilities that meet applicable health, fire, emergency, safety and sanitary codes of the diocese, city, county and state in which the school is located.***

1. *There shall be safe play/activity space for children.*
2. *Outside play/activity areas and equipment shall be inspected regularly to ensure safety.*
3. *Play/activity areas shall be supervised with a safe ratio of adults to children.*
4. *The facility shall receive daily cleaning and maintenance for the health and well-being of the school community. There shall be adequate janitorial support and maintenance for repairs done in a timely manner.*
5. *The school shall assess the security of the facility and develop policies that address campus access, visitors, supervision, and student movement around campus.*
6. *The school shall have crisis/emergency management plans in place in the event of a serious injury, natural catastrophe, criminal activity, threats, or other significant emergency.*
7. *The school shall have policies and procedures in place concerning the release of children to the correct, legally-designated adults.*
8. *The school shall provide health facilities and support staff adequate for the school's needs. The school shall also have medication storage and dispensing policies.*
9. *Food services, if applicable, shall be licensed and provide nutritionally adequate choices. Policies for the staff handling, preparing, or distributing food shall reflect healthy practices.*
10. *School vehicles, if applicable, shall comply with federal and state laws regulating licensing, registration, insurance, inspections, and capacity.*
11. *Student ~~s~~upervision is a priority in all settings including carpool, transition and break periods.*

**SCHOOL RESPONSE**

1. Describe emergency plans to address an exceptional or unexpected interruption of the summer program, including communications with staff, parents, and media, if necessary. Is each summer program instructor, staff, third-party, and volunteer aware of the *Crisis Response/Management Plan*?
2. Explain the school’s procedures for dealing with injured or ill students or staff, including dispensing of medication, first aid, and parent notification. Describe the enforcement of staff and student health screening and immunization requirements. Describe the collection of these medical records and how they are accessed. What is the procedure for dealing with a medical or other safety emergency and where is it written?. Are summer program personnel required to have up-to-date training in CPR and first aid? Is a health care professional on duty during summer program hours?
3. Describe the procedures for inspecting the playground and for maintaining a clean and safe area. Whose supervises this?
4. What policies are in place to ensure the safety of the children indoors and outdoors while on the school campus? What are the schools guidelines for extreme weather, lightening, or excessive heat?
5. If a swimming pool is used for the summer program, what procedures and policies are employed to ensure safety?
6. How is the safety of children ensured while on field trips? What policies and practices apply to field trip safety?
7. What regulations are in place to control access to the school and ensure supervision of students as they move about during the day? In the event of an emergency or parent need, how are children located? How are summer program instructors and volunteers identifiable? Are guests required to register? How are they identified?
8. What procedures are in place to protect the emotional well-being of children enrolled in the summer program? Is there a counselor available during the summer program hours of operation?
9. Describe the procedures and school policies for student arrival and dismissal, including late arrivals and early departures. Where are these published and how are these enforced?
10. What policies are in place to assure that students are released to legally-designated adults? Are all summer program personnel made aware of how child custody issues should be handled?
11. Describe the food service, if any, for the summer program and how it is monitored.
12. Who oversees maintenance, licensing, and use of vehicles used for summer programs, including compliance with state and federal laws? What policies govern who is authorized to transport summer program students, and what qualifications drivers must have? If volunteers drive summer program enrollees, how is the currency of drivers’ licenses ensured? Do volunteers drive school-supplied vehicles? If they drive personal vehicles, how is car insurance and vehicle safety monitored? Are volunteer drivers covered under the school’s vehicle policy?
13. Does the school’s insurance cover summer programs, including school employees, volunteers, and third-party providers? Are field trips and other off-campus activities included in the coverage? If the school uses volunteers for its summer program, are they covered by the school’s liability insurance?
14. Describe the school’s process for review of all safety requirements.

**SP.4 *The school shall maintain, or have available for its use, physical facilities and plant adequate to support the needs of the program.***

1. *Classrooms/activity areas provide appropriate space and environment to accommodate program objectives.*
2. *There is adequate storage for instructional materials and outdoor equipment.*
3. *Instructional materials, such as chemicals used in science or art, and housekeeping/maintenance, are stored and used according to safety guidelines.*

**SCHOOL RESPONSE**

1. Are current facilities adequate for summer programs? If not, explain accommodations being made to provide the program.
2. Is adequate and safe storage of equipment and supplies available?
3. How are instructional materials, such as chemicals/cleaning materials used in science, art, or housekeeping/maintenance stored?
4. Describe the schedule for cleaning the school during the summer. Who oversees this work?
5. Who is responsible for safety inspections during the summer? Outline the inspection schedule of relevant equipment?

**SP.5 *The school shall employ sound financial planning and management policies and procedures, including a formal budget-making process, along with appropriate oversight of summer programs.***

1. *The school shall employ sound accounting methods and practices as prescribed by GAAP, Generally Accepted Accounting Practices.*
2. *All funds generated by any school activity or organization shall be recorded in the school's books of accounts and shall be under the direct control of the school.*
3. *The school shall have a Review/Financial Audit annually that includes summer programs. This must be done by a certified, independent CPA.*
4. *The school shall seek to minimize the risk of injury to its students, staff and faculty, and shall seek to minimize the risk of financial loss to the school by having a risk management program in place that includes purchasing adequate insurance coverage.*
5. *All funds generated through summer program revenue, donations, grants, stocks, gifts, or gifts in kind shall be managed according to current regulations, laws, or IRS requirements related to such gifts.*
6. *The school shall have policies in place for its budgeting process, including the development of a contingency fund, issues of conflict of interest, delinquent accounts collection, tuition remission, financial aid, all fundraising efforts and spending policies.*

**SCHOOL RESPONSE**

1. Who is responsible for constructing and monitoring the budget for summer programs? How is summer program income and expense accounted for in the school’s chart of accounts?
2. Describe the process and personnel responsible for summer program financial management, including receivables, payables, purchase of supplies, and requests for reimbursement.
3. Explain how and by whom the distinction between exempt and non-exempt employees is made. How does the school ensure compliance with the Fair Labor Standards Act?
4. Describe how compensation is determined.

***DOCUMENTS IN ADHERENCE TO STANDARDS* FOR SUMMER PROGRAM**

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| **Documents Required:** |  |
| 1. Promotional materials and other information regarding summer programs. Include copies of registration forms required for participation.
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| 1. Evidence that satisfactory background checks have been made on all people working in summer programs, salaried, contractors and volunteers, and that they have participated in *Safeguarding.*
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| 1. Insurance policies that cover summer programs. Include those provided by third-party providers and volunteers, if applicable.
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| 1. Contracts used with all summer program personnel, whether school employees, volunteers, or third-party providers, if applicable.
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| 1. Profit/loss statement of previous year summer program (if applicable), and projected budget for the upcoming summer.
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| 1. School’s Crisis Response/Management Plan.
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| 1. Policies for summer program personnel regarding sexual harassment, substance abuse, attendance, and discipline of students.
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