

SUMMER AND AUXILIARY PROGRAMS

Parent Handbook

2026-2027 School Year

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Who do the Summer Programs serve?
The Oak Hall Summer Program is open to the Gainesville Community! Attendance at Oak Hall School is not necessary for participation in any summer program. The Oak Hall Summer Program does not discriminate on the basis of sex, race, creed, disability or national or ethnic origin.

What division of Extended Day do I select for my child?

- The extended day program "Eaglets" provides a warm, caring environment beyond school hours where children in Preschool-Kindergarten can experience and engage in a variety of activities. Daily activities include art projects, outdoor play, indoor games, puzzles, and reading activities connected to our monthly theme. Selected optional enrichment classes are available for an additional cost.
- The extended day program "Soaring Eagles" provides a warm, caring environment beyond school hours where children in Grades 1-5 can experience and engage in a variety of activities. Offerings for Soaring Eagles include daily activities, monitored study groups, and optional enrichment classes available at additional cost. Daily activities will include art projects, outdoor play, indoor games, puzzles, and reading activities connecting to our monthly theme.
- "The Nest" is Oak Hall's extended day program for Grades 6-8. The Nest will provide a safe and enriching environment for each student, every day. Students will have the choice between monitored study groups, daily activities, and optional enrichment activities (available at additional cost) when not participating in athletic, theater, or music practices. Daily activities will include daily art projects, outdoor play, indoor games, puzzles, and reading activities connecting to our monthly theme. Students may also wish to relax, unwind, and enjoy some quiet time in our newly renovated Student Engagement Center.

What are the hours for Extended Day?

- Eaglets runs from 2:45 pm – 6:00 pm
- Soaring Eagles runs from 3:15 pm -6:00 pm
- The Nest runs from 3:30 pm -6:00 pm

Is the Summer Program open on holidays?
Our extended day programs do not operate on days that school is closed. The Summer & Auxiliary Programs office does offer School Day Out Programming, Holiday Camps, and Summer Camp many of the days that school is closed.

How can I enroll my child in Summer Camp?
Our entire registration process is online. Click here for the direct link.

What information do I need to provide?

Registration information includes authorized pick-up list, emergency contact information, insurance information, medical provider information, Summer & Auxiliary Program Waiver, & Assumption of Risk and Agreement to Adhere to Oak Hall School Health and Safety Guidelines. Registration materials must be updated each Summer. The information obtained during the Summer & Auxiliary Registration process is in addition to information already completed for enrollment at Oak Hall. It is important that any changes in a family's data (address, phone numbers, medical allergies, or concerns) be reported to the Summer & Auxiliary Program Office as soon as possible so every student's record remains accurate.

How do I pay for Summer Camp?
All billing for Summer programs will go through your camp brain account online. The billing will be charged to the credit card on file.

What is the refund policy?

- The one-time Application Fee is always non-refundable. Deposits are fully refundable until April 15th. After April 15th, all deposits are non-refundable and non-transferrable. Program fees (less deposit) are fully refundable provided three weeks notice of cancellation or change is provided. Any changes (dependent of availability) made to an existing registration at any time will result in a $25 administrative fee. This includes switching weeks, switching programs or switching to a program with a lower fee. Payments lost due to withdrawal from a program cannot be forwarded to the next year's program or to a sibling's account. No refunds or credit will be given for days absent. If a camper must cancel camp due to an illness or injury at any time, a doctor's note detailing the period of incapacity is required to receive a refund. The physician note must be received no later than 48 hours after the start of a camp program to be eligible for a medical refund. The Oak Hall Summer Program will fully refund any program that is canceled due to lack of enrollment. NO EXCEPTIONS WILL BE MADE TO THIS POLICY.
- If the Oak Hall Summer Program should cancel any session due to COVID-19, a full refund will be issued. If a session should be interrupted by camp issued precautionary quarantine, credits or refunds will be issued for time missed as a result of the quarantine. If a family is individually impacted by COVID-19 either through an exposure or positive case, they will be eligible for refund or credit during missed time with receipt of a doctor's note detailing the period of quarantine. The physician note must be received no later than 48 hours after the start of the quarantine to be eligible for the medical refund/credit.

How does my child arrive at Extended Day?

- Eaglets (Preschool-Kindergarten): Your child's school day teacher will walk the students over to the Extended Day check in location in the ECLC Building.
- Soaring Eagles (1^{st}-5^{th} grade): A teacher or teaching assistant from your child's grade level will walk the students down to the lower school multipurpose room to check in for Extended Day.

- The Nest (6th -8th grade): Students not getting picked up in the car line will be required to walk to check in at the Student Engagement Center. This will be the pickup location for all athletic and musical rehearsals.

**Parents of students needing special arrival or departure arrangements (e.g., chess, private sports lessons, etc.), must ensure that the instructors are listed on the authorized pick-up list. Extended Day staff are not able to escort children to programs not offered by the Oak Hall Summer & Auxiliary Program Department. This includes chess, private sports instructors (tennis), tutors, therapists, etc. Representatives from these programs must check your child out from our care.

How do I pick up my child from Extended Day?
Parents are always welcome at Extended Day! Each parent and authorized pick-up person will need to show a valid form of government ID when they sign out the child(ren).
When a parent wants to add another adult as an authorized pick-up person, the parent may add them online at any time in their CampBrain account or provide the Summer & Auxiliary Office with an email, 48 hours in advance of need, that includes the new adult's name, phone number, and relationship to the child(ren). The newly authorized pickup person must show a valid form of government ID each time they sign out the child(ren).

Parents may text upon your arrival and staff will be notified to send up your child(ren) with all their belongings. Please note these numbers are not monitored during the school day or after Extended Day hours. All communication other than pickup notification should be sent via email to the Summer & Auxiliary Program Office.

- Eaglets pickup number: 352-534-8604
- Soaring Eagles pickup number: 352-534-8629
- The Nest pickup number: 352-534-8633

What happens if I cannot make it to Extended Day by closing?
Extended Day programs end promptly at 6:00 pm. Parents who arrive after the program closes will be charged a $25 late fee plus $1/minute. Late charges will be billed to your student's CampBrain account. If parents are unable to pick up their child by the agreed-upon time on multiple occasions, a friendly reminder letter will be sent to the family's as a gentle reminder, and there may be a need to review the Extended Day registration.

Should I send food to Extended Day?
Students should pack a peanut free snack for Extended Day. Snacks from home must be eaten at the designated snack time and must be marked with the child's name. We discourage all food sharing by students in the interest of safety concerning food allergies. Students in the Nest division will have access to the school store to purchase food items until 4:15 PM daily.

Does the Oak Hall Dress Code apply during Extended Day?
Like the Oak Hall dress code, student dress at Extended day is to be neat and appropriate for school, yet safe for vigorous movement and play. If desired, a student may bring a change of school-appropriate play clothes.

We ask that students wear athletic shoes that lace and tie or are secured with velcro strap(s) and laces/elastic bands. Sandals, flip-flops, boots, and clogs may be dangerous during outdoor play. When the weather becomes cold, sweaters or jackets are recommended, as a child without the proper clothing may not be able to go outside.

What if my child is sick?
The Summer & Auxiliary Programs follow the same sick policies as Oak Hall School. If you have a question regarding these policies please contact Tanya Sayour, our school nurse, at tsayour@oakhall.org .

What do I do if my child requires an EpiPen or medication during Extended Day?
Please contact Nurse Tanya Sayour, tsayour@oakhall.org if your child will need medication administered during the Extended Day Program hours. Extended Day staff will have access to EpiPens and emergency medications on campus.

What if my child is injured during Extended Day or Enrichment Programs?
Parents or emergency contacts will be notified of any illness or injuries according to the following policy:

- Parents will be notified immediately by phone if a serious illness or injury occurs at Extended Day (e.g., head injury, deep wounds, suspected fractures, vomiting, or elevated body temperature). A call will be placed to 911 if a staff member feels the situation warrants it, and the child may be transported to the nearest emergency room.
- When a parent cannot be reached, an emergency contact will be notified.
- When a less serious illness or accident occurs (e.g. skinned knee, small bumps on body parts other than the head, or complaints of a less serious nature), Extended Day staff will administer First Aid (e.g., bandage, ice, etc.) and notify the parent by phone or verbally when the child is picked up.

We record all injuries and illnesses in a report. The Summer & Auxiliary administration will review these reports regularly so we can continue to keep your child safe and healthy while they are in our care. A report can be sent to you upon request. Please allow 24-48 hours for any incident report to be emailed as the focus of our efforts during the programming day is on the supervision and safety of the children.

My child loses everything. What do I do?
Parents should label all student clothing, outerwear, bags, etc. with the child's name. If an item is found with a name on it, we will return it to that student. If an item is found unmarked, it will be placed in the lost and found area for each division.

Can my child bring toys and games from home?
We ask that students leave all personal toys and games at home. The Extended Day spaces are filled with toys and games for students to enjoy. While we realize that children like to share their toys and games from home with their school friends, there is always the possibility the toy or game will be misplaced or broken.

How does Extended Day handle electronic devices?
Electronic devices are not permitted for use in the Eaglets or Soaring Eagles Division. The only exception would be during the faculty/staff proctored study hall Monday-Thursday and only at the request of the proctor. Electronic device use in The Nest is strongly discouraged. Students in The Nest utilizing their electronic devices will be expected to follow Oak Hall's Acceptable Use Policy and will be subject to discipline consequence for any inappropriate use.

Are there opportunities to talk with staff about my child's progress?
Absolutely! Summer & Auxiliary Program staff make every effort to inform parents of their child's progress on a regular and informal basis through face-to-face conversations, email, etc. If you wish to arrange a more formal meeting with one or more staff members, please email the Summer & Auxiliary Program leadership to schedule an appointment. We will accommodate you as quickly as possible. We prefer parents schedule an appointment a few days in advance so that we can gather information to share with you.

We strongly advise parents to look over a child's homework at home as well. We provide a structured and quiet environment where students can ask questions and focus on their work.

- Eaglets: On Monday-Thursday for 30 minutes, Kindergarten students are escorted to a classroom where a teacher will lead homework time. Extended Day staff will serve as a resource during study hall.
- Soaring Eagles: On Monday-Thursday for 30 minutes, 1st -5th grades students are escorted to a classroom where a grade level teacher will lead homework time. Extended Day staff will serve as a resource during study hall.
- The Nest: On Monday-Thursday for 30 minutes, 6th- - 8th grade students will be provided the opportunity to attend a teacher lead study hall in a classroom.

Do the children play outside?
Children need a safe and challenging outdoor environment to further their gross motor development and enhance their exploration of their world. The following steps will be taken to ensure that children enjoy their time outdoors and use the playground safely:

- Staff will engage the children in conversation, games, and activities that further their developmental needs.
- Staff will plan outdoor activities and encourage children to participate.
- Staff will use conflict resolution skills to handle disagreements and will encourage children to independently find solutions to problems.

The Summer & Auxiliary Program Office will consult with the Oak Hall maintenance team to regularly check equipment and surfacing materials. Specifically, they will ensure that sufficient resilient surfacing is present; no splinters exist on wooden equipment; bolts are properly tightened, and there are no pinch points, protrusions, sharp points, or uncovered hooks. Extended Day follows the same playground safety rules as the ECLC and Lower School.

What is your policy on behavior management?
The Extended Day program will follow the Behavior Flow Charts established by each division office, ECLC, Lower School, and the Middle School. We entrust our staff to use their best judgment in various scenarios. There is flexibility on the flow chart and our leadership team is always here to support with behavior management. We record behavior incidents in a report. The Summer & Auxiliary administration will review these reports regularly so we can continue to keep your child safe and healthy while they are in our care. Parents will be notified by phone or in person if a behavior merits our concern for the health and safety of your child or any child enrolled in the program. Reports will be emailed to you if a loss of privilege in extended day is assigned, and they can always be sent to you upon request. Please allow 24-48 hours for any incident report to be emailed as the focus of our efforts during the programming day is on the supervision and safety of the children. Please understand that information regarding the behavior of other children will not be shared.

What is the potty-training policy?
Oak Hall School accepts students as young as 3 years old to our Preschool. All students must be 3 years old before starting their first session of camp. In addition, students must be potty-trained, not wearing diapers or pull-ups. Students will be given frequent bathroom breaks but will need to be self-sufficient in the restroom to take care of their personal hygiene.

What would cause a student to lose Extended Day privileges or to be asked to leave the Extended Day program?
A child may be withdrawn from the program for the following reasons:

- Non-payment of fees.
- Chronic late pick-up.
- Failure to complete the registration form, which includes home and work telephone numbers, home address, and emergency contact information.
- Continued disruptive behavior after parents have been notified by the Director.

How are Enrichments handled?
Students are picked up from Extended Day in their respective division. Oak Hall Summer and Auxiliary Enrichment instructors will transport students to and from Extended day. Check out from an enrichment program will be through the extended day division. Extended Day staff are not able to escort children to programs not offered by the Oak Hall Summer & Auxiliary Program Department. This includes chess, private sports instructors (tennis), tutors, therapists, etc. Representatives from these programs must check your child out from our care.

How is Community Sports League check in handled?
Students are picked up from Extended Day in their respective division by the Community Sports League Program Director. If students are not checked into Extended Day at that point and not being brought to practice directly by a parent, please arrange for them to be checked into Extended Day.

**Parents of students needing special arrival or departure arrangements (e.g., chess, private sports lessons, etc.), must ensure that the instructors are listed on the authorized pick-up list. Extended Day staff are not able to escort children to these events and will need their chess instructor/private sports instructor/etc. to come to collect them.

How is Community Sports League check out handled?
Parents are always welcome at Community Sports League practice! Each parent and authorized pick-up person will need to show a valid form of government ID when they sign out the child(ren). The Community Sports League representative will be available to check out campers at the end of practice in addition to an Extended Day staff member.
When a parent wants to add another adult as an authorized pick-up person, the parent may add them online at any time, 48 hours in advance of the need in their CampBrain account or provide the Summer & Auxiliary Office with an email that includes the new adult's name, phone number, and relationship to the child(ren). The newly authorized pickup person must show a valid form of government ID each time they sign out the child(ren).

What is the best way to communicate with the staff?
When parents need to get in touch with a Summer & Auxiliary Program Administrator, please use the following contact information:

Danielle Tripp, Director of Summer & Auxiliary Programs
Email: dtripp@oakhall.org Office: 352-332-3609 x400

Rebecca Memon, Assistant Administrator for Summer & Auxiliary Programs
Email: rmemon@oakhall.org Office 352-332-3609 x 401

Summer & Auxiliary Program leadership communicate regularly with parents via email or monthly newsletters regarding special activities or events, registrations, and program updates. CampBrain only two email addresses may be submitted for each family, so please determine who you would like to receive these communications when registering.