

SummerREADS Policies and Procedures

Summer 2019

Overview: SummerREADS is an opportunity for students and families to increase time spent reading and access books and literacy-based activities in their own neighborhoods over the summer by utilizing eleven state-of-the-art school libraries renovated as part of the Baltimore Elementary and Middle School Library Project. Young Audiences will operate the program.

Dates and Times: The program will run July 1 through August 2, Monday-Friday. There will be no program on Thursday, July 4. Libraries will be open on all program dates from 9:00 am to 3:00 pm.

Meals: SummerREADS sites will operate as open feeding sites. SummerREADS sites will serve breakfast and lunch daily, and meals will be available to any child age 18 and under regardless of their school of origin. Breakfast will be served from 8:30-9:00 am, and lunch time may vary by site. Any child who partakes in meals service must stay on site to eat the meal under the supervision of SummerREADS and/or school staff. A child cannot take a meal off site or eat a meal in a separate location. Meals are only for children ages 18 and under and cannot be shared with or given to adults.

Registration: Parents/Guardians are strongly encouraged to pre-register their student(s), as enrollment will be handled on a first-come, first-served basis. Students attending host schools will be given priority to register for the SummerREADS program; however, students from other schools will be permitted to attend provided registration is not at capacity and their parents/guardians fill out registration forms.

Policies and Procedures: In order to ensure the safety of students participating in SummerREADS, students will be required to follow and adhere to the following policies.

General Rules for Conduct and Behavior in the library

- Students are expected to treat all staff members, volunteers, parents/guardians, and peers with respect.
- Students are expected to treat all library equipment, materials, and supplies with respect.
- Any conduct that is deemed by the staff to be dangerous, harmful, or threatening to themselves or any other student will not be tolerated and will be stopped immediately.
- Inappropriate behavior includes but is not limited to:
 - Being disruptive to the point that others are not able to participate in activities
 - Being disrespectful to students and/or adult staff members and volunteers
 - Using inappropriate language including curse words and other inappropriate comments
 - Refusing to obey and follow through with staff directions and rules
 - Stealing and theft
- Children who receive more than 2 behavioral warnings will be asked to leave. Their families will be informed that these children are no longer permitted to participate in SummerREADS workshops and activities.
- Student cell phones and tablets are not needed this summer and are not to be used during SummerREADS programming. In certain situations, phones may be used with staff permission.

Policy on accessing the library

- Any child attending Baltimore City Public Schools may participate in library activities provided the amount of people using the space has not exceeded the maximum capacity limit set by each site.
- If there is a CODE RED heat advisory and Baltimore City Schools schools close, SummerREADS will be closed.

Policy on checking books in and out

- Students enrolled at the host school may check out books and must return books within one week. Children who are not enrolled as students at the host school **may not** check out books.

Medications

- There will **NOT** be nurses on site during SummerREADS to administer prescription or nonprescription drugs.