



SummerQuest Family Handbook 2026

SummerQuest is our summer program designed to meet the unique needs of Preteens and Teens to help keep them entertained and excited during the summer while offering them increased freedom.

This program is designed for kids entering 6th grade through entering 9th grade. Each week provides full day field trips that will bring your child to a variety of locations with exciting and enriching activities such as rock climbing, hiking, museum visits, laser tag, ropes courses and more! We use these activities to create a social environment where kids can engage with their peers with guided independence.

We offer a 5-Day week of off-site trips. Fridays are a ½ day of a Community Project and an in town park. The weekly Community Project will help our teens foster an appreciation for our town and keep it at its best. SummerQuest is open from 8:00 a.m. to 3:00 p.m.

Our home base is the Chelmsford Community Education Building, 170 Dalton Road Chelmsford, MA 01824. We will use the Rec-Room as our Drop-Off and Pick-Up room. This room will have gaming consoles, cards, and enough items to keep our kids entertained in the event of an emergency field trip cancellation or change in plans. We are a RAIN OR SHINE program!

This handbook presents the policies and procedures of the SummerQuest Program. Knowing the policies and procedures will allow for a great experience for you and your child. We look forward to an exciting summer full of adventure. If you have any questions about our program, please contact our office!

Chelmsford Community Education
170 Dalton Road
Chelmsford, MA 01824
Phone: 978-251-5151 Fax:
978-251-5154
CommEd@chelmsford.k12.ma.us
ChelmsfordCommunityEd.com
www.facebook.com/chelmsfordcommmed

CHILD'S RECORD

It may be necessary to contact you during your workday in case of an emergency. It is imperative that you keep your child's record updated. If you move, change employment, or change an emergency phone number, email the Community Education Office immediately at commed@chelmsford.k12.ma.us.

If your family has court documents, such as custody or restraining orders, we require a copy to be kept on file in our office and at the SummerQuest Program in order to comply appropriately.

WAIVERS

All waivers for the SummerQuest program are due by **July 1st**. If you have not submitted your waivers for SummerQuest at that time, you may lose your spot in our program with no refunds.

ATTENDANCE

SummerQuest is open from 8:00 a.m.-3:00p.m. Monday-Friday. Drop off and Pick up will be in the Rec Room at Chelmsford Community Education: 170 Dalton Road Chelmsford, MA 01824.

- SummerQuest is a full week commitment.
- You will have the option to allow your child to arrive on their own and dismiss themselves from our program. Please see our SummerQuest Walker Permission Slip and Waiver for all information.
- The bus will not wait if you are running late! Please be on time every morning.

Please note: AM drop off is at 8:00 am. If you arrive before 8:00 am, rain or shine, please wait outside of the building. At 8:00 am you are able to enter the building for SummerQuest Drop Off.

SummerQuest ends at 3:00 pm. After 3:00pm all SummerQuest attendees must leave the building, or there will be a late charge.

COSTS AND FEES

All payments are due at registration. We require registration for the whole week.

- There are no discounts for SummerQuest.
- In order to avoid late pick-up charges, all children must be picked up by 3:00 p.m. There is a \$20 fee (per family) starting at 3:00 for each additional 15 min. block of time or portion of.
 - Consistent late pick-ups may lead to expulsion.
- There are no refunds or changes to schedules for SummerQuest..
- A \$25 non-refundable registration fee is required.
- Paying online at the time of registration will complete your registration and secure your spot.

You may choose to write a check payable to *Town of Chelmsford/CommEd*, however all online registration forms **MUST** be completed beforehand. You will not be registered until your

payment is received and all forms are filled out.

Your account with CommEd must be paid up to date before your child can attend SummerQuest.

CommEd reserves the right to cancel any weeks that do not meet our minimum number of students required to run our program. You will receive a 4-week notice for cancellations.

CLOTHING AND PERSONAL BELONGINGS

- Sneakers are required to enable children to enjoy all the activities.
- Send a bathing suit, sunblock if needed, and change of clothes any day that swimming/water play might be involved.
- Please leave personal belongings at home. The SummerQuest Staff will not be held responsible for any lost, stolen, or damaged items.
- Children are allowed to have cell phones at SummerQuest; however, they can only contact a parent or guardian with a staff member's permission. No photos or recordings should be taken of other students or staff members. If cell phone usage becomes an issue, the staff has the right to take away cell phone privileges at any time.
If parents needs to contact their child, they can do so by calling the CommEd Office and we will get in touch with the team leader.
- All items should be carried in a backpack that the student will bring to SummerQuest every day. This backpack will be their responsibility.

BREAKFAST, SNACKS, AND BAG LUNCH

We do not provide breakfast, snacks or lunch. Your child should have their breakfast before coming to SummerQuest. Please send a water bottle and a bag lunch every day with your child, unless otherwise instructed. All items should be stored in their backpack and should not require refrigeration or heating to eat.

On days we will be purchasing lunch, you will be given the option of sending in money to buy lunch or sending lunch from home. Staff will not be accountable for any students' money.

MEDICATIONS

If your child will be taking any medications while in our program, a Medication Order Form must be completed, and the medication must be received prior to child's attendance at SummerQuest. Medication Order Forms must state that the child can self-administer. The Medication Order Form will come from your child's doctor's office and should be uploaded on to our website.

Please note that a nurse will not be present to administer any medication.

Medications other than Inhalers and EpiPens may be kept by the supervisor.

DISCIPLINE / BEHAVIOR

We expect all enrolled in SummerQuest to follow staff directions and the rules of the site they are visiting. This is a program for participants that are capable of handling an independent atmosphere.

Students dismissed for behavior will not be entitled to a refund. There is a zero-tolerance policy for bullying.

There is a three-strike policy for behavior including but not limited to: inappropriate language, unsafe physical behavior, inability to follow staff directions, physical or verbal abuse to staff or peers, disrespectful behavior towards staff or peers. These actions will be written up and presented to a parent at the end of the day.

At any time, the Director of Chelmsford Community Education has the authority to suspend a child for any behavior seeming unfit for our SummerQuest program.

SummerQuest children are encouraged to use good behavior, follow our expectations, and make good choices throughout the summer. Most of the expectations are the same ones your children are familiar with during the school year.

Items Not Allowed During SummerQuest

The following items are not allowed at SummerQuest:

- Electronic games or devices, laser pens or pointers, Smart Phones, Smart Watches personal music systems, cameras, video cameras. (Taking pictures or videos of students and staff is not permitted at SummerQuest or on buses/field trips.)
- Squirt guns, water guns, etc.
- Skateboards/sneakers with built-in wheels.
- Lighters, matches or other lighting devices, alcohol, drugs, counterfeit drugs, drug paraphernalia, tobacco (chewing or smoking, such as cigarettes), vapes, e-cigarettes, tobacco and vape paraphernalia, any weapons including but not limited to firearms,
- Knives (including pocket or utility knives), fireworks, or stink bombs. Bringing any of these items to SummerQuest will result in suspension or expulsion, and in some cases reported to the police and/or fire department.
- 6. Other devices that may create a disruption or potentially be a safety risk (i.e. shock delivering devices).

Behaviors Not Allowed

Participation in any of the following result in student discipline. This list is not an exhaustive list but is meant to be illustrative.

- Throwing objects.
- Stealing.
- Threats, acts of intimidation, aggressive behavior (including pushing and shoving), fighting.
- Borrowing or exchanging money (Items for sale will be confiscated and parents will be notified. Students should not bring money to SummerQuest.)
- Lighters, matches or other lighting devices, alcohol, drugs, counterfeit drugs, drug paraphernalia, tobacco (chewing or smoking, such as cigarettes), vapes, e-cigarettes, tobacco and vape paraphernalia, any weapons including but not limited to firearms.
- Damage to, defacing, or tampering with school property or the property of others. (Students may be expected to pay for all damages. Additional consequences may also be enforced).
- Unauthorized leaving of school grounds. In the event a student leaves the school grounds during the school day, the parent will be notified and will be expected to return the student to school

immediately. If a parent cannot be reached, the School Attendance Officer and Police Department will be notified in an effort to locate and return the student to school.

- Possession, use, or distribution of alcohol, drugs, drug paraphernalia, tobacco/nicotine, or tobacco products or paraphernalia, including e-cigarettes and vaporizers (vaping devices and/or vape pens) on school grounds, within school buildings or facilities, at school-sponsored events, or on a school bus is strictly prohibited and may result in suspension or, where permitted under applicable laws, expulsion from school. Intentionally smelling or inhaling the fumes of any substance having the property of releasing toxic vapors in order to cause intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses or nervous system is prohibited. It is also illegal to possess, buy or sell any such substance in order to violate, or aid another to violate, this section. Violations may result in discipline.
- Harassment, hazing, or bullying.
- Sexual harassment.
- Possession or distribution of sexual paraphernalia.
- Inappropriate use of technology and social media and other violations of the Acceptable Use of Technology Policy.
- Insubordination
- Disrupting the school environment
- Vandalism

CPS Family Handbook

This handbook outlines the policies directly related to this Childcare Program. For any/all scenarios not included in this handbook, we will refer to the CPS Family-Student Handbook.

CPS Family Handbook:

<https://chelmsfordschools.org/students/handbook/>

We look forward to your child joining our program this summer. If you have any questions regarding the program, please contact us!

commed@chelmsford.k12.ma.us