



# **Intersession Program Handbook**

**2026**

## **CONTACT INFORMATION:**

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DaVinci Academy's intersession program offers students in all grades additional opportunities to grow and learn. One optional, fee-based intersession is offered per school year and, while not required, the school encourages students to take advantage of it.

Regular classes are suspended during intersession so that students may focus on and develop a deeper understanding of a particular subject area. Students not participating in intersession have that time off of school.

**Please read through this handbook to know what to expect during intersession at DaVinci Academy.**

The intersession day lasts from 8:00 am - 3:00 pm. Busing is not available during intersession week.

- Drop off will take place at the East door (door K) only.
- Children may enter the building beginning at 7:30 am, and may go to their intersession classrooms at 7:40 am.
- Children arriving after 8:00 am must come in through the front door (door A) of the school, as the East door (door K) will be locked by that time.

Children will be dismissed beginning at 3:00 pm.

- Pick up will take place at the East door (door K) only.
- Children will come out to you; there is no need to enter the building.
- Silent Dismissal is not utilized during intersession.
- All children must be picked up by 3:20 pm.
- DaVinci Den after-school care is only available to families who are already registered for that program.

Children will receive a 30-minute recess, a 30-minute lunch, and a 30-minute extra recess each day. The times may change slightly based on scheduled field trips and other activities.

There is no food service during intersession week. All children must bring lunch from home.

Please also send a snack or two and a labeled, refillable water bottle with your child.

Kids do not need to wear a uniform during intersession, however they should wear comfortable clothing suitable for the class they are taking (e.g. long pants, socks, and shoes for Camping 101... ticks!).

Clothing should also comply with our school clothing and appearance policy for non-uniform days (e.g. shorts must be knee-length, fit appropriately, and be free of holes; no tank tops; no midriffs showing, etc.)

It's a good idea to send labeled sunscreen and bug spray with your child (maybe in a drawstring backpack?) so that they are comfortable when outside. You could also send a hat and/or sunglasses with your child if you'd like.

### **Absences**

If your child is going to be absent for a day or will be picked up early on a day, please contact the Program Coordinator and the intersession activity leader, rather than the school attendance line.

### **Allergies/Medical Emergencies/Illness**

Parents/guardians will be notified and asked to pick up their child in the case the child becomes ill. If your child receives a minor injury during activities, he or she will be given first aid and parents/guardians will be notified at time of pick up. In the event that there is a medical emergency, staff will take normal first aid procedures, contact emergency personnel, and contact the child's parent/guardian. If your child has special care needs, please provide a written care plan to the Program Coordinator.

### **Prescription Medication**

When a child requires medication during activity hours, trained employees will administer the medication only if written instructions and signed doctor orders are on file in the nurse's office. All prescriptions must be current and prescribed specifically to the child, in the original prescription-labeled containers, and not expired. Over-the-counter medications that are regularly kept in the nurse's office will not be administered during intersession.

### **Student Behavior**

The DaVinci Academy intersession program is committed to providing safe and engaging activities for all children who attend. Staff will provide a consistent, nurturing, safe environment for each child.

Expectations for student behavior during DaVinci Academy activities and intersession follow the same behavior expectations as during the school day.

- Use appropriate and acceptable language
- Respect fellow students and staff
- Treat equipment and materials appropriately
- Share all toys and materials
- Help with clean up
- Listen to directions of all staff at all times
- Keep hands/feet to yourself

- Report problems to staff in a timely manner
- Stay in a room/area that is supervised by staff
- On a field trip, stay with staff/chaperone at all times
- Follow all school policies and procedures

Disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires excessive attention from staff, or ignores or disregards the rules which guide behavior during the program time. In order to minimize disruptive or unacceptable behavior, DaVinci Academy intersession staff uses a variety of techniques such as preventative measures, role modeling, redirection, verbal intervention, de-escalation techniques, and appropriate consequences.

Behavior considered harmful/inappropriate include:

*Behavior which directly or indirectly threatens a person's right to be safe*

- Any form of aggression
- Verbal threats, disrespectful language, or harassing behaviors
- Inappropriate touching of a person's body or belongings
- Inappropriate gestures
- Bullying or bullying-like behavior

*Behavior which keeps staff from fulfilling their ability to be available for all children*

- Removing self from group or program area without staff approval
- Demonstrating lack of self control with anger
- Blatant disrespect or absolute refusal of a staff person

*Behavior which intentionally causes destruction of property*

*Behavior which demonstrates child's lack of readiness*

- Not being toilet trained
- Inability to toilet herself/himself

The DaVinci Academy intersession program has a responsibility to ensure the safety of the individual, other students, and staff. If a discipline referral is written for disruptive behavior, consequences will be provided for the student.

DaVinci Academy activity and intersession staff will follow a three strikes guideline:

1. First offense: Phone call home;
2. Second offense: Student sent home for the rest of the day;
3. Third offense: Student sent home for the duration of the activity/program.

Each incident will be dealt with individually and all circumstances and consequences may vary.

## **Special Needs**

We welcome all children to participate in intersession week at DaVinci Academy. Our program is a very busy and active environment with multiple activities going on. Each year, hundreds of children participate in our intersession week and the noise and activity levels are often high. The program provides a secure and nurturing environment in which children can exercise individual responsibility, social interaction, and free choice.

Reasonable accommodations will be made for children whose physical and/or behavioral needs require extra support so long as they do not necessitate a fundamental alteration of the activity or program. Program staff reserve the right to speak with DaVinci Academy administration staff regarding a child's behavior or needs.

If a child displays behavior that is disruptive, endangers self or others, or damages school property, the staff will contact the parent/guardian and request that the child be removed from the program for a predetermined amount of time. Occasionally, the classes offered through intersession are not the best environment for a child with special needs. When all accommodation efforts have been exhausted and the child's presence would pose a direct threat to the health and safety of themselves or others or require a fundamental alteration to the program, DaVinci Academy staff may decide that this is not an appropriate placement for the child and discontinue care.

## **Cancellations & Refunds**

Intersession fees are due at the time of registration. Offerings are solidified and staff are hired based on registrations. The fees collected are allocated toward materials, supplies, etc. and it is not typically possible to provide any sort of refund due to any absence or cancellation.

Cancellations made prior to the closing of intersession registration will receive a refund, minus \$50 for administrative costs. No refunds or exchanges will be provided within the 14 days prior to the first day of intersession or thereafter.