



EVERYTHING IS

AWESOME



Camp Hours

Monday-Friday
7:00 a.m. to 6:00 p.m.

Camp Weeks

Monday June 3, 2019 - Friday, July 26, 2019
Closed during the week of July 1-5, 2019 in observance of 4th of July week.

927 Miccosukee Rd.

Tallahassee, Fl. 32308

EDEP Office: (850) 488.1834

Front Office: (850) 487.1216

Front Fax: (850) 487.0005

Mr. Michael Bryan, Principal

Ms. Stephanie Menard, Camp Director

Ms. Margie Reese, Camp Assistant Manager

Ms. Madison Phillips, Assistant Coordinator

**KATE
SULLIVAN
SUMMER**

AGE:

5+

**RISING
KINDERGARTENERS
SIXTH GRADER**

**\$50.00 Registration
Fee per child**

**\$165.00 weekly
tuition**

7 weeks

Dear Parents & Guardians

Welcome to all of our veteran and new families. It's such a pleasure and an honor to be chosen by you & your family for your summer camp needs. I'm excited to announce that this year's summer camp theme is Lego's Everything Is Awesome. This summer is sure to be packed with fun and excitement! Our friendly staff is here to serve you & provide your family with quality service! If you have a question or need help with something, I'll be sure to do my best to assist you, my door is always open! I've put together this parent handbook with some helpful information. If you're new to the school/camp, you'll find some detailed information that should help you understand how things operate. If you're a returning veteran, then you'll find that there is some added information to go over and to brush up on. In this booklet you will find the training camps policies, procedures, fee schedule, program dates and so much more. We would like to announce that we now also accept credit cards as a method of payment.

This year's summer camp goal is to provide our students with an exciting way to learn and have fun through building LEGO® parts and models. The camp experience will provide children with a safe and comfortable environment to get excited about learning and meeting new friends during their summer experience. Your child will participate in LEGO® challenges, Group activities, scavenger hunts and more. They'll learn what it means to work as a team to accomplish tasks. Kate Sullivan's Everything is Awesome Camp is dedicated to encouraging, supporting and molding our everyday students and future engineers! We hope to spark new ideas and help cultivate their creativity. "Everything is just awesome at KSE Summer Camp!"

Please read this handbook carefully and let us know if you have any questions or concerns.

Thank you,

Stephanie Menard
E.D.E.P. Manager

Kate Sullivan's Everything Is Awesome Summer Camp Policy & Information

Eligibility and Enrollment: Summer camp participants must be rising Kindergartners to rising 6 graders and meet the basic entry-level criteria in the areas of self-care, communication, mobility, and social-emotional development and be potty-trained. All participants must complete the Kate Sullivan Summer Camp



registration form prior to program participation. Your child will only have a reserved slot when we have received all registration forms and \$50.00 registration fee per child. If you need to cancel your child's attendance on any given week, please alert Ms. Menard, Ms. Margie or Ms. Madison as soon as possible. The last day to cancel on registered weeks without a penalty is Friday, **May 31, 2019**. Please see cancellation info on the following page. **We do not accept daily drop-ins, if your child misses a day, you are still responsible for the weekly payment.**

Academy Hours: Summer Camp will run for seven-weeks, from June 3, 2019- July 26, 2019. **We will be closed Monday July 1, 2019 through Friday July-5, 2019; in observance of Independence Day.** Camp will reopen Monday July 8, 2019, and will be business as usual. Hours of operation are from 7:00 a.m.-6:00 p.m. daily, unless otherwise stated. Please be sure to review the weekly memo for important detailed information. There is late fee of \$1.00 per minute charged for late pick-ups after 6:00 p.m. This is a Leon County School policy and is non-negotiable. All payments must be made in the form of check, money orders or payments online. See the payment page for details.

Drop-off and Pick-up: For the safety and well-being of our students, each child must be signed in & out by a parent or guardian daily. No child will be released to a person not authorized in writing by a custodial parent. Parents/guardians must sign their child out in the presence of E.D.E.P. staff. An adult must escort the student(s) into the designated drop off area each day and sign them in. When picking up a student, an authorized adult 18 years or older will need to come to the same designated drop off area. Please remember to email us if someone other than you or a designated person is picking up your child. We will verify their name by an ID.



Emergency Pickup: If someone other than a designated person on the enrollment application comes to pick up your child, prior notification in writing via letter or email must be provided to the E.D.E.P. Director. Once the email has been sent, please notify us by phone to check the receipt of the email. A picture ID will be required for verification at the time of pickup. Emergency e-mail notification may be sent to menards@leonschools.net & phillips1@leonschools.net

Kate Sullivan Everything Is Awesome Camp 2019 Sign In Sheet Date: June 5, 2019		
Student Name:	Time	Guardian Signature:
Lego Batman	3:20	<i>Baldad</i>
Wyldestyle		
Emmet Brickowski		
Rex Dangervest	4:30	<i>Mr. Dangervest</i>
Wonder Woman		
Green Lantern		
Unikitty		
Vitruvius		
Good Cop	4:00	MRS. Cop
Bad Cop	4:00	MRS. Cop

WEEK 2 TUITION DUE: JUNE 11, 2019

Camp Shirt:

Camperers are provided with one camp shirt. It is mandatory that campers wear their **2019 Kate Sullivan Everything is Awesome Camp** shirt on Thursday & Friday field trips, or otherwise stated on your weekly itinerary. Additional shirts may be purchased while supplies last for a \$10.00 fee pending board approval. Purchase for additional shirts will begin on the first day of camp.

Discipline:

To achieve the goal of providing a quality program for your child(ren), in an environment of cooperation and respect, all members of the Kate Sullivan Summer Camp staff utilize positive discipline practices. The policies and practices are consistent and conform to Kate Sullivan's discipline policy. If these discipline practices do not facilitate the appropriate behavior, parents will be notified and then a consequence suitable to the disciplinary offense will occur. Consequences may be but are not limited to sitting out for activities, writing lines, not being allowed to attend camp for a number of days, not being allowed to attend a field trip or a parent/guardian having to attend field trips. If a student continues to choose to demonstrate inappropriate behaviors within the program, their behavior will be interpreted to mean that the student does not have the desire to participate in the program. At such time, the student will be dismissed from the program at the discretion of the Summer Program Director. Should it be deemed that the participant is capable, but chooses not to behave in an appropriate manner, **no refund will be given**. This is non-negotiable. All consequences are at the discretion of the director.

Attendance: If your child is going to be absent or picked up by someone other than you, please notify our office staff immediately at 850.488.1834 or e-mail.

Illness: Should your child become ill while participating in Summer Camp, you will be contacted to pick



your child up from campus or a fieldtrip. **Medication may only be given if a medication form is on file with our program.** Medication must be left with us in its original bottle; otherwise we will not be able to issue it.

When the child has taken all of the medication, the empty bottle must be picked up from our office in exchange for a new dosage (if necessary). Please do not send your sick child to camp. Make sure to call the camp office to notify the director.



Breakfast, Lunch & Snack: Breakfast is provided each morning from 9:00 a.m.-9:30 a.m., unless otherwise noted on your itinerary. Snacks are provided daily. Lunch will only be provided on Monday unless otherwise noted on your itinerary/memo. B.Y.O.L (bring your own lunch) are Tuesday-Friday. If a student does not have their lunch on these days, you will be contacted to bring one. Meal calendars are available every Monday. Please be sure your child has a replacement meal or snack if they do not like the meal options provided.



Registration Fees: The registration fee is a **non-refundable** fee of \$50.00 per child. This is required at time of registration. We must receive both the registration form and fee together. They will not be accepted separately. No



discounts can be applied to the fee. The registration fee secures a spot for your child, allows us to begin

processing your paperwork and will cover the cost of your child's camp shirt and backpack. Please

only sign up for the weeks you intend your engineer to participate in. **Your registration fee will be**

forfeited in the event that you cancel/or your child doesn't show during any of the weeks you

registered for after the registration deadline. In order to return, you will need to re-register, and submit another \$50.00 payment.

Tuition: Tuition is charged by the week. Payments must be made in the form of check, money orders, or credit card on or before **Monday mornings**, before your camper can participate. **Credit Card Payments:** Kate Sullivan's Extended Day is unable to accept credit card payments in person, however parents/guardians are more than welcome to utilize our computers to make a payment onsite. The online payment page will now be accessible through the FOCUS parent portal. If you do not already have access, please contact your school's registrar for further information to set one up. **If your child is not yet enrolled in school the online payment option will not be available to you.** Parents/guardians are responsible for paying for tuition prior to their engineer(s) starting camp. We are not responsible for any technological errors or computer malfunctions. In the event of computer issues/malfunctions with the web-site or payment, another form of payment must be made. Cash is not accepted as a form of payment, this is a L.C.S.B. policy. Please refer to our tuition chart for tuition cost. Payments must be received prior to a camper participating in camp. No exceptions. **Fees are pending board approval.** Make all checks/money orders payable to Leon County Schools (LCS.) Please include your child(ren)'s first and last name and what your payment is for in the memo line. Receipts will be provided at the time of payment. Weekly memos will include information about any extra money needed for a particular outing/field trip.

NO REFUNDS will be given during summer camp except for cases of prolonged illness of 3 days or more. Parents must submit a refund request as well as a doctor's note. Refunds can take up to two weeks after the request has been submitted, for processing. There are no refunds for days missed. We do not offer a half time or drop in rates.

Late Payment Fee: There is a \$10.00 late fee if tuition is NOT paid on Monday morning. This applies to students that are absent on Monday, no exceptions. Parents/guardians are still required to make a payment in the event that child is out on Monday when tuition is due, regardless of illness/out of town. Payments are always welcome prior to the due to prevent late fees.

Late Pick Up: There is a late pick up fee of \$1.00 per minute after 6:00 p.m. This payment is due at the time of pick up and can't be paid in cash.

Sibling Discounts: There is a 10% discount for each additional child, this applies to siblings only. This discount will not be applied to other family members, i.e. cousins, etc.

Employee Discount/Scholarship: There is no LCS discount or Project care scholarship offered in the summer.

Additional Costs: **Shirts:** Additional camp shirts may be purchased for an additional fee of \$10 per shirt **Pending board approval.** While supplies last. Shirts sales for additional shirts can be made starting the first day of camp.

Cancellation: The last day to cancel registered weeks without a penalty is **Friday, May 31, 2019**. Any cancellations made after that date will result in forfeiting your registration, and result in having to re-register your child to reserve any other week. This is non-negotiable.

Payment Policy Summary

- Students may not participate in camp until a payment is made in full.
- Late fee will be added to your account of \$10.00 regardless if your child was here on Monday or not.
- Late fee must be included with payment for a student to return.
- Payments are to be hand delivered by an adult to a camp staff member. Kate Sullivan Elementary School’s Summer Camp will not be responsible for payments delivered in any other way.
- We only accept check, money order or credit card payments as a form of payments. Cash will not be accepted.
- When paying with a credit card, please print a copy of your receipts for your records and provide a copy as a receipt of payment Monday morning during drop off.
- There is a late pick up fee of \$1.00 per minute after 6:00 p.m. This payment is due at the time of pick up and can’t be paid in cash.
- A receipt will be given at the time of payment.
- Employee Discount/ Project Care Scholarship: There is no Leon County School discount or scholarship offered in the summer.
- The last day to cancel registered weeks without a penalty is **Friday, May 31, 2019.**

PAYMENT SCHEDULE CHART



Lego Weeks	Dates	PAYMENT DUE		LATE	
Week 1: Lego Mine Craft	June 3-7,2019	Monday	June 3	Tuesday	June 4
Week 2: Lego Ninjago	June 10-14,2019	Monday	June 10	Tuesday	June 11
Week 3: Lego Star Wars	June 17-21,2019	Monday	June 17	Tuesday	June 18
Week 4: Lego Jurassic Park	June 24-28,2019	Monday	June 24	Tuesday	June 25
No Camp	July 1-5, 2019	CLOSED			
Week 5: Lego Speed	July 8-12,2019	Monday	July 8	Tuesday	July 9
Week 6: Lego City	July 15-19,2019	Monday	July 15	Tuesday	July 16
Week 7: Lego Outdoors	July 22-26,2019	Monday	July 22	Tuesday	July 23



Tuition Payment Chart

	AMOUNT
1 CHILD	\$165.00
2 CHILDREN	\$313.50
3 CHILDREN	\$457.00
4 CHILDREN	\$605.50

Tip: Try setting a reminder of all tuition due dates, in your phone, planner & online calendar to avoid late fees.



IRS STATEMENT

The Federal Tax Identification number is **59-6000709.**

Please keep your receipts for accurate records of your expenses.

Parents are required to wait for a receipt at the time of payment.

Payments may not be mailed in. Please be sure to input the correct email for credit card payments in order to receive a receipt. We are unable to provide one for you.

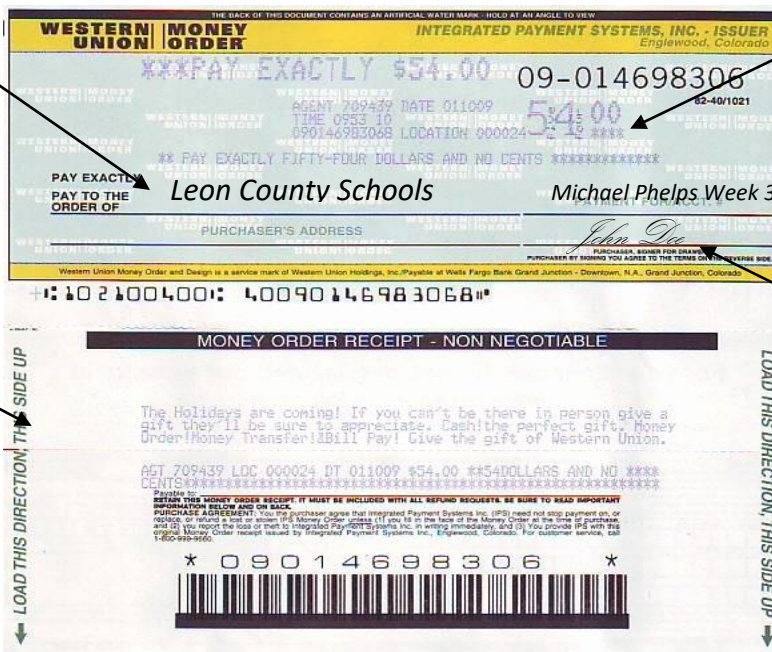
Making a Payment with a Money Order or Check

Example of Money Order Payment Received:

Leon County Schools

Amount Paid

Student(s) Name & Week Payment Is For



Please keep attachment for your records

Payee's Signature

Money orders must have the following information:

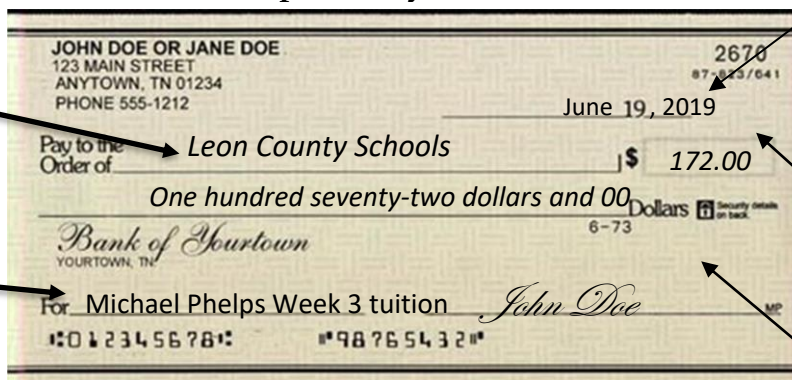
- Payee's Name
- Student's name & Camp week
- Pay to the order of LCS (Leon County School's)

Example of Payment Received

Payment Date

Leon County Schools

Student(s) Name & Week Payment Is For



Amount Paid

Account Holders Signature

Checks must have the following information:

- Payee's Name
- Student's name & Camp week
- Pay to the order of LCS (Leon County School's)

Receipts and tax letters will only be made out to the payee. This is non-negotiable.

Transportation:

It is important to have your child here before our departure time for field trips. You will not be able to meet the bus at the pool, Movie Theater, or any other field trip unless special arrangements are made with the camp director in advance. We cannot stop the bus or meet you somewhere convenient. All of these are safety measures and precautions that we must take to ensure that your child is well cared for while he/she is at camp.



Insurance:

Summer Camp does not carry accident insurance on participants. It is the parent's responsibility to carry adequate insurance. Such policies are available through Leon County Schools. If needed please check the schools secretary for an application.

Weekly Newsletter/Memo: Newsletters/Memo will be provided every Monday morning at check-ins.

Please note our departure and arrival times, extra money needed, special clothing etc. We will always alert you of any changes to our schedule. All activities on Monday's and Tuesday's are held on campus, unless otherwise noted. Please refer to camp calendar.



The Rest & Recharge Hour: Athletes will need some down time to rest & recharge after a hard day of training.

During this time, students in k-2 grade can enjoy soft music, to help relax students and aid in rest. We ask that you provide your child with a pillow and blanket. These items may be left on campus, and taken on Thursday evening if we are off campus on Friday or Friday during pick up if we are in town for a field trip. We will indicate the appropriate day to said items home in the weekly memo. They may bring a book or magazine to read during this time. Students will be separated into two groups, K-2nd grade will nap/read in the new cafeteria and students in 3rd-6th have the option of resting or using their electronics, in another area.



Electronic Games: Campers are allowed to bring electronic toys to camp for designated electronic times.

Electronic toys are allowed on out of town field trips only. They aren't allowed on in town trips and will be confiscated if a student is found with it. All devices & games should be labeled with your child's name. If a student misuses or does not follow game guidelines, he/she will risk not being able to bring their game back to camp. If the electronic is lost or stolen, we will try everything we can to locate the item however Kate Sullivan Elementary School and camp are not responsible for any lost or stolen items.

Tuesday Cruise Day: Students are allowed to bring their skates, scooters, bikes, and anything wheels, on Tuesday's. There will be a designated hour of class time for students to ride. Students **MUST HAVE A HELMET TO PARTICIPATE.** For added safety we suggest that younger students bring padding. This is not mandatory. Please label your child's belongings. All items must be taken home at the end of the day.



Bringing Extra Stuff: Campers should bring a milk crate or backpack to store all of their belongings. This is a recommendation and not required. Campers are allowed to keep their crates or backpacks on campus for the duration of their camp stay. Items located in their crates/backpack will need to be taken home at the end of each week for sanitation purposes. Campers are encouraged to bring a pillow and blanket for rest time. Younger students are encouraged to bring a change of underwear/clothing. Please take all items home on Thursday's at pick up.



City of Tallahassee Pool Rules

- The City of Tallahassee & Kate Sullivan Super Hero Training Academy is not responsible for personal belongings. Please do not bring valuables into aquatic facilities.
- Young children must be within arm's reach of staff member at all times while in the facility.
- T-shirts worn over swimsuits must be no longer than hip length.
- Diapers are not permitted in the pool. Swim diapers only.
- Swim tests are mandatory at all City aquatic facilities for any swimmer under the age of 18, who wants to swim in water deeper than they are tall. Swim tests are administered only by Head Lifeguards. To pass a swim test, one must be able to swim 25 yards, without stopping, using an efficient front crawl stroke. Front crawl is performed correctly with face in the water.
- Plastic brightly colored wristbands are issued once a swimmer passes the swim test. They must be worn in order to swim in deep water. No swimmer under the age of 18 is allowed in deep water unless wearing a wristband.
- A 10-minute rest break will be given every hour. At 5 minutes to the hour a signal is given and all swimmers under the age of 18 must exit the pool for 10 minutes. Adults may remain in the pool. The slides at all pools are not closed during this time.
- Must be 48 inches tall to use the slide at Jack McLean Aquatics Center. Position to be maintained while going down slide: lie flat on back, arms crossed over chest, and ankles crossed.
- Sunglasses and T-shirts and lifejackets must be removed prior to using the slide. (Including the play feature slides).
- All guests must shower before entering the pool.
- Flotation devices, such as plastic floats and water wings, are not permitted, however, the City will provide Coast Guard approved life jackets, at no charge, upon request. Any child wearing a lifejacket must be within arm's reach of parent at all times.
- Food is not permitted on the pool deck. Groups shall not monopolize a particular area of the pool, limiting use by other guests. Small children may not congregate on the stairs.
- Adults only are permitted to use swim team equipment (kickboards, fins, hand paddles, etc.).
- No running or rough play permitted.
- Dunking, diving off shoulders or pushing is not permitted.
- Mask, fins, and snorkels are not permitted during Open Public Swim. Swim goggles are permitted.
- Abusive or profane language is not permitted.
- One person on the diving board or slide at a time; divers must dive from end of boards (not sides) and swim to side ladders.
- Throwing of objects (balls, etc.) and underwater handstands are prohibited due to the risk of injury to other guests.
- A child may not ride on a parent's back, nor may a child may a child be tossed into the air. Sitting on other's shoulders is also not permitted.
- Most aquatic facilities have an "open" shower (not individual shower stalls).

Answers to frequently asked questions

1. You can register for camp on a weekly basis. Keep in mind that this does not guarantee a spot if you do not register for any given week. Space is limited. We do not offer drop-ins at camp, as we will not meet our budget if we did.
2. A \$50.00 registration **per child** is required at the time of registration. This fee holds your child's spot for camp and is non-refundable. The deposit enables us to apply deposits towards our expenses of field trips, salaries, bus, camp shirts, bags, lunches, etc.
3. The weekly camp tuition is due every Monday morning before a camper is allowed to participate. Payments must be made by credit card or check/money orders made to LCS. Checks cannot be made to Kate Sullivan Elementary. Per Leon County School Policy we do not accept cash as a form of payment.
4. All field trips are taken on yellow buses, unless otherwise stated. Parents you are welcome to attend trips, but will need to follow us in your vehicle or meet us there due to limited spaces. If you decide to attend a trip you are responsible for your admission & other cost.
5. Parents/guardians are allowed to sign their campers out while on an out of town field trip. You must inform the director and sign them out.
6. We use the Jack McLean Pool every Wednesday, unless otherwise stated: younger children are only allowed in the "activity" pool. The city of Tallahassee provides well trained lifeguards to supervise while at their facility. Older students are required to take a swim test to determine if they are allowed to use the lap pool. Please see pool rules for more info.
7. We group children for all field trips by gender and age as much as we can. Kindergartners and 1st graders have a smaller groups per adult. We have a staff ratio of 1:8.
8. The Federal Tax Identification number is **59-6000709**. Parents are required to wait for a receipt at the time of payment. We are unable to provide a receipt for credit card transactions. Please be sure to input the correct email address in order to receive a receipt.
9. Your registration fee will be forfeited in the event you cancel/or your child doesn't show during any of the weeks you registered by the deadline. If you cancel after the deadline you've taken up a slot for someone else. We plan and pay for field trips based on the number of students registered for the week. This is non-negotiable. Please respect this rule.
10. Crates can be left on campus on a daily basis. We do ask that crates be labeled and that all items in the crates go home at the end of the week for sanitation purposes.
11. We do not offer a drop in rate.

We hope this answers any questions you may have. If not please feel free to contact Ms. Menard at 850.488.1834. You can also email me at menards@leonschools.net or Ms. Madison Phillips, at phillipsm1@leonschools.net. We'll be more than happy to assist you. We look forward to an amazing summer, and thank you for choosing Kate Sullivan Elementary School's Everything is Awesome Lego Camp.



Sign up for important updates from Ms. Menard.

Get information for Kate Sullivan Elementary School right on your phone—not on a computer.

Pick a way to receive messages for Summer Camp:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/akf24

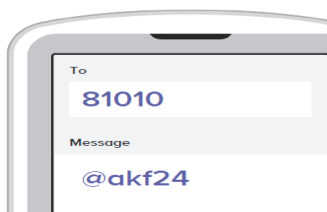
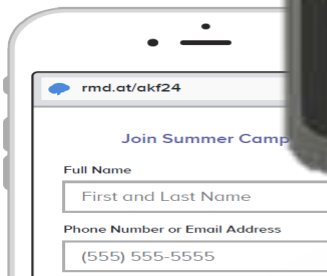
Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

B If you don't have a smartphone, get text notifications.

Text the message [@akf24](https://t.me/akf24) to the number **81010**.

If you're having trouble with **81010**, try texting [@akf24](https://t.me/akf24) to **(850) 460-9003**.

* Standard text message rates apply.



Summer Remind:
Get up to date notifications about Reminders, Field trips, Money and more! If you aren't signed up for the entire summer, mute weeks not attending.



This service is not recommended. Just another option for communication and notifications! 😊

Sign up for important updates from Ms. Menard. Get info on summer camp updates right on your phone.

If you have a smartphone, get push notifications. On your iPhone or Android phone, open your web browser and go to the following link: rmd.at/akf24 Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app. rmd.at/akf24.

B) If you don't have a smartphone, get text notifications. Text the message [@akf24](https://t.me/akf24) to the number **81010**. If you're having trouble with **81010**, try texting [@akf24](https://t.me/akf24) to **(850) 460-9003**.

*** Standard text message rates apply.**

Don't have a mobile phone? Go [to rmd.at/akf24 on a desktop computer to sign up for email notifications.](https://rmd.at/akf24)



NonDiscrimination Notification Statement

“No person shall on the basis of race, color, ethnicity, national origin, religion, age, sex (including transgender, gender nonconforming and gender identity), marital status, disability, pregnancy, sexual orientation or genetic information be denied employment, receipt of services, access to or participation in school activities or at Lively Technical Center if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any vocational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society. Admission policies and practices are outlined in the Lively Technical Center Course Catalog/Student Handbook, as well as at www.livelytech.com. An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers

Equity Coordinator and Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7306
rodgersk@leonschools.net

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Dr. Alan Cox, 504 Specialist

Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7190
coxa@leonschools.net
coxa@leonschools.net

Rocky Hanna

Superintendent of Leon County Schools

Sha’Rhonda Brown

Executive Assistant to the Superintendent
Leon County School District
2757 West Pensacola Street
Tallahassee, Fl. 32304
(850) 487-7128

Sandra Morgan

District E.D.E.P. Director
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7128

**Leon County School District
Tallahassee, Florida**