

Go for the Gold



Kate Sullivan Elementary's Olympic Training Summer Camp

June 4-July 27, 2018

BE INSPIRED

\$50.00 Registration per child
\$162.00 Weekly Tuition

Register Today
Sign your athlete up today!
Don't miss the opportunity
to go for the gold!

927 Miccosukee Road
Tallahassee, Fl. 32308
(Office) 850.488.1834
(Fax) 850.487.0005



Summer 2018

Mr. Michael Bryan, Principal
Ms. Stephanie Menard, Camp Director
Ms. Margie Reese, Camp Assistant Manager
Ms. Madison Phillips, Assistant Coordinator



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Kate Sullivan's Olympic Training 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. Sam as soon as possible. The last day to cancel on registered weeks without a penalty is Thursday, **May 31, 2018**. Please see cancellation info on the following



Kate Sullivan Olympic Training Camp 2018 Sign In Sheet Week1: Olympics Opening Day Date: June 5, 2018

WEEK 2 TUITION DUE: JUNE 11, 2018

Student Name:	Time	Parent/Guardian Signature:
Michael Phelps	8:15	<i>Mommy Phelps</i>
Gabby Douglas		
Usain Bolt	8:20	Mr. Bolt
Shaun White		
James Connolly		

page. **We do not accept daily drop-ins, if your child misses a day, you are still responsible for the weekly payment.**

Camp Hours: Summer Camp will run for seven-weeks, from June 4, 2018- July 27, 2018. **We will be closed Monday July 2, 2017 and Friday July-6, 2018; in observance of Independence Day.** Camp will reopen Monday July 9, 2018. Hours of operation are from 7:00 a.m.-6:00 p.m. daily, unless otherwise stated for out of town field trips. 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. Under emergency circumstances, the person picking up can provide a security pick-up question/answer, that can be verified by a director, via phone call to. Emergency e-mail notification may be sent to menards@leonschools.net & phillips1@leonschools.net

Camp Shirt:

Campers are provided with one camp shirt. It is mandatory that campers wear their **2018 Kate Sullivan Olympic Training Camp** shirt on all field trips Thursday & Friday, or otherwise stated on your weekly itinerary. Additional shirts may be purchased while supplies last for a \$10.00 fee approved.

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, 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: There are no refunds for days missed. We do not offer a half time or drop in rates.

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. Payments may be made online in the event that a payment cannot be made in person. See payment options.



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 sick students to camp. Make sure to call the camp office to notify a director.

Breakfast, Lunch & Snack: Breakfast is provided each morning from 9:00 a.m.-9:30 a.m., unless otherwise noted on your itinerary/ memo. Snacks are provided daily. B.Y.O.L (bring your own lunch) on Tuesday-Friday, unless otherwise noted on your weekly itinerary/memo. If a student does not have their lunch on these days, you will be contacted to bring one. **Lunch will be provided on Monday** unless otherwise noted on your itinerary/memo. 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 athlete 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/ each week of camp**. Kate Sullivan 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. We advise that parents/guardians paying via credit card, make your payments prior to drop off to prevent any delays. Parents/guardians are responsible for paying for tuition prior to their athlete(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 due to L.C.S.B. Policy. Please refer to our tuition chart for tuition cost. Please come into the old cafeteria to make a payment. 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 each week 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.

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. This is non-negotiable. Parents are still responsible for payment, even if you or your athlete(s) are ill or out of town. Payments are always welcome prior to the due date 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 in check or Money order online. A receipt will be given at the time of payment.

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: There is no Leon County School discount offered in the summer.

Additional Costs: **Shirts:** Additional camp shirts may be purchased for an additional fee of \$10.00 per shirt, while supplies last.

Cancellation: The last day to cancel registered weeks without a penalty is **Thursday, May 31, 2018**. 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 info continued...

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 payment. 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: There is no Leon County School discount offered in the summer.
- The last day to cancel registered weeks without a penalty is **Thursday, May 31, 2017.**

PAYMENT SCHEDULE CHART



Olympic Event Weeks	Dates	PAYMENT DUE		LATE	
Week 1: Track & Field	June 4-8,2018	Monday	June 4	Tuesday	June 5
Week 2: Skating	June 11-15,2018	Monday	June 11	Tuesday	June 12
Week 3: Gymnastic Artistic	June 18-22,2018	Monday	June 18	Tuesday	June 19
Week 4: Handball	June 25-29,2018	Monday	June 25	Tuesday	June 27
No Camp	July 2-6,2018	CLOSED			
Week 5: Swimming	July 9-13,2018	Monday	July 9	Tuesday	July 10
Week 6: Bowling	July 16-20,2018	Monday	July 16	Tuesday	July 17
Week 7: Table Tennis	July 23-27,2018	Monday	July 23	Tuesday	July 24



Tuition Payment Chart

	AMOUNT	PC REDUCED	PC FREE
1 CHILD	\$162.00	\$93.96	\$40.50
2 CHILDREN	\$307.80	\$187.92	\$81.00
3 CHILDREN	\$448.00	\$281.88	\$121.50
4 CHILDREN	\$555.00	\$375.84	\$162.00

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.

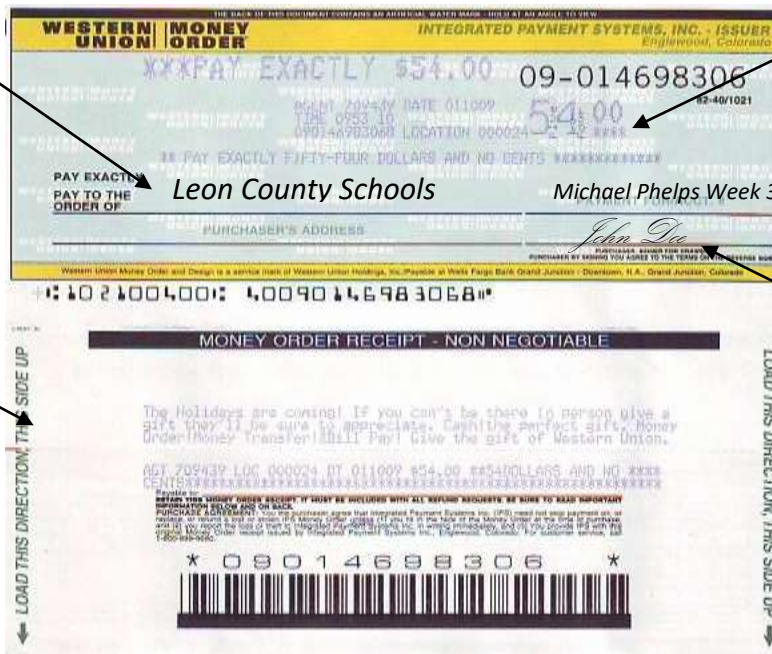
Parents are required to wait for a receipt at the time of payment.

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

Payee's Signature

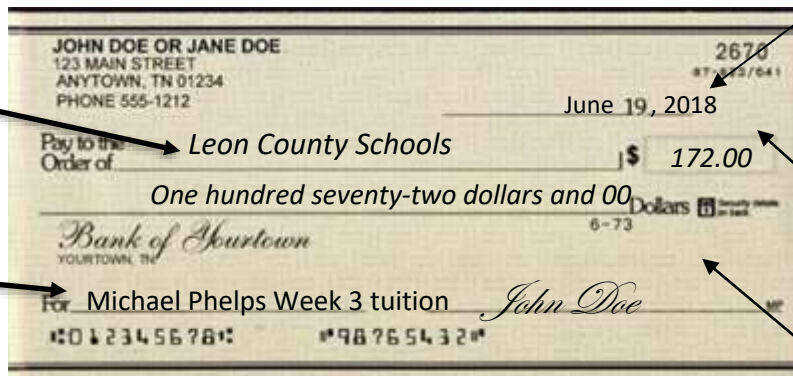
Please keep attachment for your records

Money orders must have the following information:

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

Example of Payment Received

Leon County Schools



Payment Date

Student(s) Name & Week Payment Is For

Amount Paid

Account Holders Signature

Checks must have the following information:

- Payee's Name
- Students 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.

Making a Credit Card Payment

Credit Card Payments

- Go to the LCS website <https://www.leonschools.net/>
 1. Select the Parents and Students link, and click on Extended day Programs and payments.
 2. In the blue box on the left towards the top of the page, click on EDEP payment.
 3. Click on the Make a Payment option. You will be brought to the EDEP payment portal.
- 4. All information with a RED Asterisk is required information. If you are paying for more than one child, please include additional names and grades).
- 5. **It is critical that you select the right school from the drop down box.** Otherwise the payment will not be applied to your account.
- 6. You **MUST** include an email address to receive a receipt. We cannot create written receipts for online credit card payments. Please be certain that you double check your email for accuracy. In order to confirm payment.
- 7. Please print a copy of your receipts for your records.

Terms and Conditions:

- *Pricing varies by location. Contact Ms. Menard at Kate Sullivan at 850.488.1834 or menards@leonschools.net for your balance information prior to making a payment.*
- *No refunds are permitted after the first week of participation, except for the cases of prolonged illness (two weeks or longer) or family relocation. Requests for refunds should be made, in writing, to the school's EDEP manager.*
- ***No refunds will be allowed for any reason on money received for summer camp or activity fees.***

Credit Cards Disclaimer:

- *Disclaimer: The EDEP assumes no responsibility for incorrect information entered by customers. Customers are responsible for ensuring payments are made in sufficient time to meet required deadlines. Customers are responsible for printing and retaining the confirmation of their payment. Payments received after 4:30pm will be credited the next business day. Failure to understand any information provided herein will not constitute grounds for waiver of any penalties.*

Payments may be received until midnight on the day the tuition fees are due. Payments made after midnight on the due date will be considered late. Please print a copy of your receipt in order to have your student attend if when using this method, otherwise we won't be able to confirm receipt of payment until later.

If you have any questions or concerns please contact us at 850.488.1834

Payment feature is now live!!

We accept the following credit cards for EDEP payment



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 are for the safety of the children 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. Please provide your child with a pillow and blanket. These items may be left on campus, until the end of each week. Students 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 will be allowed to bring electronic games each day and allowed to play games only during designated times. Electronic games 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 but we cannot replace the device. Kate Sullivan's Olympic Training Camp is not responsible for any lost or stolen items. Electronics are allowed, but not mandatory.



Tuesday Cruise Day:

Students are allowed to bring their skates, scooters, bikes, and anything wheels, on Tuesdays. 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. Other classes & activities will be available for students not participating. 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.



