

K-5 POLICY STATEMENT AND INFORMATION

General Information: The Conley Summer Camp Program is available to elementary school aged children entering kindergarten through rising 6th graders in the upcoming school year and must be able to display age appropriate skills in the areas of self care, communication, mobility, and social-emotional development. All participants must complete a registration form and have all fees paid up (including past afterschool) prior to participation. Camp will begin at 7:00am and will end at 6:00pm. For the safety and well being of participants, all parents must come in to the cafeteria to sign your child in and out each day. Only the people listed on the registration form may sign out your child. All pick up persons should be prepared to show a picture ID each day of camp.

Registration: There is a \$50.00 registration fee charged for each child due at the time of registration. The sibling discount cannot be applied to this fee. Changes to your child's elected summer camp schedule can be made up to May 4th, 2015. If your child does not attend a selected week and payment for that week is not received, he/she will be considered withdrawn from all remaining weeks. If parents wish for their child to attend the remaining weeks, they will be required to re-register the child by paying another \$50.00 registration fee.

Payment of Fees: Fees are to be paid in full on or before Monday morning (at arrival) each week before participation. Checks and money orders are made payable to Leon County Schools. Cash will not be accepted. We offer a 10% discount for each additional child. All payments received after 6:00pm Monday will be considered late and an additional \$10.00 late fee will be assessed. If your child does not attend camp on Monday and payment is not received, it will still be considered late. If a payment is not received at the time of drop-off Tuesday morning, your child will not be permitted to attend that day or for the remainder of the week until a payment is received. Payments can be made in advance. Payments should be given in person by an adult to a Summer Camp staff member only. Parents are **required** to wait for a receipt at the time of payment. The Conley Summer Camp Program is not responsible for payments delivered in any other way. Payments sent by U.S. mail, with children in a bag, or dropped in the front office will not be accepted and will be returned to the parents. Please refer to the tables below for amounts and dates. Any checks that are not valid will be passed on to our collection agency and will need to be cleared through Payliance. Please note that if a check given as payment is not valid and found insufficient, Conley Summer Camp will no longer accept checks as a form of payment for your child until the matter is resolved through Payliance. All payments would need to be in the form of a money order. These are established School Board policies.

Late Pick-Up Fees: This program ends at 6:00pm. A late fee of \$1.00 per minute will be charged beginning at 6:01pm. Payment is due at the time the child is picked up. If payment is not received, the child will not be permitted to attend the next day or for the remainder of the week until it is received.

IRS Statement: The Federal Tax Identification number is 59-6000709. **Please keep your receipts for accurate records of your expenses. The Conley Summer Camp Program does not and will not provide itemized statements or copies of receipts for tax purposes.** Parents are required to wait for a receipt at the time of payment. Those not wishing to wait for a receipt will have their check or money order returned to them and their child's balance will be considered **unpaid**.

Discipline: To achieve the goal of providing a quality enrichment program for children in an environment of cooperation and respect, all members of the Conley Summer Camp's staff utilize positive discipline practices. These policies and practices are consistent with, and conform to, our school's discipline policy. If discipline practices such as non-punitive interactions, redirection, and/or time out do not facilitate the appropriate behavior, parents of the student requiring special attention will be asked to attend a conference to discuss and assist in implementing measures needed to assure appropriate behavior and continued participation. If the student chooses not to, or cannot demonstrate appropriate behavior within the program, their behavior will be interpreted to mean that the student does not have either the capability or desire to participate in the program. At such a time, the student will be withdrawn from the program by request of the Summer Camp Director. Should it be deemed the participant is capable, but chooses not to behave in an appropriate manner, no refund will be given.

Refunds: No refunds will be given except in instances of illness extending two weeks or longer. A doctor's note or documentation must be provided before a refund is issued. Parents are also responsible for requesting the refund.

Illness: Should a child become ill (fever, flu, stomach virus, lice, etc.) while participating in the Conley Summer Camp Program, parents will be contacted to pick up their child and keep him/her home for at least 24 hours. If requested by the director, a doctor's note must be provided before the child returns.

Insurance: The Conley Summer Camp Program does not carry accident insurance on participants. It is the parent's responsibility to carry adequate accident insurance.

Swimming: We will be swimming weekly at the Jack McLean public pool. There will be certified lifeguards on duty and our regular staff members will be available to assist children. The facility requires all children to wear a bathing suit. All swimming participants are required to wear sunscreen at the pool. Parents are required to provide sunscreen for their child. Please be sure to mark the container clearly with the child's name. Students that do not bring or wear sunscreen will not be permitted to swim.

Field Trips: The Conley Summer Camp Program will be participating in weekly fieldtrips. Please note the arrival and departure times for all trips as they vary each week. It is important for children to arrive on time to prevent missing the bus. No refunds will be given for children missing the bus. We will go on fieldtrips as planned unless there are severe weather conditions. Students are not permitted to stay behind on campus during field trips.

Volunteering: Parents wanting to accompany the group on any field trip, in town or out of town, will be required to complete the following before the trip. If any part is not complete, parents will not be permitted to accompany the group on field trips.

1. Notify the Director at least **two weeks** in advance by completing the volunteer waiver and agreement. These will be available in each registration packet as well as on the sign in/out table.
2. Have their ID run through the Raptor program located in the front office and complete a LCS volunteer form at least **two weeks** in advance.
3. Provide their own means of transportation and be responsible for all costs incorporated with the trip unless otherwise stated.

Personal Belongings: Children may bring personal items to play with at camp. However, participants are responsible for the care of their own belongings. The Conley Summer Camp Program is not liable or responsible for lost or broken personal items including but not limited to toys, electronics, games, clothing, etc.

Snacks and Lunch: The Conley Summer Camp Program will provide a morning and afternoon snack. Parents **must send** a lunch and beverage for their child unless stated otherwise.

FEE AMOUNTS (PER WEEK)

NUMBER OF CHILDREN	AMOUNT
1 Child	\$155.00
2 Children	\$294.50
3 Children	\$434.00

*Note: We will not be offer Project Care Scholarships or the Leon County School Employee discount.
Rates are subject to change pending School Board approval.

PAYMENT DUE DATES

WEEK	WEEK DATES	PAYMENT DATES
1	June 3 – June 5	June 3
2	June 8 – June 12	June 8
3	June 15 – June 19	June 15
4	June 22 – June 26	June 22
5	July 6 – July 10	July 6
6	July 13 – July 17	July 13
7	July 20 – July 24	July 20
8	July 27 – July 31	July 27