

PRE-K POLICY STATEMENT AND INFORMATION

General Information: The Extended Day Summer Enrichment Camp is available to children turning 3 years of age on or before September 1, 2014 through children entering kindergarten in the upcoming school year. Parents with children entering kindergarten may choose between our Pre-K summer camp or K-5 summer camp. However, once a selection has been made, children will not be able to switch camps. They 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 4, 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 If your child does not attend a selected week and payment for that week is not received, he/she will be considered withdrawn from all remaining weeks.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 Extended Day Summer Enrichment 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 Extended Day Coordinator. 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 Extended Day Summer Enrichment Camp, 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 Extended Day Summer Enrichment Camp does not carry accident insurance on participants. It is the parent’s responsibility to carry adequate accident insurance.

Water Days: We will be conducting a “water day” on Fridays each week as an alternative to swimming. Our regular staff members will be available to assist and supervision the children during this activity. All children will be required to wear a bathing suit and sunscreen. Students that do not bring or wear sunscreen will not be permitted to participate. In addition, please be sure to bring a towel and a change of clothes for your child this day.

Field Trips: The Extended Day Pre-K Summer Camp will not be participating in weekly fieldtrips. Pre-K students will remain on campus for all planned activities.

Volunteering: Parents wanting to volunteer on campus will be required to complete the following:

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.

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 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 will provide a morning and afternoon snack. Parents **must send** a lunch and beverage for their child unless stated otherwise. Parents are welcome to supply additional snacks for their children if they desire.

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