

# **HARTSFIELD MAGNET SCHOOL**

## **EDEP SUMMER CAMP 2025**



### **SUMMER OF SCIENCE!!!**

**\*\*\*\*\*PLEASE ADVISE ALL ACTIVITIES/TRIPS ARE SUBJECT TO CHANGE DUE TO WEATHER OR UNFORSEEN CHANGES\*\*\*\*\***

**Early Learning Coalition**

**Accepted**

**Ms. M. Mills**

**(850)488-7322**

**"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), race, age, color, ethnicity, national origin, religion, pregnancy, marital status, disability, sexual orientation, or genetic information."**

# Summer Camp Program Policy and Procedures

## ❖ Registration

There is a one-time registration fee of \$45.00. (Includes camp shirt) \$10.00. This fee is non-refundable and is required at the time you submit your registration forms. This fee will secure a slot for your child(ren) in our summer camp program. Please bring in your registration forms and payment to Hartsfield Elementary School April 8th-May 5th between the hours of 11:30 a.m. – 6:00 p.m. If your child(ren) attends any Leon County schools, you can also make payments online through the focus portal.

❖ Early Learning Coalition participants please see the Director for registration.

## ❖ Enrollment Eligibility

Summer camp participants are rising Kindergarteners through rising sixth graders. Kindergarteners must meet basic entry-level criteria in all areas of self-care, communication, mobility, and social-emotional development. All participants must complete the Summer Camp registration form prior to participation in the program. For returning campers, if there's a balance owed to the program, it **MUST** be cleared before registering for summer camp.

## ❖ Arrival & Departure

For the safety and well-being of all participants, a parent or guardian must sign each child out every day. Children will only be released to authorized persons by the custodial parent. All siblings must be at least 18 years of age to pick up.

## ❖ Camp Location

Summer Camp will be housed at Hartsfield Elementary School located at 1414 Chowkeebin NeNe Tallahassee, Florida 32301.



### ***PLEASE NOTE:***

- ***The Main Office is CLOSED on Fridays during the summer***
- ***June 19<sup>th</sup>, camp will be closed to observe Juneteenth***
- ***Summer Camp is CLOSED July 1-5 for Independence Day holiday***

***Last day of summer camp is July 19TH!!***

❖ **Summer Camp Fee Due Dates:**

**June 2nd**  
**June 9th**  
**June 16th**  
**June 23rd**  
**July 7th**  
**July 14th**

**Camp Hours 7:00 am – 6:00 pm**

**Monday-Friday**

**Camp Fees are \$140 per week**

**\$126 for siblings**

**One day drop-in fee is \$35/\$55 Fridays ONLY**

❖ **Payment of Fees**

**Camp fees are to be paid weekly to participate in the program.**

- ❖ A **Late fee of \$10.00** will be assessed for fees not paid on or before the start of the next week of camp. Fees can be paid by debit/credit cards on Hartfield's webpage. Make money orders payable to Leon County Schools. **No Cash** is accepted. Payments are due on Mondays of each week. If no payment is made by Monday campers will not be able to attend!



© Can Stock Photo

Money Orders must be signed and include your child's name.

**Refunds are not given** except for cases of prolonged illness (two weeks or longer) or family relocation. Parent must request the refund in writing.

**Parents are advised to keep their original receipts.**

If you need to cancel your child's attendance for summer camp, please notify the director as soon as possible. If your child misses a day, you are still responsible for the camp fee.

### ❖ Late Pick-up Fees

Summer camp ends at 6:00 P.M. Parents who are late picking up their child will be assessed a late fee. Parents will be charged a late fee of **\$1.00 per minute beginning at 6:01p.m.** After two non-emergency late fees, the director will notify the parents that a third non-emergency late fee could result in dismissal from the program.

### ❖ Lunch & Snacks

**Breakfast & Lunch will be provided daily.** This year we're offering sack lunches which will include peanut butter and jelly, cold deli sandwiches, etc. If you have a picky eater, packing them a lunch or extra snacks is highly recommended. If children are staying for an extended time, packing an extra snack is also highly recommended. **We do not provide snack during camp!**



### ❖ Discipline- PLEASE READ CAREFULLY!!

**The Summer Camp program staff will utilize positive discipline practices to achieve our goal of providing quality programs for children in an environment of cooperation and respect. These policies and practices are consistent and conform to our school's behavior support plan which includes conscious discipline expectations and the Leon County School's Student Code of Conduct. If inappropriate behaviors continue after reminders of the expectations have been given, the child's parents will be asked to join in a conference with the EDEP manager. If a child chooses not to demonstrate appropriate behavior within the program, there may be a recommendation made to dismiss the child from the program. If the child is dismissed from the program, no refund will be given.**

### Disciplinary Procedures

To achieve the goal of providing quality enrichment programs for children in an environment of cooperation and respect, staff members utilizes conscious discipline protocol and positive discipline practices.

## Program Rules

- Respect yourself, others, and property.
- Always follow directions.
- Walk and use quiet voices.
- Speak kindly to others.
- Keep hands, feet, and objects to yourself.

## Formal Consequences

- 1<sup>st</sup> Offense ..... Verbal Warning and Loss of Privileges
- 2<sup>nd</sup> Offense ..... Note Home to Parent and Parent Conference
- 3<sup>rd</sup> Offense ..... 3-Day Suspension
- Any offense thereafter could result in dismissal from the program.

***Parents will always be notified when formal consequences are applied. NOTE:*** Any violence towards students or staff members will result in **immediate dismissal from program**. The director reserves the right to bypass any step in the discipline policy depending upon the severity of the situation/incident.

## ❖ Insurance

**Summer Camp does not carry accident insurance on participants.** It is the parent's responsibility to carry adequate accidental insurance. Accident insurance is available through Leon County Schools. Check with the school secretary for an application.

## ❖ Illness

Children who are ill (fever, cough, vomiting, etc.) during the Summer Camp Program will sit out until a parent or guardian has been notified. Students must be picked up by a parent/guardian depending on the severity of illness.

## ❖ Medication

Doctor prescribed medication will be administered according to the label. **Children are not allowed to transport medication.** Should your child need to have medication administered during the time they are in the Summer Camp Program, a medication form must be completed. The medication must be in its original container and must be taken during the hours your child is in attendance at the time and dosage level prescribed by the doctor.



# SUMMER SCHEDULE

**\*\*\*Schedule is subject to change. This is just an idea of what are days will be like.\*\*\***

7:00-8:30	Sign In, Free Play & Breakfast
8:30-9:45	Outside Play
9:45-10:45	1 <sup>st</sup> Activity of the day
11:00-11:15	Stretch Break
11:15-12:00	2 <sup>nd</sup> Activity of the day
12:00-12:30	LUNCH
12:45-1:30	Down Time/Reading
1:45-2:45	Indoor/Organized games
3:00-3:45	3 <sup>rd</sup> Activity of the day
4:00-4:45	Free time (reading, drawing, games)
5:00-5:30	Clean-up & chill time
5:30-6:00	Dismissal

#### Fun Activities Include...

Water Days  
Dance Classes  
Arts & Crafts  
Talent Shows  
Cooking  
And so much more!

#### Dress up Days include...

Pajama Day  
Different Cultures dress up  
Favorite Animal day  
And more!

## Registration Forms-2024

Student(s) Name: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Age: \_\_\_\_\_ Grade Entering: \_\_\_\_\_ T- Shirt Size: \_\_\_\_\_

**Please check the requested camp:**

**EDEP: 5 Day Camp: Monday - Friday** \_\_\_\_\_

**EDEP: Half day camp (21<sup>st</sup> Century or Summer Reading Academy)**

**\*\*Please check the weeks your child will attend camp\*\***

\_\_\_\_\_ Week 1 (June 2-6)

\_\_\_\_\_ Week 5 (July 7-11)

\_\_\_\_\_ Week 2 (June 9-13)

\_\_\_\_\_ Week 6 (July 14-18)

\_\_\_\_\_ Week 3 (June 16-20)

\_\_\_\_\_ Week 4 (June 23-27)

**\*\*\*\*June 30-July 4 CAMP CLOSED\*\*\*\***

**FORM OF PAYMENT: (OFFICE USE ONLY)**

**Money Order:** \_\_\_\_\_

**Online:** \_\_\_\_\_

## Medical Information Form-2024

**Student Name:** \_\_\_\_\_

**Check all that apply.**

\_\_\_\_\_ My child attends or is registered for public school next year (2025-2026).

\_\_\_\_\_ My child is on medication regularly. i.e. ADHD, asthma, etc. ( WE CANNOT GIVE MEDICATION TO ANY STUDENTS)

Please list all medications, times for medication and dosage amount (for emergency purposes):

---

---

---

My child has the following allergies or limitations:

---

---

---

Parent Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Contact #1 \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Contact #2 \_\_\_\_\_ Phone # \_\_\_\_\_

# Parent Permission Forms -2024

Student Name: \_\_\_\_\_

## ❖ Movie Permission

My child has permission to view any G or PG rated movies shown during the Summer Camp Program.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

## ❖ Photo Release

I will allow my child to be photographed for displays, promotions, video productions conducted that will only be used by Hartsfield Summer Camp / Extended Day Enrichment Program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ❖ Computer Permission

My child has permission to use the computer during the summer camp program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ❖ Policy Acknowledgement

I have read and fully understand the policies outlined in the Policies and Procedures page of the Summer Camp Program packet.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ❖ Swimming Agreement

My child has permission to participate in swimming activities with the Hartsfield Summer Camp.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ❖ Transportation Agreement

My child has permission to ride the bus to designated field trips and back to the school with Hartsfield Camp.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Summer Camp Registration Form 2024

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Work#: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Street Address: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Work#: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell#: \_\_\_\_\_

Street Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### The following individuals are allowed to pick up my child:

Name: \_\_\_\_\_ Primary #: \_\_\_\_\_ Secondary #: \_\_\_\_\_

Name: \_\_\_\_\_ Primary #: \_\_\_\_\_ Secondary #: \_\_\_\_\_

Name: \_\_\_\_\_ Primary #: \_\_\_\_\_ Secondary #: \_\_\_\_\_

Name: \_\_\_\_\_ Primary #: \_\_\_\_\_ Secondary #: \_\_\_\_\_

Name: \_\_\_\_\_ Primary #: \_\_\_\_\_ Secondary #: \_\_\_\_\_



## Summer Camp Payment Contract 2025

STUDENT NAME: \_\_\_\_\_

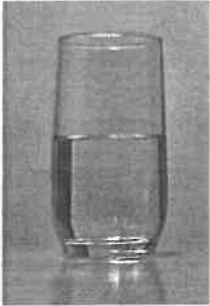




By completing registration for my child, I understand and agree that:

- ❖ Registration fee is **non-refundable**. Registration fee of \$45.00 (Includes T-shirt). This fee must be paid at the time of registration.
- ❖ Weekly summer camp fees are \$135 (or my designated ELC fees due on or before the start of the week.)
- ❖ I will be responsible for late payment anytime I am late picking up my child.
- ❖ If I am late picking up my child three times, barring an emergency, my child could be dismissed from the program.
- ❖ Methods of payment include Money Orders, and online payments.

I have read the above payment contract and agree to all payment requirements for the summer camp program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# JUNE

<b>WEEK 1 WATER SCIENCE</b> 	<b>2 FIRST DAY OF CAMP</b>  <b>MONDAY SUNDAYS</b>  <b>ZUMBA FITNESS</b>  <b>MELTING ICE EXPERIMENT</b>	<b>3 PENNYS AND WATER</b>  <b>MAKING LAVA LAMPS</b>  <b>SHOW AND TELL!</b>	<b>4 WATER DAY!</b>  <b>FUN WITH WATER BALLOONS</b>  <b>SNOW CONES</b>  <b>DISNEY KARAOKE</b>	<b>5 WALKING WATER</b>  <b>COFFEE FILTER FLOWERS</b>  <b>YOGA</b>  <b>DRESS UP LIKE A SCIENTIST</b>	<b>6 FIELD TRIP TOM BROWN PARK/LUNCH</b>  <b>KICK BALL GAME</b>  <b>LEMONADE FROZEN TREAT</b>
<b>WEEK 2 COOKING SCIENCE</b> 	<b>9 MONDAY SUNDAES</b>  <b>ZUMBA FITNESS</b>  <b>CANDY GEODES</b>  <b>POPCORN TASTING</b>	<b>10 BREAD IN A BAG</b>  <b>BUTTER IN A JAR</b>  <b>NINTENO SWITCH AND IPADS</b>	<b>11 WATER DAY!</b>  <b>PANCAKES!!</b>  <b>ICE CREAM IN A BAG</b>	<b>12 EDIBLE ROCKS</b>  <b>ICE CREAM ART (non food)</b>  <b>BRING YOUR FAVORITE SNACK FOR MOVIE DAY!</b>  <b>YOGA</b>	<b>13 FIELD TRIP CHALLENGER LEARNING CENTER</b>  <b>BAKING COOKIES</b>
<b>WEEK 3 CHEMISTRY</b> 	<b>16 MONDAY SUNDAES</b>  <b>SODA BALLOONS</b> <b>K-2 DISSOLVING M&amp;Ms</b> <b>ZUMBA FITNESS</b> <b>3-5 CANDLE MAKING</b>	<b>17 PLASTIC MILK DEMO</b>  <b>NERF WAR!!</b>  <b>GLOW IN THE DARK BOWLING</b>	<b>18 WATER DAY!</b>  <b>MOMMA P's ICE CREAM</b>  <b>WATER SLIDE</b>	<b>19 CAMP CLOSED</b>  	<b>20</b>  <b>CAMP CLOSED</b>
<b>WEEK 4 SLIME!!!</b> 	<b>23 MONDAY SUNDAES</b>  <b>CLOUD SLIME</b>  <b>ZUMBA FITNESS</b>	<b>24 SLIME FLUFF</b>  <b>STARBUST SCENTED SLIME</b>  <b>MARTIAL ARTS DEMOSTRATION</b>	<b>25 WATER DAY!</b>  <b>BUTTER SLIME</b>  <b>SNACK AND MOVIE</b>	<b>26 CRUNCHY SLIME</b>  <b>MARSHMALLOW SLIME (tasting)</b>  <b>DANCE PARTY!!</b>  <b>YOGA</b>	<b>27 POOL DAY</b>  <b>PIZZA PARTY</b>  <b>GALAXY SLIME</b>

# JULY

CAMP CLOSED ALL WEEK!	30	1	2	3	4 Independence Day 
WEEK 5 SENSORY SCIENCE 	7 MONDAY SUNDAES  SCENTED PLAYDOH  ZUMBA FITNESS MAGIC MUD	8 SENSORY BINS  DYEING PLAYDOH  FROZEN CASTLES  ANIMAL TALES	9 WATER DAY!  SENSORY WITH LEGOS  TALENT SHOW	10 PAJAMA DAY!  FAIRY PLAYDOH  NELL'D IT PAINT PARTY  YOGA	11 POOL DAY!!  KINETIC SAND  SNACKS AND MOVIE
WEEK 6 SPACE SCIENCE 	14 MONDAY SUNDAES  FIZZY PAINT  ZUMBA FITNESS  MOON CRAFTS	15 OREO MOON PHASES  BUILD A ROCKET  GLOW IN THE DARK MOON MAKING	16 WATER SLIDE  MOMMA P's ICE CREAM	17 END OF CAMP CELEBRATION!!  BUILD A SATELLITE  SUMMER CAMP KEEPSAKES  YOGA	18 FIELD TRIP CMX MOVIES  TIKIZ ICE  LAST DAY OF CAMP!!