2025 ATMSA SUMMER CAMP



Greetings, 2024 ATMSA Summer Campers!

Prepare for an out-of-this-world experience! This summer, we're embarking on a cosmic journey to discover the secrets of outer space, from distant galaxies to dazzling stars and fascinating planets. The staff and I are thrilled to have you join us on this adventure! But first, let's review the Rules and Regulations to ensure a smooth and successful expedition.

Summer camp will begin on June 2nd and end on July 25th. Camp hours are 7:00 am – 6:00 p.m. each day. If you are late picking up your child, a \$1.00 late fee will be added every minute that you are late, so please try your best to be on time. Please note: Camp will be closed June 19th and 20th, 2025 and the week of June 30th-July4th.

The Registration fee is \$25 for the first child (sibling registration fee is \$22.50). These fees are NON_REFUNDABLE. The weekly rate is \$125, and the sibling weekly rate is \$112.50. **Both fees MUST be paid at the same time, no spots are being held.** The part-time rate for 21st Century students and Summer School students is \$75, and sibling rate is \$67.50. Drop-ins are \$40 per child per day. There is a 20% LCS discount for employees working during the summer. Payment is due on the Wednesday before the week your child will attend. A \$10 late fee will be added to payments made after the due date. Any outstanding balance may result in your child not being able to attend until all payments are

made. You can either pay weekly, monthly or for the total number of weeks that you want your child to attend.

Please have your child dressed in comfortable attire and closed-toe shoes for each day of camp. No sandals, flip-flops or crocs will be permitted. Wednesdays will be our Water Day (weather permitting). Water shoes are acceptable these days only. On Water Day, campers will need to have swimwear, towels, sunscreen and an extra pair of clothing. We will be going on field trips this year which will be on Fridays. I will hand out a calendar so that you will know where we're going, what time and when we'll return. Full-time campers will receive a camp T-shirt. Drop-in campers will not receive a shirt, but one can be purchased for \$10 while supplies last. We ask all campers who attend Friday field trips, please wear these camp shirts.

Both breakfast and lunch will be provided every day, along with snacks in the afternoon.

Campers are welcome to bring their own food if they desire.

Please remind campers to adhere to our Disciplinary/Behavioral Contract, as it will be strictly enforced. Our goal is for everyone to have fun, and we do not want to send anyone home.

If you have any questions or concerns, you can contact me by email at paula.rivera@leonschools.net, or my work phone (850) 488-4329.

Parent's signature:	Date:		
My child attends public school in Leon Cour	ıty.		
My child attends a private or out-of-state sch	ool. I will provide copies of health records		
at the time of registration.			
My child needs daily medication while at can	np. I will fill out a medical form and bring in		
medicine to be administered by staff.	E.		
My child is allergic to:			
Other need to know information about my ch	nild <u>: </u>		
TRANSPORTATION PERMISSION			
inderstand that the field trips provided during summer camp hours are taken on buses			
provided by Leon County Schools or Astro Bus li	ne. My child has permission to ride these		
buses when I am informed of the schedule of trip	os to be taken.		
Parent's signature:	Date:		

WATER ACTIVITI	ES Please indic	eate if your child has	permission to	participate in v
activities:				
Yes, my child	d is allowed to par	ticipate in water ac	tivities	
No, my child	is NOT allowed t	o participate in wate	er activities	
T-SHIRT SELECTI	ON Please selec	et the appropriate size	ze for your chil	d. Anyone regi
after May 2 nd will r	not be guaranteed	d to receive his or he	er exact shirt si	ze. Shirts will b
distributed during	the first week of	camp and will need	to be worn on	Fridays.
Youth X-Small	Youth Small	Youth Medium	Youth Large	Adult Small
(Size 4-6)	(Size 6-8)	(Size 10-12)	(Size 14-16)	(size 16-18)
PHOTO RELEASE	By signing belov	v you are allowing A	TMSA Summe	r Camp to use
of your child(ren) v	who attend sumn	ner camp.		
Parent's signatur	e <u>:</u>			<u>D</u> ate:
<u>.</u>				
POLICYACKNOW	/LEDGEMENT	nave read and fully u	ınderstand the	policies outlin
the policy stateme	ent of the ATMSA	Summer Camp. Tag	gree to abide by	y all policies.
			-	



EXTENDED DAY ENRICHMENT PROGRAM SUMMER REGISTRATION FORM 2025

Child's Name:	lame: Birthdate:			
Child's Age:	Grade:	Gender Home Ph	ione:	
Home Information				
			Zip:	
Parent's Name:		Home:	Cell:	
Employer Informat	ion			
		Address:		
City:	Zip:	Email address:		
Home Information				
		City:	Zip:	
			Cell:	
Employer Informat	ion			
		Address:		
		Email address:		
Name:		Relationship: Cell Phone:		
Name:		Relationship:		
		Cell Phone:		
MEDICAL INFORMA		-	d or limitations requiring notifica	ation (please
		r videos taken during the produced the produced family movie during EDEP		
Policy Statement. I Dayment by the ap	have a copy of propriate due d	the fee schedule and unders ates. (Failure to pay on time	tended Day Enrichment Progra tand that I am responsible for will result in a \$10 late fee) Ch ULL PAYMENT has been receive	nildren WILL
Parent Signature:		Date:		

LEON COUNTY SCHOOLS EDEP SUMMER CAMP POLICY STATEMENT

basic entry-level criteria in the areas of self-care, communication, mobility and social-emotional development. All participants must complete the summer camp registration form prior to participation. Students who are enrolled in a non-Leon County School may participate in the EDEP summer program with consent from the school Principal and EDEP Manager. A current copy of the child's immunization records will be required at the time of registration.

PAYMENTS AND FEES: Fees are to be paid in full, prior to your child's attendance in camp each week. All monies received for payments must be in the form of check or money order, or via credit/debit card using the LCSB EDEP payment portal. No cash will be accepted.

ARRIVAL AND DEPARTURE: For the safety and well-being of participants, each child MUST be signed in and out either by a parent/guardian, or another adult authorized in writing by the custodial parent. Parents who have legal documentation limiting the rights of one parent's access to the child must provide these documents to the EDEP program. Parent access to a child will not be denied without a copy of a court order. If there are concerns in which we need to be aware, please arrange to meet privately with the EDEP program manager.

LATE PICKUP FEES: Your child must be picked up by 6:00 pm at the LATEST. Otherwise, a late fee of **\$1 per minute** will be assessed. Late fees are due when the child is picked up, and will be strictly enforced. If a child has not been picked up by 7:00pm, LCS Safety and Security office or the school's resource officer will be contacted for assistance.

RETURN CHECKS: Returned checks are processed through the LCSB District Office. If your check is returned unpaid, the finance department will attempt to redeposit a second time. In the event your check is returned again, the district office will send it to the school's EDEP manager for collection. You will be notified and a return check fee of \$20 will be assessed, and services will be suspended until payment is made. If two checks are returned unpaid in a single school year, parents will be required to pay by money order for the remainder of the year.

REFUNDS: No refunds are to be permitted, except for documented cases of prolonged illness (2 weeks or more) or family relocation. Absolutely no refunds will be given on registration fees. Refunds must be requested in writing.

SNACKS/LUNCHES: Nutritious snacks are provided in the morning and in the afternoon each day of summer camp. Parents/ guardians must provide their child with a lunch and a drink unless otherwise stated in the schedule.

DISCIPLINE: To achieve the goal of providing quality enrichment activities for children in an environment of cooperation and respect, positive discipline practices are utilized by all members of the Extended Day staff. These policies and practices are consistent with and conform to the school's discipline policy. If normal discipline practices such as non-punitive interaction, redirection and time-out do not facilitate the appropriate behavior, parents of students requiring special attention will be asked to join us in a conference to discuss and assist in implementing measures to assure appropriate behavior and allow continued program participation. If a student chooses not to, or cannot, demonstrate appropriate behavior within the program, the behavior will be interpreted to mean that the student does not have either the faculty or desire to participate in the program. At such time, the student will leave the program at the request of the Extended Day Enrichment Program Coordinator. Should it be deemed that the participant is capable, but chooses not to behave in an appropriate manner, no refund will be given.

ILLNESS/MEDICATION: Should a child become ill while at summer camp, parents will be contacted to pick up the child. Whenever a child is to be given prescription or over-the-counter medicine during camp, the parents must provide a *Medication Authorization Form*. All medications must be provided in the original container, labeled with the student's name, name of the medication, and the time and exact dosage to be given.

INSURANCE: Leon County Schools EDEP does not carry accident insurance on its participants. It is the parent's responsibility to carry adequate accident insurance. Such a policy is available through Leon County Schools. Check with your school's secretary for an application.

Discipline

To achieve the goal of providing quality enrichment programs for children in an environment of cooperation and respect, all staff members utilize positive discipline practices to ensure a cooperative, safe, and caring environment. These policies and practices are parallel and consistent to those of the school and classroom and conform to the school's discipline policy focused on avoiding injury and/or property damage. Children unable to abide by the behavior policy may be dismissed from the program based on Leon County Schools Student Code of Conduct.

- 1st Verbal Warning Child is given a verbal warning and instructed to correct his/her behavior.
- 2nd Refocus- Child is put in "Refocus" "away" from the activity or from the other children.
- 3rd Group Reassignment Student is reassigned to another group for two weeks.
- 4th Written Correspondence Signed by EDEP director, principal and parent.
- 5th Written Referral Sent to administration. Two additional referrals student will be suspended from the program.
- 6th Parent Conference EDEP director, teacher and parent.

Any two referrals to administration will result in dismissal from program

The director reserves the right to skip any step in the discipline policy if a child is deemed to be out of control. The parent/guardian will be called to immediately come to pick up the child for the remainder of the day.

Immediate Dismissal

Children who have repeated difficulty behaving appropriately will be temporarily suspended or permanently dismissed from the program. If the child's behavior poses a danger to him/herself or others or to property; or if your child is willfully defiant of staff and/or Child Development rules/procedures, steps one through six do not apply and the student will be dismissed from the program. Children being dismissed from the program may be subject to a one calendar year suspension.

Parent Conference

A parent conference may be required anytime a student is unable to follow the EDEP rules.

Behavior/Discipline Contract

Please review the policies and procedures with your child, sign the Behavior/Discipline Contract, and return it to the EDEP Staff prior to the first day of attendance.

Extended Day Enrichment Program Rules

- Students are to follow directions the first time they are given.
- · Keep hands, feet, mouths, and objects to yourselves AT ALL TIMES.
- · Stay in your assigned areas.
- NEVER leave the supervision of an adult without permission.
- · Proper use of all facilities including restrooms.
- · Use materials, supplies, and indoor or outdoor equipment properly.
- Always treat others with respect and never use foul language, call names, tease or bully others.

Appropriate Behavior

The Extended Day Program recognizes, rewards, and supports the students' use of "positive behavior". Rewards and privileges recognizing appropriate behavior may include group parties, individual and group points, extra snacks, and extra free time on the playground or verbal praise. Contact your child's counselor and the program director regarding your child's behavior so that you can support and reinforce the student's good conduct.

Inappropriate Behavior

Examples of inappropriate and unacceptable behaviors include:

- Not following directions, the first time they are given
- Leaving assigned areas without permission
- · Use of foul language
- · Threatening the health or safety of others,
- Touching other students that could lead to injury or be considered assault (hitting/kicking/scratching/biting/choking others, throwing rocks, dirt, sticks, etc.),
- Destroying of property
- General disrespect, defiance or noncooperation.

If a child is deemed to be out of control, the parent/guardian will be called to immediately come to pick up the child for the remainder of the day. Children who have repeated difficulty behaving appropriately will be temporarily suspended or permanently dismissed from the program.

Depending upon the seriousness of the behavior, written warnings and/or "time out" may be given immediately as determined by the staff.

Suspension or Termination (Student)

- If a student receives two (2) written warnings within a two-week period, parents/guardian will be given the first notice of possible termination from the program and a mandatory five (5) day suspension from the program. Parents/guardian will be required to contact the Director and schedule a meeting to discuss a specific plan to correct the child's behavior. The child may not attend the program until after the conference has taken place.
- Immediate suspension or termination from the Extended Day Enrichment Program may occur if the child's behavior poses a danger to him/herself or others or to property; or if your child is willfully defiant of staff and/or Extended Day Enrichment rules/procedures.
- Suspension and/or termination from the program may take place if a student has continual and repeated violations of program rules/procedures.

Suspension or Termination (Parent)

The Extended Day Enrichment Program reserves the right to suspend and/or terminate participants due to the actions of parents/guardians. Suspension and/or termination may occur for any of the following:

- Repeatedly being late in picking up children from the Extended Day Program.
- Repeatedly being late and/or for non-payment of tuition fees.
- Inappropriate behavior towards the staff or other school district employees use of inappropriate language, being verbally or physically threatening or intimidating, any physical aggression and/or damage to property.
- Disregard for or refusal to follow the Extended Day Program's procedures and guidelines.

I, agree to follow Program and will follow the directions of the s	the expectations and rules of the Extended Day Enrichment staff.
Student Signature	Date
	Behavior Contract and have discussed it with my child. I the EDEP staff as it may pertain to these rules and
Signature of Parent/Guardian	Date