

LEON COUNTY SCHOOLS
**CONLEY EXTENDED DAY
ENRICHMENT PROGRAM**
PRESENTS

MUSIC MANIA

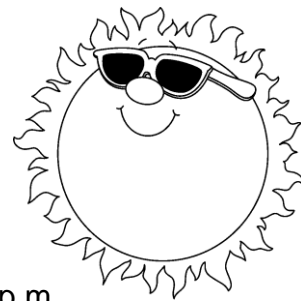


SUMMER CAMP 2025
A JOURNEY THROUGH MUSIC

**8 WEEKS, JUNE 2 – JULY 23
(CLOSED JUNE 19-20, JULY 3-4)**

**KT Morgan, Director
Pam Yeomans, Assistant Director
(850) 414-6223**

General Information



Camp Location: 2400 Orange Ave East, Tallahassee. We will meet daily in the cafeteria.

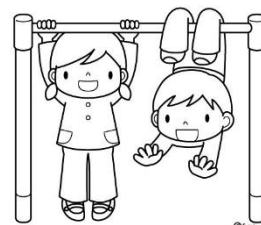
Camp Hours: Camp will begin at 7:00 a.m. each day and will end at 6:00 p.m. You may drop off and pick up your child at any time during these hours. However, please refer to your weekly memo for the times of bus departures and arrivals for our field trips to know exactly when your child should be here each day!

Cost: Cost is \$175.00 per child per week (10% off each additional child from the same family). Registration fee is \$60 for the first child, and \$5 off for each additional child from the same family. Both the registration form and fee is due at the time you sign up your child for camp. Otherwise, we cannot reserve your spot. Weekly fees are due **PRIOR** to your child's attendance in camp. If unpaid with no communication, we will assume you are forfeiting your spot. Payments are to be made by **check money order or E-Funds only. CASH WILL NOT BE ACCEPTED!** Make all checks and money orders payable to Leon County Schools. There will be a \$10.00 late fee for payments not received on time. We will offer a daily drop in rate, for registered campers, of \$45.00 per day if space is available. However, you may only pre-register for full weeks. Please read payment agreement for more details.

Lunch and Snacks: Your child needs to bring a lunch and drink each day (unless otherwise stated in our schedule). Please do not provide foods that can easily spoil, as we do not have adequate refrigerator space available for storage. Also, do not send foods that need to be heated. We will provide a morning and afternoon snack each day.

Storage: Please have your child bring a crate with his/her name on it for the duration of the camp. This will be used to store belongings. Also, you will need to send in a mat or a blanket and pillow for down times and for rest time. **PLEASE LABEL EVERYTHING YOUR CHILD BRINGS TO CAMP!!** The children will be responsible for their own belongings.

Drop off/ Pick up: All children **MUST** be signed in and out each day by their parents. When dropping off and picking up, please come to the cafeteria to sign in/out. For those days we stay on campus, our doors will lock after 9:00 AM. Please ring the doorbell for assistance, if you are dropping off/picking up after this time. Our doors will open back up at 3:00 PM. Please refer to the weekly newsletter for departure and arrival times on our off-campus days. All students must arrive on time, as there will be no one staying on campus to provide supervision after we've left. Only the people listed on the registration form may sign the child out. In the event of an emergency, please notify us of who will pick up your child. We will be asking to see an ID to verify their identity. This is for your child's protection! Please make sure that your child is picked up by 6:00. Otherwise you will be assessed a \$1 per minute late fee!



Monday Morning Drop Off: Monday mornings are a busy time at Conley's Summer Camp. We will be collecting payments, as well as providing parents and children with weekly information and updates. You may be expected to sign up for special camp activities, make lunch choices, or sign a permission form. Please allow an extra 5 to 10 minutes on Monday mornings for all camp business.

Field Trips: We will be going on field trips throughout the week this summer. We will cover all camper entrance fees and, in some cases, provide lunch. Please be sure to pay attention to the weekly activities to see if you need to send your child with a lunch. On our out of town Friday trips, you may send your child with spending money at your leisure. Please note, we are unable to collect or handle cash in any form. Therefore we are not responsible, or liable for any money your child may have.

Camp T-Shirts and Bags: All of the children will be given a camp T-shirt and bag when they begin camp. **Your child will need to wear the camp T-shirt on ALL Friday field trips.** These matching shirts provide easy identification of our group while in public places. The bags can be used for swim days and other field trips to hold personal belongings. During registration, we will have the opportunity for parents to purchase extra shirts for themselves or their child.



We strongly encourage Parents/ Guardians to join our 2025 Remind Group as we will use that for our primary method of communication. Any field trip updates and ETA's may be sent through Remind!

LEON COUNTY SCHOOLS CONLEY SUMMER CAMP POLICY STATEMENT

ELIGIBILITY AND ENROLLMENT: Summer camp participants must be school age (entering K-6th grade) and meet the 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 and agreement prior to participation.

EDEP does not discriminate and will serve all students eligible for its program if space is available, unless:

- Accommodating the student would require a fundamental alteration of the program; or
- The student poses a direct threat to the health and safety of self or others.

Parents are asked to verify as to whether the Extended Day Program is equipped to serve their student based on the following factors:

- The student's ability to safely function in an open area like the playground, field or courtyard.
- The student's ability to safely function with a minimum staff to student ratio of 1:15.
- The student's need for individual supervision.
- The student's health care needs.
- The student's ability for self-care, including toileting, self-feeding, and advocating for primary needs.

PAYMENTS AND FEES: Fees are to be paid in FULL before participation. Each week's fees are to be paid at sign in the **Monday morning** of your child's attendance in camp. There will be a \$10.00 **late fee** for payments not received by the appropriate time. This is an established School Board Policy. You must pay for the weeks you register for, even if you do not send your child to camp. All monies received must be in the form of check, money order, or via EFunds.

LATE PICKUP FEES: Your child must be picked up by 6:00 p.m. at the LATEST. Otherwise, a per child late fee will be assessed. These late fees must be paid before the end of the week. Any unpaid fees may prohibit your child from attending the following registered weeks. Late fees will be strictly enforced. After two non-emergency late fees, the parent will be contacted by an administrator. If a third non-emergency late fee occurs, the child will no longer be allowed to participate in the camp. The late fee is \$1.00 per minute beginning at 6:01p.m.

REFUNDS: No refunds are to be permitted, except for cases of prolonged illness or family relocation. Absolutely no refunds will be given on registration fees.

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 will be asked to join us and assist in implementing measures to assure appropriate behavior. If a student chooses not to, or cannot, demonstrate appropriate behavior, they may be removed from the program at the request of the Director. Under no circumstance will a refund will be given.

INSURANCE: The Conley Summer Camp Program 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 the school's secretary for an application.

Weekly Camp Activities

We have many fun activities planned for camp this summer. Below is a list of the general camp activities you can expect, but of course we aren't limited to. Please check at the camp sign-in table each week for your weekly newsletter.



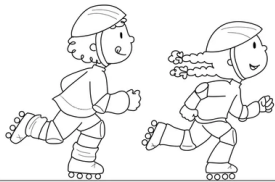
Mondays

Monday Meals: Mondays are FUN days at Conley Summer Camp. But we know they're also HECTIC days, and campers often forget to bring a lunch. Our solution? We provide lunch every Monday. Of course at Conley's EDEP, it's always a party! Please see our calendar for specific lunch itinerary.



Tuesdays

Swimming: This summer we will be swimming at Jack Mclean Aquatics Center several Tuesdays. Please take a look at the calendar as children will need a swimsuit, towel, and sunscreen. Be sure to send a change of clothes, as we will change into dry clothes after swimming events. **PLEASE DON'T FORGET TO LABEL!!** All wet clothes/ towels will be laid out to dry, in the parent pick up loop, for you to pick up and **TAKE HOME.**



Wednesdays

Skating/ Local Trips: After eating lunch at camp, it's time for us to be on the move for our Wednesday Field Trip. We will be skating at Skate World on Capital Circle. We will be paying for your child's entrance fee and skate rental. It is required to wear socks if they want to participate. We are unable to purchase socks for your child so be sure to send them with some! Children may bring their own skates, but they will be responsible for their own belongings, so please label!! On some Wednesdays, we may take a break from skating and venture out to another location around town. Be sure to check the calendar to see where we will be!

Dress Up Days!: On Wednesdays during camp this summer we will be having theme dress up days. All campers and staff are encouraged to participate, and although it is not required, you never know when you will be rewarded for your camp spirit! Please see our calendar and weekly newsletters for dress up themes.



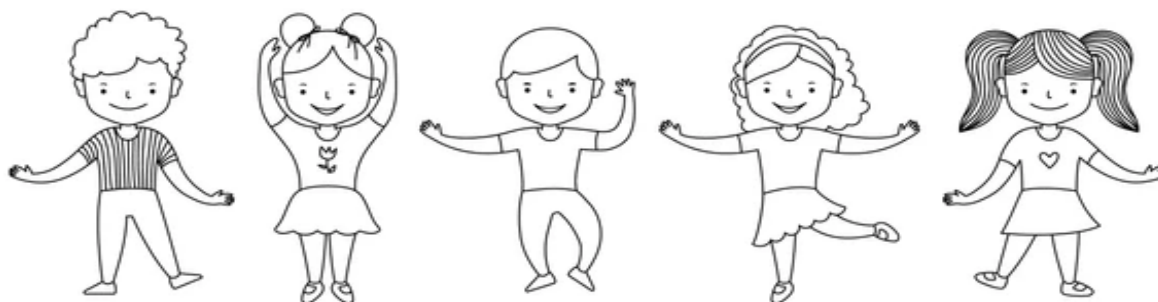
Thursdays

Special Events: Each Thursday we'll have something very special planned for our campers. Whether it's a special vendor we bring on campus, or a fun activity planned by our staff, you won't want to miss it!



Fridays

Field Trip Fridays: We'll bring our fun filled weeks to an end with longer field trips, some of which are out of town and will be noted on the calendar. Please be on time so we can get on our way as needed. We will keep you informed in our weekly memos when to be at school and what to bring. We will have a smaller staff to student ratio on these trips to ensure your child's safety. We will only cover camper entrance fees but, if a parent desires to chaperone, please contact the director for more information



Summer Contact Info:

Office Phone: 850-414-6223
Remind code: CSUMMER25

Director:
KT Morgan
Email: kathleen.morgan@leonschools.net

Assistant Director:
Pam Yeomans
Email: pamela.yeomans@leonschools.net



CONLRY SUMMER CAMP: 2025 AGREEMENT

CHILD'S NAME(S): _____ GRADE ENTERING: _____

PLEASE INITIAL THE FOLLOWING AND RETURN WITH REGISTRATION FORM:

____ I have registered my child(ren) to attend camp on the following weeks. I understand that by signing this agreement, I am agreeing to pay \$175.00 per week for each week that my child is registered (each additional child from the same family receives a 10% discount) regardless of their attendance in camp. Registration fee will be \$60.00 for one child and \$5 off for each additional child from the same family due at time of registration.

Please circle desired weeks.

WEEK	DATES	TOTAL COST	\$ DUE DATE
1	6/2-6/6	\$ <u>175</u>	6/2
2	6/9-6/13	\$ <u>175</u>	6/9
3	6/16-6/18	\$ <u>150</u>	6/16 *CLOSED 6/19-20*
4	6/23-6/27	\$ <u>175</u>	6/23
5	6/30-7/2	\$ <u>150</u>	6/30 *CLOSED 7/3-4*
6	7/7-7/11	\$ <u>175</u>	7/7
7	7/14-7/18	\$ <u>175</u>	7/14
8	7/21-7/25	\$ <u>175</u>	7/21

TOTAL TUITION \$ _____ + REGISTRATION FEE \$ _____

GRAND TOTAL \$ _____

____ I understand all changes and cancellations must be made prior to May 16th in order to give EDEP team time to fill spots with students off the waitlist.

FEES ARE CONSIDERED LATE IF NOT PAID AT THE TIME OF SIGN IN MONDAY MORNING FOR THE REGISTERED WEEK. A LATE FEE OF \$10.00 WILL BE ADDED TO YOUR REGULAR TUITION AMOUNT FOR ANY PAYMENTS RECEIVED AFTER SIGN IN. IF FEES ARE UNPAID BY SIGN IN TUESDAY MORNING YOUR CHILD WILL BE UNABLE TO ATTEND UNTIL PAYMENT HAS BEEN MADE

***** UNLESS OTHERWISE COMMUNICATED WITH OUR OFFICE BY SIGN IN TUESDAY MORNING, FAILURE TO PAY WILL RESULT IN YOUR CHILD LOSING THEIR SPOT IN OUR PROGRAM FOR THAT WEEK****

____ I understand that all camp fees are due the Monday morning of the registered week my child is attending. A late fee of \$10.00 will be added to all payments not made by the time of sign in. All payments are to be made on eFunds or in the form of check or money order, payable to Leon County Schools.

____ I understand that if paying via EFunds, I must have confirmation ready to be shown at the time of sign in Monday morning. Failure to do so, may result in a \$10.00 late fee being assessed.

____ When pre-registering weeks all cancelations must be made prior to May 16th. In the event a cancellation does need to be made after the 16th, a request may only be considered if a replacement camper is identified by the Director. Any changes permitted must emailed to kathleen.morgan@leonschools.net AND pamela.yeomans@leonschools.net These requests will be confirmed by one of the recipients above .

____ I understand that, for safety reasons, my child must be signed in and out each day by an adult listed on the registration form. I know that my child must be picked up no later than 6:00 p.m. each day, or that I will be assessed a \$1 per minute late fee. **After three non-emergency late pick up fees, your child will no longer be allowed to participate in Conley Summer Camp. Please refer to the policy statement for details.**

____ I understand that I must provide my child with a crate to store belongings in for the duration of camp, as well as a mat/blanket for rest times. I understand that I must label everything my child brings to camp, and that each child will be responsible for his/her own belongings. The staff will not assume liability for any lost or stolen items that are brought to camp.

____ I understand that it is my responsibility to read the camp calendar or weekly newsletters, and to make sure that my child arrives on time for any field trips or special activities. It is also my responsibility to notify the camp in the event that my child will not attend camp as scheduled.

PARENT'S SIGNATURE: _____

DATE: _____

By signing, I acknowledge I have read the policies outlined above, in the Conley Summer Camp Packet. I understand and acknowledge I am responsible for timely weekly tuition payments, proper communications regarding my child's attendance, and providing my child with the necessary items needed for the week. (i.e. socks, lunch, towels, sunscreen etc.)

