

Fountain Valley School District  
Summer Camp 2018  
**PARENT HANDBOOK**

All policies listed in the Extended School Program Parent Handbook will apply for Summer Camp 2018 except as modified, as stated below.

**ABSENCES**

Call the camp site to let them know when your child will be absent. This is extremely important for field trip days. There is no tuition refund for days missed.

**CHANGES IN ENROLLMENT**

**Full or Part Time Weeks** – The weeks selected are non-transferrable and non-refundable. With a two week notice in writing or via e-mail, you may drop a week. You will lose your \$10.00 deposit for that week. If you add another week you will need to do so at the Childcare Programs Office and provide another deposit for the week you are adding.

**Drop In Days** – At Gisler, Cox and Plavan only. There are no Drop In Days at Summer School or Enrichment Academy. Any/Every additional day is considered a drop-in and must be scheduled and paid for at the childcare Programs Office in advance. If you add a field trip day, you must schedule and pay for the day at the Childcare Programs Office 3 business days in advance of the field trip day. Non field trip days maybe scheduled the same day, as long as the day is scheduled and paid for at the childcare Programs Office **before** you drop your child at the Summer Camp site.

**ONCE A DROP IN DAY IS SCHEDULED AND PAID FOR IT CANNOT BE CANCELLED OR RESCHEDULED.** All payments are non-refundable and non-transferrable.

All Summer Camp sites are independent of each other and, therefore, contracts and payments are not interchangeable between sites.

## REGISTRATION FEE

A registration fee of \$25 per child (non-ESP families only) must be paid at the time a contract is signed. This is a registration fee and does not apply toward the weekly tuition.

## DRESS CODE

- Children should dress in cool, comfortable and safe play clothes. School dress standards will be maintained.
- Tennis shoes or similar closed-toe shoes with rubber soles must be worn daily. Children may not go barefoot. Sandals or thongs are allowed only on water days.
- One-piece swimsuits are recommended for girls for water days.
- A Summer Camp T-shirt is provided for all children enrolled. Each child MUST wear the shirt on field trip days (see Field Trips, page 2).

## ELECTRONICS

Cell phone usage is prohibited during Summer Camp time. Electronic equipment, (i.e., I-pods, game boys, etc.) is allowed at Summer Camp with a parent signature on the electronic contract, and at the discretion of the Program Coordinators. (See attached form in the registration packet.) Please note, while the children are using the electronics, they may not access the internet. Please also note the Extended School Program is not responsible for the lost, damaged or stolen electronic equipment.

## ENROLLMENT

- When you enroll, you are committing to pay tuition for all weeks selected unless two weeks advance drop notice is received in writing or via e-mail.
- Enrollment is limited to space available and is on a first-come, first-served basis. The appropriate paper work must be completed, the registration fee paid (if applicable), along with the deposit per week to complete enrollment.
- A registration packet must be completed for EACH site the child will be attending.
- Children must have completed TK or EEK through Fountain Valley School District, or K through 6th grades based on the current school year.
- Full time enrollment is 5 days a week for \$170.00 per week. Part time enrollment is 3 days a week (Tuesday, Wednesday and Thursday) for \$145.00 per week and drop ins are \$40.00 per day, plus the cost of the field trip. The fee for Plavan On Site Summer Camp is full time only \$135.00 Per Week.

## FIELD TRIPS

The Summer Camp T-shirt MUST be worn on field trip days. A child arriving on a field trip day without his/her shirt will have to purchase an additional T-shirt.

- All trips will be posted in advance with departure and return times. Field trip times vary and are subject to change, so check the weekly calendar carefully.
- Unless there is a lunch option, field trips will require a sack lunch that can be thrown away.
- On some field trips, parents will have the option of pre-paying for a lunch at the field trip destination. Lunch money must be paid in correct change by the due date. You will be notified ahead of time as to costs involved. LUNCH MONEY IS NOT REFUNDABLE AND MUST BE TURNED IN BEFORE 6:00 PM THE DAY BEFORE THE FIELD TRIP.
- Children MUST be dropped off at the site one half hour prior to departure on field trip days. If a child misses the field trip bus, it is the parent's responsibility to make other child care arrangements for that day. Parents are prohibited from dropping off and picking up children at the field trip location. The summer camp site will not be staffed during field trips. In the event that a child becomes ill and is not able to attend the field trip, it is the parent's responsibility to arrange for child care. We will not transfer the child's contract to another site. If there is a discipline problem, the parent will be contacted to pick the child up at the field trip location.
- Children experiencing discipline problems may be excluded from participating in field trips. Staff will conference with the parent and give advance notice if this is necessary so the parent can make other arrangements on field trip days.
- If a student's behavior poses a direct threat to the safety and well being of others, and the threat cannot be eliminated through reasonable accommodation or intervention, the student will not be allowed to attend Summer Camp.
- Behavior that would result in suspension or expulsion per Education Code 48900 will be cause for immediate dismissal from Summer Camp.
- All children at Summer Camp attend all field trips.
- Parents are not allowed to attend field trips. Parents may not pick up their child after the field trip at the field trip location.

## FOOD

- Parents must provide a lunch and beverage each day for their child.
- A sack lunch that can be thrown away is required on field trip days unless a lunch option is offered.
- Lunches must be labeled with first and last names.
- Hot lunches and refrigeration are not available.
- Please provide a nutritious lunch—children will not be allowed to have candy or soda pop.
- If a child does not have a lunch, the parent will be called and asked to provide one.
- A morning and afternoon snack will be provided for your child.
- On designated days, children may bring money to purchase lunch. Sign-up in advance is required.

## LATE PICK UP

- Children who are not picked up by 6:00 p.m. will be charged a late pick up fee of \$10.00 for each 15 minutes or portion thereof per child.
- A late pick up payment MUST be made at the time of pick up or the following morning. Children will not be able to attend until the fee is paid.
- If you pick up your child after 6:00 three times, your child may be dropped from Summer Camp.

## MEDICAL CARE

- If a medical emergency arises, staff will attempt to contact the parent.
- If the emergency requires immediate attention, staff will contact 911 for emergency care.
- The Fountain Valley School District is not liable for injuries due to accident. All expenses incurred in the treatment of injuries are the responsibility of the parent or guardian.
- If a student needs medication, parents must complete the FVSD Request For Medication Form. All medications must be in the original container. Forms are available on the District web page.

## OFFICE HOURS

The Summer Camp office hours are: Monday Through Friday 8:00 am – 4:00 pm

## PAYMENT PROCEDURES

Tuition may be paid at the camp site or mailed to the Childcare Programs Office ***by the deadline date.***

CHILDCARE PROGRAMS OFFICE  
9625 Warner Ave.  
Fountain Valley, CA 92708

- Cash will not be accepted at the camp site.
- All payments are non-refundable and non-transferable.

## Please read & keep with your records!!

- Balance due the Wednesday before the Monday attending.
- If no deposit has been made, there is no guarantee to attend.
- If we haven't received payment by Friday at 12:00 pm, child/ren MAY NOT attend the next week.
- Each site will have a list by Friday at 2:30 pm of children whose tuition has been paid, if the child/ren are not on the list they may not attend the next week until payment has been made in the ESP Office. NO EXCEPTIONS.
- A statement will be available at the end of Summer Camp to keep for your tax records, upon request.

### Payment Due Dates:

<u>Week</u>	<u>Dates</u>	<u>Payment Due Date At Site or Office</u>
<u>1</u>	<u>June 25 – June 29</u>	<u>June 12</u>
<u>2</u>	<u>July 2 – July 6 (Closed July 4)</u>	<u>June 27</u>
<u>3</u>	<u>July 9 – July 13</u>	<u>July 3</u>
<u>4</u>	<u>July 16 – July 20</u>	<u>July 11</u>
<u>5</u>	<u>July 23 – July 27</u>	<u>July 18</u>
<u>6</u>	<u>July 30 – August 3</u>	<u>July 25</u>
<u>7</u>	<u>August 6 – August 10</u>	<u>August 1</u>
<u>8</u>	<u>August 13 – August 17</u>	<u>August 8</u>
<u>9</u>	<u>August 20 – August 24</u>	<u>August 15</u>

### *Where Payments May Be Made*

- Tuition may be paid at the Camp Site on or before the deadline dates noted above.
- Payments made after the deadline date may be made in the Childcare Programs Office or at the Summer Camp site. (see Office Hours).

### *Returned Checks*

- The parent has 24 hours after being notified that a check has been returned by the bank to replace the check with cash or a money order.
- Payment for a returned check must be made by money order or cash and must include a \$15 returned check charge.
- All future tuition payments must be made by cash or money order. All cash payments must be made in the ESP office.
- Students will not be allowed to attend if payment is not received within 24 hours of notification.

### PERSONAL ITEMS

- All personal items must be labeled with your child's name (including clothing, lunches, towels, sunscreen, swimsuits, and items for scheduled activities.) Any items not labeled by the parent will be labeled by staff with a permanent marker.
- Written parental permission is required if children bring personal toys and electrical devices.
- Parents assume responsibility for any lost or damaged items.
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### CELL PHONES

The use of cell phones in ESP is prohibited. In case of an emergency, children must have permission from ESP staff to use their phones. During the time the children are in ESP, cell phones must be in back packs. If students violate this policy, ESP will confiscate the phone until a parent can pick it up.

**STUDENT SIGN IN/OUT**

Children must be brought into the room and signed IN and OUT daily by an authorized adult. The sign in/out book would be used in case of a local or more general emergency to account for children. It is imperative that children be signed in and out by an authorized adult.

**TAX INFORMATION**

Federal Tax ID #: 95-6001370  
Address: Childcare Programs Office  
9625 Warner Ave  
Fountain Valley, CA 92708

**WITHDRAWAL FROM SUMMER CAMP**

**WEEKS MAY BE DROPPED WITH TWO WEEKS ADVANCE NOTICE. IN WRITING OR VIA E-MAIL. THE DEPOSIT IS neither REFUNDABLE nor TRANSFERRABLE.**