



# Summer Camp Policies and Procedures



Welcome to the CCUSD / Office of Child Development Summer Camp program. We look forward to providing your child with a high quality, fun-filled, stimulating and enriching summer camp experience. To help you prepare for the upcoming summer program, we ask you take special note of the following.

**Payment Type: Check or Money Order only payable to :C.C.U.S.D.**

## **Program Fees**

A \$50.00 dollar registration fee is due at the time of enrollment. A non-refundable / non-transferable \$50.00 deposit is required - for each week you select - to hold your child's space in our program. Payment in full is required two weeks prior to the start of each week selected. The price per week of summer camp is \$150.00 dollars.

## **Cancellation Requests**

Registration is on a first-come, first-serve, and week-by-week, basis. While debating which weeks to enroll your child, we ask that you consider very carefully your child's ability to attend the desired weeks before registering him / her. In the event you still wish to cancel any portion of the program after registration, you must submit your request in writing at least two weeks in advance of the week(s) in question, or you will be held responsible for payment in full of the week(s) in question. No credit whatsoever will be granted for absences (vacation / illness) or non-attendance of summer camp. In addition, due to the pre-planning of staff and field trips, we may not be able to accommodate requests to switch weeks - after-the-fact - once the student has already been enrolled in the program.

**The final day to make any changes without penalties is June 1, 2018.**

## **Mail Boxes and Schedules**

- A) To keep you informed, you will be assigned a summer mailbox in your child's summer camp.
- B) Weekly schedules will be placed in your box one week in advance to allow for adequate planning.
- C) The schedule for the week will always be posted in your child's classroom and on our web-page.
- D) It is your responsibility as the parent to get the schedule and know what is happening in your child's room.

## **Recommended Dress Code**

- A) For your child's protection, shoes or sandals should be worn. Flip-flops are acceptable only on beach outings.
- B) If your child gets sunburned easily, you will need to send sunscreen and instruct your child how to use it.

## **Lunch and Snacks**

- A) We will serve a morning and afternoon snack with a drink.
- B) Your child must bring a lunch with a drink. Please send foods that do not require any heating, cooking, or refrigeration.
- C) We are asking parents to limit the sweets in child's lunch. Please do not send candy or gum. We are reserving the eating of candy and gum for special occasions.

## **Field Trip Policy**

- A) Field trips are a planned part of the program. These will entail walking to nearby parks, library, stores and community facilities. Occasionally, a city bus or school bus field trip will be planned.

- B) Your child's teacher will notify you of the departure time and return time prior to field trip days. **Children cannot be dropped off after 9:00 a.m. Additionally, you cannot drop your child off nor pick him/her up from any field trip site.** Do not disturb the teacher or class if you are late. If your child has a doctor's appointment, please schedule it prior to or after the field trip. Please note appointed arrival time posted for field trips. (See Lesson Plans)
- C) Every possible precaution will be exercised to assure the safety and welfare of your child. However, the school and its authorized agents shall not be responsible, financially or otherwise, should an accident occur.

### **Sign-in / Sign-out Policy**

You must sign your child in and out using your full signature every day. We close at 6:00 p.m. each day. Please use the clock in the classroom.

Staff cannot stay after class closing time. Children must be picked up at the closing time of your center or your contracted hours for income eligible families. One minute past the closing time is considered late. The time on the clock in the classroom is the official time. It is always recommended that you phone your classroom to let the staff and your child know what is happening, this will reduce the stress and worry for everyone! You will receive a late slip after the first minute you are late. Each twenty minutes or portion thereof will constitute another late. The following policy will be in effect:

- A) Three (3) late arrivals / pickups will result in two consecutive days of suspension to be determined by the teacher.
- B) Two (2) additional late arrivals / pickups will result in a five-day suspension.

Any additional late arrivals / pickups will result in termination of services.

If the child has not been picked up within 45 minutes of closing and we are unable to reach by phone those folks listed on the emergency card, we will notify the Culver City Police Department and request their assistance in locating you or other family members. Late arrivals or pick-ups are accumulated for summer months (June 18<sup>th</sup> through August 21<sup>st</sup>, 2018).

### **Swim and Water Days**

- A) You will need to refer to your weekly schedule, which will specify what to bring on these days.
- B) The City Pools in which we utilize follow Red Cross regulations.

### **Children's Belongings**

The Office of Child Development is not responsible for any belongings broken, lost or stolen. Children are responsible for their belongings. Please do not send valuable items to school, or anything that may need extra attention.

### **Discipline**

Our goal is for all children to be successful and enjoy their stay with us. For the safety and well being of the children, we have a discipline plan enforced throughout the year.

If a child (or parent) exhibits disruptive or dangerous behavior to himself or another person he/she may be suspended or terminated. The complete discipline plan can be found in the Office of Child Development's Parent Handbook, page 15.

Thank you for choosing CCUSD, Office of Child Development Summer Camps. If you have any questions, please call Jessica Hurston at (310) 842-4230, Monday-Friday between 8:30 a.m.-5 p.m.