

# Temecula Preparatory School Summer Camp Handbook and Agreement

2016



35777 Abelia Street  
Winchester, CA 92596  
School Main Phone (951) 926-6776  
Child Care Phone (951) 357-7114

A Heritage of Virtue, Wisdom and Knowledge

# Registration

1. Complete one registration form per K-6<sup>th</sup> grade child, one Sunscreen Policy per family, and one Electronic Device Waiver per family. Submit the forms with your registration fee to Ms. Woodward, Mrs. Estrema in TPS room 1, or a Child Care Staff Member. **Students must be at least 5 yrs. old by September 1, 2016, in order to enroll in summer camp.**
2. Session Sign Up sheets must be submitted one week prior to the session start date. One form per child must be completed.
3. All registrants who are not current TPS students, including those entering Kindergarten, must submit proof of required immunizations (attached) and show proof of a negative TB test **PRIOR to attending Summer Camp**, in accordance with California Health & Safety Codes.
4. Summer Camp Session Sign Up's and tuition payments are due one week **PRIOR** to actual week of attendance. Please see the payment schedule for tuition due dates.
5. Payments may be made with cash, check, cashier's check, money order, Visa, MasterCard, and American Express. Online payment options are available by registering with Tuition Express.
6. Please make checks payable to TPS and include the student's name and the words "Summer Camp" on the memo line. There is a \$25.00 per check fee for checks returned from the bank for any reason. Checks will not be accepted if you have had one returned in the past.
7. **Because TPS staffs according to the amount of children enrolled in the program each week, refunds will not be given for days that are not attended. Additional days may be added, based on availability.**
8. All payments and paperwork must be turned to room 1, or to a Summer Camp employee.
9. Families with outstanding child care fees are not eligible for Summer Camp until the account is paid in full.

## Fees, Tuition and Payments

### Registration Fee (non-refundable):

Early Bird (to be paid on or before May 6, 2016): \$20 per family

Regular (after May 6, 2016): \$30 per family

### Rates

Full-Day Camp	7:00am - 6:00pm	\$170 per week	\$34 per day
Half-Day Camp	9:00am - 3:00pm	\$110 per week	\$22 per day

Drop in Hourly Rate (MUST BE REGISTERED)      \$6 per HOUR

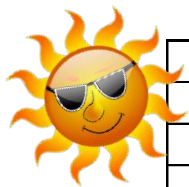
### Late Fees and Pick Up:

Parents are responsible for having their child(ren) picked up on time. A late pick up fee of \$1.00 per minute per child will be charged after 6:00pm. The fee is due immediately. A three day grace period will be extended if requested only if the account is in good standing. Your child(ren) will be dropped from the program after three late pickups. If your child is not picked up by 7:00 pm your child will be considered abandoned and the appropriate authorities will be called. On any occurrence of a late pick up of one hour or more your child is subject to being dropped from the program.

### Late Payments:

Payments not received by 6pm of the Friday PRIOR to the session start date will automatically incur a late fee of \$5.00 per DAY. Any family carrying a balance for 30 days may be dropped from the program and the account turned over to a collection agency for further processing. No child will continue in the program unless all past due balances are paid. Families who have had their account turned over to a collection agency may be readmitted upon verification that the account balance has been paid in full to the contracted collection agency. Thereafter, weekly tuition must be paid prior to or on the due date or the child(ren) will be dropped. Parent(s) that are consistently late in paying child care fees will be subject to having their child(ren) dropped from the program.

## Session Sign Up and Tuition Payment Schedule



Session	Session Dates	Sign-Ups & Payment Due Date
1	May 31st-June 3rd	May 23rd
2	June 6th-June 10th	May 31st
3	June 13th-June 17th	June 6th
4	June 20th-June 24th	June 13th
5	June 27th-July 1st	June 20th
6	July 5th-July 8th	June 27th
7	July 11th-July 15th	July 5th
8	July 18th-July 22nd	July 11th
9	July 25th-July 29th	July 18th

\*Camp closed July 4th



## Temecula Preparatory School Summer Camp Policies and Procedures

**Purpose and Intent:** The purpose of Temecula Preparatory School's Summer Camp program is to provide an enriching environment where children learn to be virtuous citizens and compassionate, proactive participants of their community and world.

**Behavior:** At Temecula Preparatory School we firmly believe in teaching and implementing the four virtues. Virtuous behavior is expected at all times and in all places. When a student is found to be acting in a manner that is un-virtuous, immediate disciplinary action will occur up to and including exclusion from the program.

**Discipline:** Our Summer Camp follows the TPS Code of Conduct found in the TPS Parent/Student Compact. This can be found on the school website at [www.temeculaprep.com](http://www.temeculaprep.com)

**Hours of Operation:** TPS Summer Camp is open from 7:00am-6:00pm, Monday - Friday, May 31 through July 31, 2016. **Camp will be closed on Friday July 4, 2016.**

**Drop Off and Pick Up:** Students must be signed in and out by an adult (individual of or over the age of 18 years of age) listed on the emergency card using Procure's bio-metric finger pad. If you are not already a registered Procure user, please bring a Driver's License or other form of photo I.D. with you the first day of Summer Camp to register. Please allow 5 – 10 minutes for the registration process. Any individual(s) other than the one(s) who typically pick up the student **MUST** be listed on the student's registration form and **MUST** be an adult (individual of or over 18 years of age). If **both** of these conditions are not met, the student will not be released to the individual trying to pick up. This is for your child's safety.

**Medication:** Students **MAY NOT** have any medication with them in their backpacks, lunch pails, bags, purses, pockets etc. with the exception of asthma inhalers. Inhalers are permitted to be carried by the child with parent/guardian permission AND a complete medical authorization form signed by a physician on file. Any medication that your child may need during Summer Camp will be stored by Summer Camp employees and **MUST** be submitted with an authorization form signed by the student's physician in order for the medication to be administered.

**Food:** A daily snack will be provided by TPS. Typical camp snacks included, but are not limited to: fruit, vegetables, crackers, chips, cheese, yogurt, popsicles, and ice cream. Please pack a lunch, snacks and water bottle for your child(ren) daily. If you do not want your child(ren) to eat certain foods please pack extra snacks and notify a Child Care Staff Member.

**Lost and Found:** Please label **everything** that is sent to Summer Camp. Unmarked items not claimed will be placed in lost and found for a period of four weeks. Any items not claimed may be discarded or donated to charity.

## Dress Code

### **Boys**

- **Pants, shorts and swim trunks:** Must be worn appropriately at the waist and be of appropriate size. No baggy or "low riding" pants or shorts allowed. Pants, shorts and/or jeans must be clean and neat (no holes) and must promote virtue in style (modest) and in message (logo or phrases).
- **Shirts:** Buttoned shirts must be buttoned at least to the second from the top button and fit appropriately (modestly). White tank tops may be worn **only** underneath t-shirts. All t-shirts must be clean and neat (no holes) and must promote virtue in style (modest) and in message (logos or phrases).

### **Girls**

- **Pants and shorts:** Must be worn appropriately at the waist and be of appropriate size. No baggy or "low riding" pants or shorts allowed. Pants, shorts and/or jeans must be clean and neat (no holes) and must promote virtue in style (modest) and in message (logo or phrases).
- **Skirts, skorts, dresses and jumpers:** Such types of clothing must fit appropriately. Excessively tight fitting items are not to be worn. The hems of skorts and jumpers should be no more than 3 inches above the knee.
- **Shirts/blouses:** Buttoned shirts must be buttoned at least to the second from the top button and fit appropriately (modestly). White tank tops may be worn **only** underneath t-shirts. All t-shirts must be clean and neat (no holes) and must promote virtue in style (modest) and in message (logos or phrases). Shirts must fit appropriately. Halter and tube top style shirts are not to be worn. Shirts are not to be low cut.
- **Swimsuits:** Girls should wear one piece modest bathing suits.
- **Cosmetics:** Young women may not wear any facial make up with the exception of clear lip balm or lip gloss. Nail polish may be worn but should be conservative and natural.

## All Students

- Shoes: For the safety of your child, no open toed shoes are to be worn throughout the duration of Temecula Preparatory School's Summer Camp program. Tennis shoes and flat style shoes such as TOMS may be worn. ***"Flip flops," "Crocs" and/or any other style of sandal may only be worn during water play times.***
- Hats: Hats may be worn to Summer Camp. Any hat worn to Summer Camp must promote virtue in style (modest) and in message (logo or phrases).
- Underclothes: No article of underclothing is to ever be visible.

Summer Camp staff has the absolute right to determine what constitutes clean, neat and virtuous in style and message.

## Contact Information

Address: 35777 Abelia Street, Winchester, CA 92596

School Main Phone Number: (951) 926-6776

Child Care Phone Number: (951)357-7114

School Fax Number: (951) 926-6797

Program Coordinator: Cathleen Coltrain / ccoltrain@temeculaprep.com

Registration & Billing: Kimberly Woodward / kwoodward@temeculaprep.com

## Electronic Device Policy

Electronic devices including but not limited to: iPods, iPads, MP3 players, hand-held game systems, laptop computers and tablet devices (with the exception of e-reader systems) may not be brought to summer camp without prior written consent from the Program Coordinator. Cell phones may be carried by students, but must remain concealed in a backpack, lunch pail or other type of bag throughout the day. Cell phone use will be permitted should a student need to contact their parent(s)/guardian and in the event of an emergency. E-reader devices such as a Nook, Nook Color, Kindle or Kindle Fire may be used **only** for reading and **only** during indoor free play time. Such devices **may not** be shared or used for internet browsing, social networking or watching movies without prior written consent of the parent/guardian and the Program Coordinator. Electronic devices may be occasionally used for child-friendly, educational games and personal music listening at the discretion of the Program Coordinator.

## Electronic Device Waiver

**I understand that if I bring a cell phone or E-reader device to Summer Camp, Temecula Preparatory School is not responsible or liable if the item is lost, damaged or stolen. I understand that maintaining and monitoring my electronic device(s) is my responsibility.** Electronic Devices may not be seen, heard or used at any time during Summer Camp except for the reasons included in the Electronic Device Policy. Students who fail to comply with this policy will have their personal electronic device confiscated by a Summer Camp staff member to be returned to the student's parents during pick up time.

Temecula Preparatory School and the Temecula Valley Unified School District assume no liability or financial responsibility for theft, loss, costs and expenses arising out of any liability or claim of liability for damage to any personal device.

Child's Name: \_\_\_\_\_

Child's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name(Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Sunscreen Policy

Temecula Preparatory School Summer Camp staff members, as a courtesy, agree to apply sunscreen to your student(s) to help prevent the harmful effects of sun exposure.

The Temecula Preparatory School Summer Camp policy on applying sunscreen is as follows:

- When necessary, a Temecula Preparatory School Summer Camp staff member will assist each child that may be unable to personally apply their own sunscreen. When a child needs such assistance, the staff member will apply sunscreen on only the exposed parts of the child’s skin. Students will be requested to apply sunscreen along their clothing/swimwear lines. Additionally, the staff member will only apply sunscreen while under the supervision of another adult staff member.

I, as the parent or legal guardian of the following child(ren), agree that, at certain times during the course of the summer, sunscreen may not always be necessary during all outdoor activities. I leave the decision to apply sunscreen to my student, to the discretion of my child’s Summer Camp Coordinator, or individual acting on the behalf of the Summer Camp Coordinator.

I, as the parent or legal guardian of the following child(ren) agree that a Temecula Preparatory School Summer Camp staff member may supervise the application of sunscreen on my child, and when necessary, may actually apply sunscreen on the exposed parts of my child’s skin.

Parents, please initial the appropriate statement(s) below:

\_\_\_\_ I have read the above policy and do give permission for the Temecula Preparatory School Summer Camp staff to apply sunscreen to my child.

\_\_\_\_ I have read the above policy and do **NOT** give permission for the Temecula Preparatory School Summer Camp staff to apply sunscreen to my child.

**\*Each family is responsible for supplying their child(ren) with their own sunscreen each day they attend Summer Camp.**

**Please be sure to write your child’s name on their sunscreen with permanent marker.**

## Agreement and Signature

I agree to abide by the policies of the TPS Summer Camp Handbook as well as those of the TPS Parent-Student Handbook and Compact.

Child’s Name: \_\_\_\_\_

Child’s Name: \_\_\_\_\_

Child’s Name: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_