



Summer Camp 2023 Rules and Regulations

Dear Parents:

It is a pleasure to welcome you to our Summer Camp!

This Handbook is designed to assist you in understanding the policies and guidelines used in all IQ Village Hunters Creek Summer Programs

Please read the handbook information and discuss appropriate matters with your child.

Rules and Regulations Acknowledgement

I acknowledge that I have read the IQV Rules and Regulations Guidelines. I agree to comply with the policies set forth in this handbook.

Please Initial:

- _____ Summer camp fees must be paid prior to the start of the session or week.
- _____ **No credit or refunds are issued.** A \$30.00 fee will be charged for returned checks.
- _____ Items such as water pistols, matches, radios, cassette players, Gameboys, IPod, IPad, trading cards, toy weapons of any sort are not permitted.
- _____ We are not responsible for lost or damaged cell phones or any electronic devices.
- _____ **A \$10.00 late fee will be assessed for pick-ups after 2:00 pm, and an additional \$10.00 fee will be added every hour.**
- _____ **We do not provide payment returns in case of closing due to severe weather.**

Student Name: _____

Parent Signature: _____ Date: _____



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Week Selection:

- If your child cannot attend a week they were signed up for, you must let us know the Wednesday prior to the week they signed up for. Otherwise, their spot will be forfeited for the weeks they are enrolled for.
- We cannot guarantee your child a spot for a particular week unless their spot is reserved ahead of time. Please remember that space are limited.

Payments:

- Summer camp fees must be paid prior to the start of the session or week. Payment will be charged the Wednesday prior to the selected camp week. Any unpaid balance will directly interfere with student's admission to camp.
- The payment for the week is due the Friday before summer camp begins.
- A \$30.00 fee will be charged for returned checks.
- No credit or refunds are issued.

Arrival:

- Drop-off starts at 8:00 am.

Dismissal:

- **Pick-up is no later than 2:00 pm. A \$10.00 late fee will be assessed for pick-ups after 2:00 pm, and an additional \$10.00 fee will be added every hour.**

Lunch:

- The student must bring lunch and/or snack each day. Please provide a healthy snack for your child. No gum, sodas or glass containers allowed.

- **Clearly label all of your children's lunch boxes, snack bags, etc. we will not be held responsible for lost items if they are not properly labeled.**

Discipline:

- Children must behave in a friendly and courteous manner. Any disruptive behavior will not be tolerated and can lead to removal from camp.
- Malicious destruction of school property results in the replacement, repair or payment for damages by either the student and/or legal guardian.
- Items such as water pistols, matches, radios, cassette players, Gameboys, IPod, IPad, trading cards, toy weapons of any sort are not permitted at school.
- Cell phones may be brought to school but may not be used during summer camp activities. School phones are available for emergencies. We are not responsible for lost or damaged cell phones or any electronic devices.
- Notebooks, albums, magazines and/or lunchboxes referring to drug, alcohol or profanity culture are not permitted.
- No profane, abusive or slang language is allowed.

Clothing:

- No open toe shoes or flip flops are allowed in camp. Sneakers are our best suggestion.
- Clearly label all your children's clothing items.
- If your child misplaces any clothing item or seems to have lost it, please talk to your child's teacher to help him/her find it at the "lost and found" area/chest. **We will not be held responsible for lost items if they are not properly labeled.**

In case of emergencies:

- Depending on each case, we use common first aid items (Band-Aid's, ice pack).
- Parents are notified at pick up time.

- If injury looks severe, we will call the parent/legal guardian on record immediately.

Medications:

- Students should **not** be in possession of any non-prescribed medication in the school. Parents must drop off and pick up medicines in the administrative office (with the corresponding prescription). Students are responsible to come to the office at the appropriate time to ask for their medication. It is not the responsibility of the school to remind the student.

Severe weather conditions:

- Under extreme circumstances should we need to evacuate the building, the local police will assist in determining the location the students would be held. Under no circumstance will parents be allowed to pick up their child at school during an evacuation period.
- Please wait patiently for instructions from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well.
- Students will only be released to the people identified on the emergency contact form. Please bring proper identification (picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.
- IQ Village School of the Arts will follow the same procedures as the County's Public Schools in case of severe weather emergencies. Parents should watch the local news for information about school closings.
- **We do not provide payment returns in case of closing due to severe weather.**

ART CAMP

Please note: while we try to have projects completed by the end of the summer session, it may occur that a student has not completed their work. In this case, special arrangements can be made to finish the artwork at a later date as **incomplete work cannot be sent home.**

We look forward to a great and creative summer!