



## **Before & After School Program: 2022 Summer Adventures Camp Parent Information Packet**

*Details and procedures in this packet are subject to change as warranted by programming adjustments.*

Review the information below for Summer Adventures Camp. The procedures below are an extension of program guidelines in the current year's Before & After School Program Student-Parent Handbook, available online at [www.ankenyschools.org/before-after-school/](http://www.ankenyschools.org/before-after-school/).

### *Contact Information*

#### **Central Before & After School Program Office**

Phone: 515-965-9600 ext. 55015

Email: [basp@ankenyschools.org](mailto:basp@ankenyschools.org)

Website: [www.ankenyschools.org/before-after-school](http://www.ankenyschools.org/before-after-school)

### *Registration*

**Registration for Summer Adventures Camp will open online April 1, 2022 at 8:00 a.m.** via the registration link on the Before & After School Program (B/ASP) website.

Summer Adventures Camp (SAC) is open to students who have **completed grades K-5** during the current school year. **Registration is required for ALL camp participants, including those who regularly attend the school-year B/ASP.** Registration is per week. Payment is only required for the weeks in which the student is registered to attend camp. For example, if a student is not registered for Week 2 of camp, no tuition will be charged for Week 2.

Part-time (i.e., 2-3 days per week) and/or drop-in registration options are not available.

**Registrations** are accepted on a first-registered basis and **close on the deadline shown on the current year's Summer Adventures Camp Program, Registration & Payment Calendar, or when enrollment is full**, whichever comes first.

Space is limited per site per week of camp. In the event registration is full for a specific week, a student may be placed on the wait list by completing the form via the Add One or More Weeks of Camp button on the B/ASP website. There is no guarantee that wait listed students will be able to attend camp. If space becomes available, the parent will be notified.

**To add weeks of camp to a student registration, after the initial registration is submitted, complete the form via the Add One or More Weeks of Camp button on the B/ASP website.** Once the request is processed, you will receive emailed communication to notify you if space is available for the additional week(s) requested. If space is available, you will be billed for the additional week's deposit and tuition, including any applicable field trip fees.

## *Deposit & Tuition*

A **non-refundable** deposit of \$35 per week registered is due at the time of registration. Online registration requires payment of the deposit by credit or debit card at the time of registration. The deposit holds the student's space in the registered week's camp and **will be applied to the registered week's tuition.**

**Tuition is due by the deadline shown on the current year's Summer Adventures Camp Program, Registration & Payment Calendar** on the B/ASP website.

Due to the quick turnaround of weekly tuition payments, **parents are strongly encouraged to attach a credit/debit card to the student's registration to be automatically charged the balance due for each week's camp on the tuition due date to avoid late payment fees and withdrawal due to non-payment.** Parents who choose to pay for camp in advance will not be charged again as the system will recognize a credit or \$0 balance on the account.

Once paid, tuition is non-refundable. Tuition is non-transferrable when the registration deadline for the week of camp for which the tuition was paid has passed.

In an effort to keep weekly tuition rates as minimal as possible for all families, **no sibling discount** is offered for Summer Adventures Camp.

## *Written Notice of Withdrawal/Transfer*

To withdraw a child from a specific week of camp, or transfer a deposit to a future week of camp (for which the child is not already registered), the parent must complete the form via the Cancel/Transfer a Registered Week of Camp button on the B/ASP website no later than the Notice of Withdrawal/Transfer Deadline listed on the current year's Summer Adventures Camp Program, Registration & Payment Calendar, for the week from which withdrawal/transfer is being requested.

Cancel/Transfer forms received by the deadline include the option to request that the non-refundable deposit paid for the week in which the child has been withdrawn, be transferred to a future camp week for which the child is not already registered, during the current Summer Adventures Camp program year, for which the registration deadline has not yet passed. Requests to transfer the deposit from the withdrawn week after the Notice of Withdrawal Deadline has passed will not be granted. Once the withdrawal deadline passes, the non-refundable deposit for the week is non-transferable. Non-refundable deposits may not be applied toward any tuition payment except the week for which the deposit was paid.

**If the Cancel/Transfer Form is not received by the Notice of Withdrawal/Transfer Deadline, the parent is responsible for payment of the full week's tuition and the card on file with the account will be charged the balance due on the tuition due date, regardless of whether or not the student attends camp.** In the event there is not a card on file with the student's account, or the transaction is denied, the parent will remain responsible for the balance due on the account and the student will not be eligible to register for future B/ASP services until the past due balance is paid in full or a payment plan is in place.

The registered student's parent is responsible for all tuition payments until the Cancel/Transfer Form is submitted for the week(s) for which the student is being withdrawn, following the deadlines on the current year's Program, Registration & Payment Calendar. Notifying site staff is not acceptable withdrawal notification and will not be honored.

## *Camp Sites*

Parents will choose the camp site their child will attend when completing registration. Current year camp sites may be found on the B/ASP website.

## *Camp Hours*

Monday – Friday, 6:30 a.m. – 6:00 p.m.

See the current year's Summer Adventures Camp Program, Registration & Payment Calendar on the B/ASP website for all camp dates.

## *Arrival & Dismissal*

The safety and security of all students is of utmost importance. District safety and security procedures are followed during Summer Adventures Camp.

Building doors remain locked during program hours. To gain access, parents/authorized pick-up persons will ring the aiphone outside the designated building door. To allow all program staff to engage and monitor students, the office is only staffed from 6:30 a.m. – 8:45 a.m. and 4:00 p.m. – 6:00 p.m. daily (with the exception of field trip days in which all staff and students may be off site before/after these hours.) **What if I need to reach someone outside of these hours?** See contact information on the front of this packet or call the site cell phone number.

Upon arrival each day, the adult accompanying the student will walk the student to the building, sign in the student, say goodbyes, and SAC crew will accompany the student to put away belongings and go to the morning's welcome activities.

Upon dismissal each day, **all parents and authorized pick-up persons are required to show a valid photo ID** prior to signing the student out of camp. This is for your child's safety.

**Drop off is encouraged by 8:45 a.m. and pick-up after 4:00 p.m. to allow students to fully participate in all camp activities and complete projects.** However, students may be signed out by an authorized pick-up person at any time during the day, including for alternate activities and to return to the site following. It is the responsibility of the authorized person to accompany the child into the building to sign him/her back into the program. In the event all staff and students are off-site for a field trip, arrangements may be made in advance with the site leader to pick-up/drop off the child at the off-site field trip location. Program sign in/out procedures will be followed, regardless of the drop off/pick up location.

To add/change an authorized pick-up person, complete the current year's Summer Adventures Camp **Add an Authorized Person or Emergency Contact form** on the program website.

## *Tutoring*

Per Board policy 403.95, district facilities may not be used for tutoring services. If you arrange tutoring for your child during camp hours, the tutor will need to be added to your child's authorized pick-up list, sign your child out of camp, and leave district facilities.

## *Clothing*

All students are **required to wear a Before & After School Program t-shirt on EVERY field trip, including off-site Friday Field Days.** This is for the safety of your child. Any B/ASP t-shirt may be worn; it does not need to be the current year's shirt.

If you ordered a shirt with your child's SAC registration, it will be provided to you at the camp site. Students will typically need to wear their B/ASP shirt two times per week. If you need to purchase an additional t-shirt, you may do so from the central B/ASP office or at the camp site (billed to the card on file with the student's account) for \$15.00. Sizes and quantities are limited. Students are not required to wear B/ASP t-shirts on non-field trip days.

**Tennis shoes are to be worn daily.** Flip flops or other sandals should not be worn. This is for the safety of your child as students will be participating in a variety of recreational games and activities. Failure to wear appropriate footwear will not prevent students from participating in activities (exception: water days), but the activity may not be as enjoyable for the student.

**Water days require water shoes** (not flip flops) **for student safety.** Students may wear old tennis shoes in place of water shoes. Students will also need to bring a swim suit and beach towel. **See your child's camp site calendar for noted water days.** Students will participate in water games and activities, sprinklers, and slip and slides. Please make sure your child is ready to participate.

**Provide an extra set of clothes for your child to keep at camp** in case of an accident as the B/ASP has a very limited supply of extra clothes available. In the event a child has an accident and extra clothes are not available, the parent will be called for pick up or to deliver a clean set of clothes within 30 minutes. For safety and sanitary reasons, no child will be able to remain in the program in soiled clothes.

### Sunscreen

The B/ASP will provide Rocky Mountain Sunscreen SPF 30 that will be applied twice daily as weather demands. Authorization to apply sunscreen is included in the SAC registration; there is nothing further needed. Due to the number of students attending camp, individual sunscreen will **not** be applied unless medically necessary.

### Snacks & Lunch

A morning and afternoon snack is provided each day by the B/ASP. Snack calendars are available on the B/ASP website.

**A sack lunch is required every day of camp. Field trips days – lunch should be packed in a PAPER SACK – NOT A LUNCH BOX.** Lunches are placed in a cooler to keep cold on field trips and lunch boxes are too bulky.

Non-field trips days – feel free to use a lunch box as lunches are not maintained in a refrigerated space. **All days – clearly mark the outside of the lunch container with the student's name.**

Milk is available to students at lunch on non-field trip days at a cost of \$0.50 per carton. No money is accepted at the camp site. If a student selects milk, the cost will be billed to the student's Nutrition Services account at the end of summer camp. **Milk will not be available for purchase on field trip days.**

Ankeny CSD is a *peanut-controlled* organization. This means that peanut products may be provided in lunches from home; however, we appreciate your consideration in sending non-peanut products to ensure the safety of all students.

If your child forgets lunch, the B/ASP will purchase a lunch for an additional cost of \$15.00 that will be charged to the card on file with the student's account.

### Student Belongings

Students will be assigned a space to store belongings at camp. Similar to the regular school day, lockers/hooks will be available for student use from day-to-day and from week-to-week so students may leave items in the lockers. For example, we'll be spending a lot of time outside, **consider leaving a sweatshirt or light jacket and an extra set of clothes in case of an accident.** You may also consider leaving your child's B/ASP t-shirt so it's already on site for field trip days.

**Bring a water bottle, clearly labeled with your child's name each day.**

We appreciate you letting your child know in advance what can stay and what needs to come home each day as this will expedite the pick-up process.

**What to KEEP AT HOME:** toys, stuffed animals, blankets, pillows, personal electronics, trading cards, journals, art sets, etc. We'll be too busy with other activities and don't want anything to happen to your items. If these items are brought to camp, they will be put away. The B/ASP is not responsible for any lost, broken, or stolen items.

Students are **welcome to bring a book from home** for Summer Reading Lab, if they choose.

**\*\* Please remember to label all of your child's belongings. \*\***

### Camp Activities

Students will participate in a variety of **fun, hands-on enrichment labs**, engaging in science, arts, technology, recreation, character education, and team building. Weekly enrichment labs will be tied to the theme.

**All students** are expected to actively engage and participate in all planned camp activities, as well as rotate with their assigned group throughout the day.

Keeping brushed up on reading skills over the summer is important. Each day (excluding field trips) will also include **Relaxation Station** during which students will have the opportunity to participate in **Summer Reading Lab** by selecting from a variety of books to read silently, with a buddy, or enjoy a read aloud with camp crew. Students may also choose **Math Lab** activities that include card games.

Technology (especially that which is not aligned with enrichment activities) is limited during summer camp.

Students will also have the opportunity to simply rest and relax during this time, along with a variety of other planned activities.

### *Field Trips*

Review the **site calendar for weekly field trips, departure and return times, as well as additional fees**. Additional field trip fees are collected in advance with the week's tuition, unless otherwise noted.

Depending on the number of students enrolled at camp, multiple field trip groups may be created to accommodate bus and field trip capacity. Each group will attend the field trip, but may do so on different days during the week. Field trip groups will be provided to parents in advance. In such cases, staff and students who are not attending the day's field trip will continue to engage in fun, hands-on activities on site.

While the program is not always able to accommodate changing a student's field trip group due to a non-program conflict, if your child has a conflict with a trip date and will not be on site to attend the trip with his/her regular group, please notify the site leader with as much advanced notice as possible. Same day requests are very difficult to accommodate and most likely will not be granted.

Please note that many of our field trips are scheduled with fantastic community partners. While everyone does their best to "stick to the schedule", there are instances in which last minute changes may be required. In such instances, we will let you know with as much notice as possible.

Additionally, we are always on the look-out, and being approached by new partners, to provide even more opportunities to your child. If additions are made to the schedule, we'll let you know.

**Field trip descriptions** are available on the program website.

SAC students from both camp sites will participate in some **Friday Field Days**, during which the sites will buddy at an Ankeny Community School District playground or park to play together. The departure and return times for these activities will be on the field trip calendar.

All students are expected to follow District and program field trip and SAC behavior expectations, as well as transportation expectations on all field trips. Failure to do so may result in forfeiture of field trip privileges.

### *Health/Behavior Needs & Medication – Emergency and/or Prescription*

Safety of all students and employees is our top priority. Failure to disclose full and accurate student health and/or behavioral information when completing the SAC registration form will result in, at minimum, a delayed start date, and may include termination of enrollment.

A limited number of SAC employees are trained to administer prescription medication. If your child is in need of **prescription medication** during program hours, medication must be provided to camp staff along with the Elementary Request for Medications at School Form, available on the B/ASP website. All required form guidelines must be followed.

Due to administration date record requirements, **forms provided for previous school-year camps cannot be used**. Blank forms will be available on-site.

Prescription medications will be administered as required on the prescription label or an accompanying signed physician's note specifically stating the need for the child to have medication administered at a time different from the prescription label. All district and licensing medication administration policies and procedures will be followed.

**Emergency medications\*\* must also be provided with** the student's emergency action plan, also available on the B/ASP website.

- Food Allergy & Anaphylaxis Emergency Care Plan (FARE)
- Asthma Action Plan

*\*\* If the student requires emergency medication beyond an epi-pen or inhaler, it is the parent's responsibility to communicate with the program manager in advance of camp to ensure the student's needs and safety can be adequately managed during SAC. Furthermore, the parent is also responsible for arranging and/or providing any employee training required for medication administration.*

The program does not regularly administer over-the-counter medication. Exceptions include over-the-counter medication that is part of a student's written emergency action plan. If you feel your child needs over-the-counter medication administered for other reasons, please speak directly with the site leader or program manager.

### *Visiting/Volunteering*

Parents are welcome to visit the SAC site during program hours by following the district's visitor/volunteer guidelines which include completion of the Volunteer Application and consenting to a background check. This includes, but is not limited to, attending field trips and/or meeting the group at the field trip site, participating with the camp group, and visiting the program. Application processing can take up to two weeks. Visit duration will follow district guidelines.

**Note** – parents who completed a Volunteer Application for the current school year at their child's home school will need to complete a separate application for the Before & After School Program as the district requires each building/department to have its own application on file.

Due to field trip location space, there are times when it is necessary for the Before & After School Program to limit the number of parent field trip volunteers. If you wish to attend any of the field trips, please notify your child's camp site leader in advance. All parent volunteers will provide their own transportation. No out-of-program siblings will be allowed to attend.

For more information regarding volunteer policies, visit [www.ankenyschools.org](http://www.ankenyschools.org).

### *Full Program Procedures & Guidelines*

For a complete review of B/ASP procedures, view the current year's B/ASP Student-Parent Handbook on the program website ([www.ankenyschools.org/before-after-school/](http://www.ankenyschools.org/before-after-school/)).

### *Contact*

Site Leaders are engaged in activities with students throughout each day and typically check e-mail upon opening and before closing. **If you have a more immediate need, please contact central B/ASP office staff or call the site cell phone.**

**A "notes" binder is available on site near the student sign in/out log.** Parents may leave information for staff (i.e., student absences, late drop off, early pick-up, etc.) in this binder.

**All registration and payment questions should be directed to central B/ASP office staff.**

Ankeny Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries or grievances may be directed to Kenneth Morris, Equity Director, 306 SW School Street, P.O. Box 189, Ankeny, IA 50021-0189, (515) 965-9600, [kenneth.morris@ankenyschools.org](mailto:kenneth.morris@ankenyschools.org); or the Iowa Civil Rights Commission, Grimes State Office Building, Des Moines, IA 50319-0201, (515) 281-4121; or the U.S. Department of Education, Office for Civil Rights, 500 West Madison Street, Suite 1475, Chicago, IL 60661.