

THANK YOU FOR REGISTERING YOUR CHILD FOR 2024 FSUS SUMMER EXTENDED DAY!

# Information Guide

**Camp Location:** 3000 School House Road, Tallahassee FL 32311  
When facing the school you will go in the gate on the right.

**Camp Hours:** Monday- Thursday: 12:00pm-6:00pm; Friday: 7:30am – 6:00pm

On Fridays, please do not arrive prior to 7:30am, there will not be supervision available. Scheduled activities typically begin at 9:30am. From 7:30am until 9:30am, campers will choose between activity centers. Camp will end promptly at 6:00 pm. See [late pick-up fees](#) for more information. If an emergency should arise, and you cannot pick your child up by 6:00 p.m., please call the E.D.E.P. office (850-245-3843), and leave a message if there is no answer. You can e-mail us at [EDEP@fsus.school](mailto:EDEP@fsus.school)

## **Communication:**

Prior to the start of camp, you will receive important information regarding schedules via email. Please read all information carefully and save it for future reference. It is important to read this information so you can prepare accordingly.

## **Parent Portal:**

FSUS Summer Camp registration is completed through EZChildTrack. Within this program, the parent portal allows you to see attendance, enrollments, billing, and accident/disciplinary reports. Please note, payments cannot be made through EZChildTrack, however you will see a link for payment.

## **Social Media:**

We strongly encourage you to follow us on Facebook and/or Instagram for the most up to date information and to see pictures of what is going on at camp (@fsusextendedday).

## **Activities:**

Throughout the week, campers will participate in a variety of both indoor and outdoor activities as well as on-site events. Activities will include but are not limited to arts & crafts, various sports, computer time, field day activities, and more. Summer EDEP students will not attend field trips, as they are not conducted during the times they are with us.

## **Drop Off:**

Monday-Thursday (or Friday, depending on the morning camp) your child will be brought to us from their previous activity. On Fridays, your child should be dropped off in the loop on the right when looking at the school. There will be someone out there to greet your child and get them signed in until 9:30am. Should you drop off your child after 9:30, please escort them into the front office. A staff member will then call us to come meet your child

## **Pick Up:**

Pick up will be done in the loop on the right when looking at the school. A staff member will be in the loop from 4:00pm to 6:00pm daily. If you would like to pick up your child prior to 4:00pm, please come into the front office. Sign out will be done utilizing numbered tags that hang from your rear view mirror. If your child attends FSUS, you will use the same tag from the school year. If your child does not attend FSUS, you will be given a tag at our Open House (June 1<sup>st</sup>) or the first day your child attends camp. Two car tags will be provided per family, more available upon request. If a car tag is present, ID will not be required. If a car tag is not available, an ID will be required and the pick-up person must be on the authorized pick up list.

## **Text Ahead Pick Up:**

To make the pick-up process quicker, we strongly encourage you to text ahead to let us know you are on your way. We will do our best to have your child ready to go. To utilize this service, simply text your child's name and tag number to 850-273-8861 when you are 5 to 10 minutes away. Please be

safe, do not text and drive. If picking up prior to 4:00, you will still need to come into the front office and provide either your car tag or photo ID to pick up your child.

### **Late Pick Up:**

We close promptly at 6:00pm. For all children not picked up before 6:01pm, \$5.00 will be assessed per child for every 5 minutes after 6:00pm. If you know you will be late, please attempt to make alternate pick-up arrangements. Please notify us should you foresee a late arrival, as it is often stressful for the child when a parent is late.

### **Storage:**

Please have your child bring a backpack with their name on it each day. The children are responsible for their own belongings, having a dedicated storage space, reduces lost items.

### **Lunch and Snacks:**

Lunch and snacks are not provided. Lunch will be eaten daily sometime between 12:00pm and 1:00pm, depending on that day's activities. Your child must bring a labeled lunch and drink each day. You will also need to send in a snack to be eaten at 4:30pm. Your child's morning activity may require a snack as well. On Fridays we will have a morning snack (please pack one for them) at 9:30am and the afternoon snack will be eaten at 4:00pm. Please let us know if your child has any food allergies. We do not have the resources to heat food.

### **Water Wednesday:**

Each Wednesday we will have a water day. Please send your child in their swim suits with clothes over it. They should bring a change of dry clothes, water shoes, a towel, and sunscreen. Please make sure all items are labeled with your child's name.

### **Pizza Friday:**

Each Friday, you have the option to send money with your child(ren) to purchase pizza for lunch. Pizza is \$2 per slice. Money must be turned in and the order placed immediately upon arrival to camp.

### **Lost & Found:**

It is highly recommended that you label all items (clothing, towels, lunch box, water bottles, etc.) with your child's name. While we make every effort to keep all campers belongings with them or in their backpack, we will not be held responsible for lost or stolen items. At the end of the summer, we will take any remaining items to Goodwill. Lost items are much easier to recover the day they are lost.

### **Dress:**

Please make sure your child is dressed appropriately for camp. Camp can be messy so we encourage clothing that you do not mind getting dirty or stained.

Here are some reminders of clothes for camp:

- T-shirts
- Shorts (No skirts)
- Socks
- LABEL EVERYTHING!
- Appropriate Clothing for Camp ONLY (No halter or tube tops, No short shorts, etc!)
- Sneakers are preferred

### **Registration:**

The registration fee is \$25 per week. The registration fee is non-refundable and non-transferrable. A camper is not registered until the fee has been received. The registration fee can be paid in-person for all campers or online. To pay online see directions in the online payment section.

### **Online Payment:**

Online payment is strongly encouraged if possible for both the registration fee and weekly fee. In order to pay online you will go to [commerce.cashnet.com/FSUS](https://commerce.cashnet.com/FSUS), a link can also be found on our website. You will be required to enter in the amount you would like to pay and your child's name. If you are unsure of your balance you can view it by logging into the [www.ezchildtrack.com/fsusedep/parent](https://www.ezchildtrack.com/fsusedep/parent) parent portal. Please note, online payments are subject to a service fee.

**Cost:**

The weekly cost of camp is \$85 per week per child whether your child(ren) comes for one day or five days. The \$85 is due by the end of the day the Monday of each week. We strongly prefer payments to be made online to reduce traffic at pick up/drop off. If necessary, the weekly fee can be paid in person with check or money order. *Please note, the registration fee is in **addition** to the weekly fee. It is not deducted from the weekly fee.*

- Please make your check or money order out to FSUS Summer Camp.
- **We ask that you do not send your child with any cash to make a payment.**
- **Camp fees are due no later than closing on the Monday of the week your child is participating. If payment is not received by close on Monday, your child will not be permitted to return to camp.**

**Refunds:** No refunds are permitted.

**Early Learning Coalition:**

We gladly accept funds from the ELC. If you qualify for ELC, please email Tammy Gholar at [t.gholar@fsu.edu](mailto:t.gholar@fsu.edu) to determine your fees and the appropriate steps. You will be responsible for paying the difference not covered by ELC.

**Camper Conduct:** We reserve the right to ask a camper to leave camp if they are a disturbance to others.

**Parent/Guardian Conduct:**

To ensure the safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in our programs. We expect all to behave in a mature and responsible way and to respect the rights and dignity of others. Please refrain from using language or actions that can hurt or frighten another person or that falls below a generally accepted standard of conduct.

**Movie Information:**

- EDEP watches movies that are G or PG rated during Friday Movie Time.

**Illness or Injury:**

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness. If you are keeping your child home due to illness, please contact the camp by 9:30am and let the staff know of your child's absence. When your child has a fever (temperature of 100 or higher) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms return to normal. If your child becomes ill while at camp, you will be asked to pick up your child as soon as possible.

**Accidents:**

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, first aid will be administered at the camp location by the camp staff and an Accident Report will be written up. Accident reports can be located in the [www.EZChildTrack.com](http://www.EZChildTrack.com) parent portal.

**Allergies:**

We try our best to accommodate campers with allergies without inconveniencing other campers. If you're aware that your child is severely allergic to something, it is your responsibility to notify us in advance so we may take proper precautions.

**Emergency Contact Information:**

Emergency information is very important for us to provide the safest possible environment for your

children. Please update your parent portal immediately when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

### **Emergencies:**

In the event of a medical emergency, immediate action will be taken by the staff as described below:

- Immediate first aid will be administered by the camp staff person until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on an Accident Report Form.

### **Medication:**

Our medication policy is established to accommodate the administration of medication(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and "over-the-counter" medications will not be dispensed without written consent from the child's parent.

- Complete the medication authorization form. (Available upon request)
- Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child's name, the name of medication, the dosage amount, and the time or times to be given.
- Hand all medication (including inhalers, etc.) to the staff member at the check in desk.
- Campers are not allowed to keep medications on their person, in their backpacks or lunch bags.
- All medications will be locked up and given to your child at the prescribed time.

### **What NOT to bring to Camp:**

Please do not allow your child(ren) to bring personal belongings to camp. We cannot be responsible for the loss or damage of toys, games, clothes or other personal belongings.

Please do not bring the following to camp:

- Any electronic games / devices
- Money
- Trading Cards
- Guns, knives or weapons of any sort - fake or real
- Valuable items
- Cell Phones

### **What TO bring to Camp:**

Please ensure your child brings the appropriate items to camp for each day. Below is a list of things that we recommend:

- Labeled backpack (to hold all of your child's belongings while on site)
- Lunch (unless otherwise noted on weekly schedule)
- Snacks- 1 Monday-Thursday, 2 on Fridays
- Refillable Water Bottle
- **SUNSCREEN- We will not be providing sunscreen and cannot be held responsible for your child getting sunburnt if you do not pack sunscreen for them. We will ensure it is put on the child as long as they have it with them. Campers will not be permitted to share sunscreen.**
- Change of Clothes (just in case)

Questions? –850-245-3843 or [EDEP@fsus.school](mailto:EDEP@fsus.school)