



Department of Extended Learning Parent/Guardian Handbook

EXTENDED LEARNING PHILOSOPHY

The purpose of the Department of Extended Learning is to facilitate opportunities for quality afterschool programs which meet the fundamental needs common to all students during after school hours. It is important that students have access to the best possible opportunities to develop into healthy, well-adjusted and responsible adults.

REGISTRATION

Campers must be elementary school age, (including incoming kindergartners and outgoing fifth graders) in order to attend summer camp. All parents must submit a summer camp contract request in Eleyo. Once you create the contract request, you will receive an email that your contract request is waiting for staff approval and will be reviewed in order that they were received. In addition to an approved contract in Eleyo, a registration fee is due either through online payment in Eleyo or in person in order to hold a camper's place in the program. The registration fee is non-refundable after May 19, 2025. Campers CANNOT register in the summer camp program if they have any outstanding balances with the District.

For out-of-District and out-of-state enrollments, the following documents are required for registration: an original birth certificate, proof of immunization and proof of a health examination.

Applicants will be registered on a first-come, first-serve basis.

SUMMER CAMP HOURS

For specific dates and daily hours of operation, contact the summer camp site director. This information will also be visible when completing the summer camp contract request in Eleyo.

PAYMENT POLICIES AND LATE PICKUP FEES

Parents/guardians are responsible for payment for all weeks their child is registered for, regardless of attendance. To assist with budget planning, families may choose to pay in one full payment for the summer, or pay for each month separately:

- June Fees: Due by May 16, 2025
- July Fees: Due by June 13, 2025

Failure to make payment for the weeks a child is registered, regardless of attendance, will result in fees being placed on the student's obligation screen in the Student Information System (SIS). No adjustments will be made for absences.

Most sites accept payments online only. For sites that accept in-person payments, these must be made by May 30, 2025. Online payments will be accepted through June 13, 2025. If payment is made by cash or money order, a receipt must be issued immediately.

RATES/LATE FEES

For every minute that a parent/guardian is late in picking up his/her child/children, a late pick-up fee of \$1.00 is charged. Multiple late pick-ups can lead to a camper being removed from the summer camp program. Listed below is a sample time scale of the late pick-up fee charges of \$1.00 per minute: 6:00pm-6:15 pm, camper being picked up at 6:15 will incur a \$15.00 late charge.

ARRIVAL/DISMISSAL PROCEDURES

Parents/guardians/authorized persons must bring the camper(s) to the designated area on campus and utilize the Eleyo attendance app to sign the camper(s) in and out using their complete legal name. All campers must arrive by the time designated by the summer camp site director. Please notify the summer camp program of any absences.

Only authorized persons as designated in Eleyo can pick up the child. For safety reasons calls from parents/guardians are not adequate for dismissal. Authorized persons must be 18 years of age or older and have a photo I.D. card to show daily to afterschool camp personnel upon release of camper. The *Under Age Pick Up Permission Slip* (PBSD 2502) must be completed if a parent/guardian requests a minor under the age of eighteen pick up their child. These minors must show valid photo identification to pick up a camper.

Unless there is a specific State of Florida (any other state is not valid) custody order on file with the summer camp program, a camper may be released to the non-custodial parent if they are on the camper's registration form. Parents/guardians are responsible for keeping information regarding authorized persons and custody orders current. Custody issues must be resolved outside of the school center.

Inappropriate behavior from persons picking up a student, including threatening, hostile language will result in parents/guardians having to make other arrangements for student pick-up, or termination of afterschool services for their child.

For safety reasons, campers may not be accepted from or released to anyone at a field trip location without prior authorization from the Principal. If a parent/guardian requests to take the student to the location of the field trip or to return the student from a field trip, it is within the principal's discretion, based on safety and disruption factors and the location(s) of the trip, whether to grant permission to the parent/guardian's request. Once permission is granted, it is contingent on the parent/guardian signing and agreeing to the terms within the consent and release form to the School District as provided in Student Field Trip Consent and Release For Other Than School Provided Transportation (PBSD 2360). This form must be signed by the same person who signed the original Field Trip Permission/Release (PBSD 0755).

MEALS AND SNACKS

Campers will be provided two healthy snacks per day. Please see the Parent Information board for a full snack menu to address any food allergies with the afterschool camp director. No refunds will be given for meals or snacks.

CLOTHING REQUIREMENTS

Campers must wear camp shirts during all field trips. This includes wearing shirts over one-piece bathing suits in the water during all water activities. Closed-toed shoes are required for the safety of campers.

SUMMER CAMP BEHAVIOR GUIDELINES

Campers will take part in the formulation of group rules. Campers will be encouraged to make responsible choices and be rewarded for appropriate behavior. Likewise, campers will receive logical consequences when the outcome of their decision is inappropriate. The hope is to produce children who take responsibility for their actions and who have the power to choose the best behavior.

Offenses that are more serious will result in an Afterschool Behavior Report. Three Afterschool Behavior Reports received during summer camp will result in dismissal from the program. If your child is involved in any physical confrontation, and is deemed dangerous to themselves or others, immediate termination from the program will be imposed.

HEALTH PROCEDURES

Parents or guardians shall be notified immediately of any illness or injury to the camper, especially head injuries. If the parents or persons designated in case of an emergency, serious illness, or injury cannot be reached, afterschool camp staff will contact those sources designated on the camper's registration form. Immediate pick-up will be necessary. If these designated individuals cannot be reached or do not arrive at school by the time a camper must be transported by ambulance to a hospital, an afterschool camp staff member must accompany the camper to the hospital.

Summer camp personnel cannot administer any type of medication unless a medical authorization form signed by a parent and the physician is on file in the summer camp office. Campers are not allowed to possess any medication at any time, with the exception of prescribed asthma inhalers, Epi-Pen with physician authorization or headache medication to relieve headaches while on school property or at a school-sponsored

event or activity without a physician's note or prescription. The medication must be regulated by the United States Food and Drug Administration (FDA) for over-the-counter use to treat headaches.

Any child, childcare personnel or other person in the afterschool camp program suspected of having influenza or any communicable disease shall be removed from the program or placed in an isolation area until removed. Such person may not return without medical authorization, or until the signs and symptoms of the disease are no longer present.

Contact telephone numbers for all authorized pickup persons must be current and on file. One authorized person must be available to pick up the camper each day the camper attends camp.

REQUIRED ITEMS

The following items may be needed for each camper on a daily basis: camp T-shirt, backpack, cooler, extra clothes, hat, sneakers, sunscreen, swimsuit (one-piece only), towel and water shoes. Please note the summer camp staff cannot be responsible for personal belongings such as money, electronics, cell phones, etc.

FIELD TRIPS AND ACTIVITIES

As applicable, refer to the summer camp schedule for all field trip and activity information. Please remember that all information on the summer camp schedule is subject to change. Parents/guardians will be notified daily of approximate return times from field trips, if applicable. The afterschool camp director or designee will carry a cell phone on all field trips. Cell phone information will be provided by the summer camp site director.

WITHDRAWAL/REFUND POLICY

REGISTRATION FEES: To receive a refund of the summer camp registration fee and withdraw your child from all summer camp sessions, you must notify the summer camp site director in writing or by submitting a schedule change/withdrawal request in Eleyo no later than May 19, 2025.

CAMP FEES: To ensure sites can plan appropriately for activities and staffing, parents/guardians must notify the site director in writing or by submitting a schedule change/withdrawal request in Eleyo no later than May 30, 2025, if they wish to add or drop any weeks of camp. Parents/guardians are responsible for payment for all weeks their child is registered for, regardless of attendance. Refunds will be issued only if the withdrawal request is made in writing no later than May 30, 2025. After May 30, no refunds will be provided.

Summer camp fees CANNOT be transferred to another summer camp.

Refunds/credits are not issued for vacations, illness, withdrawals, missed field trips (including those due to refusal to sign PBS 0755 Field Trip Permission/Release or PBS 2448 Release/Waiver of Liability and Hold Harmless Agreement for a Minor), or disruptive behavior releases.

RATED MATERIALS

In order for campers to view G and PG rated materials during summer camp, PBS 1994 (Permission to View Rated Materials) must be completed by a parent/guardian and submitted to the summer camp site director.

For any questions, please contact the summer camp site director.