

Elementary Summer Camp Policies and Procedures

Communicating Absences, Late Arrival and Early Pick-Up

Parents must notify the Elementary School Office via email (k5.office@tka.org) or by calling (408-721-6568) for all absences and early pick-up, as well as for late arrivals on field trip days. When contacting the office, please provide the following information.

- Your full name
- Your contact number
- Students last and first name
- Students entering fall grade level
- Date of absence, time of late arrival or early pick-up
- Brief reason (medical, dental, family emergency, etc.)

Parents arriving to pick up their student(s) early without prior notification will experience a delay while the office staff locates the student.

Student Medical Needs

Although we make every effort to ensure the safety and wellness of our students, TKA is limited in the medical assistance we can provide. As is normally the case, TKA will call 911 in the case of a medical emergency. In non-emergency situations, TKA will contact the parents, or the person(s) indicated as the primary contact(s). This is why it is critical for us to have accurate contact information for all students who are part of the summer program, and that those contacts are reachable during camp hours.

STUDENT CODE OF CONDUCT

Student Attitude and Behavior

At The King's Academy Elementary Summer Camp, we believe biblical principles guide how students think, act, and treat others in our school community. These expectations help students develop Christ-like character while creating a safe and respectful learning environment for everyone. All Students must demonstrate respectful behavior, follow biblical principles, and contribute positively to our summer camp school community.

- Show Respect in Communication
- Treat Others with Kindness
- Care for Property and Environment
- Follow School Guidelines
- Take Personal Responsibility

We want every student to feel comfortable talking with their teachers and know that teachers care about their feelings, and well-being.

If you have any questions or concerns about these policies, please feel free to contact Dona Murphy at dona.murphy@tka.org or at 408-495-4260