



**ALPINE EDUCATION FOUNDATION'S (AEF)
READY BREAK CAMP SUMMER PROGRAM**

PARENT/STUDENT HANDBOOK



LOCATIONS & CONTACT INFO:

Summer Camp Office Joan MacQueen Middle School - 619 - 445 - 3245

District Office (619) 445 - 3237

MISSION STATEMENT

Our mission is to provide programs that support educational opportunities for students of the Greater Alpine Area to better prepare today's youth for the future, through programs supporting the use of technology in the classroom, innovative practices, enhancing staff, professional development, and supplementing teacher support to allow for small group and individualized approaches to student learning.

PROGRAM DESCRIPTION

Our RBC program provides opportunities that cover a range of subjects and interests designed to provide opportunities for additional learning and enrichment. Subjects that may be covered are STEAM education, literacy, sports, and other areas developed by the instructional staff.

ADMISSION

The Ready Break Camps Program is open and available to all students, grades K-8. Admission into the program is not guaranteed until confirmation from the Director.

REGISTRATION

For your child to attend you will need to register through the Alpine Education Foundation Website. Each session will have a \$95. fee to be paid per camp to reserve your child's spot in the session. You may register a child up to two (2) sessions each week. Payments are made in advance for the Summer Sessions. We will not be able to provide refunds.

PROGRAM HOURS

AM Session 9:00am-12:00pm

Lunch 12:00pm-12:30pm

PM Session 12:30pm-3:30pm

CHANGING CAMPS/DROPPING CAMPS

We cannot guarantee your child's enrollment in a specific camp of your choice. You will receive a confirmation once your child has been accepted into a camp. After you have been accepted and paid registration, we cannot provide refunds. We will adjust your child's schedule based on availability, and if a spot opens up your child may be transferred to another camp.

ARRIVAL AND DEPARTURE PROCEDURES

All camp drop-offs and pick-ups will be done via the "pick up line" or by walking students in. Parents will receive specific instructions for their child related to when/where this will take place for their specific camp. (Always be prepared to show a government issued photo identification.)

Any student that is not accounted for when scheduled to attend is considered absent. It is imperative that you call or email the Director if your student will not be attending. If we are unable to account for your student and have not received a notice from you after 2 days, that will be determined as a NO SHOW and your child will be dropped from the camp.

All students must be picked up by an authorized adult/guardian over the age of 18, listed on the authorized pick up list. Please let any of the staff on site know who you are and that you are picking up the child. If the staff member requests, you will need to present an ID. Anyone who is not listed on the authorized pick up list will not be able to take the child until the parent is reached.

Be prepared to show ID at all times. Staff will check identification of anyone unfamiliar to them. Anyone without proper identification will not be allowed to pick up your student out or take them from our facility. If someone who is not listed on the authorized pick up list will be picking up your student, you may email the Director. The person picking up MUST have identification to show staff. Phone calls requesting the release of your student to someone NOT on their list will not be granted.

UNAUTHORIZED PERSON(S)

Unauthorized person(s) are not permitted to visit the camp site during camp hours and will be asked to leave.

ATTENDANCE AND ABSENCES

We are understanding and flexible around students' absences during the summer months. With that said, it is important that families report absences as early as possible. Students absent for more than 2 days of camp will be dropped from the remaining camp days.

There are no refunds or credits for absences or partial attendance.

Lack of attendance may result in forfeiture of your spot and given to the next wait-listed participant.

LATE PICK-UP

Parents arriving to pick up their child(ren) after 3:30pm will be charged a fee of \$10.00 per 15 minutes per child. A student left after 3:30pm without parent contact for 30 minutes will be considered abandoned, and the authorities will be called. You are required to have at least one other adult listed in your account over the age of 18, who is available to pick up your child within 30 minutes. The child may not return to camp until the fee is paid.

Continued late pick-ups may result in forfeiture of your spot and given to the next child on the waiting list.

ILLNESS

If your child is ILL ,do not send them.

If your child is sent home with a fever, diarrhea, or any other contagious illness, they may not return until they are free of such illness or no longer contagious. A written release from a health professional may be required before your child can attend the program if symptoms/signs of an illness are still present.

Please notify the Director if your child is ill and will not attend the program.

If your child becomes ill while attending the program, a parent will be contacted and asked to pick up their child immediately. You will be asked to pick up your child if any of the following are true (but not limited to):

1. Fever of 100.0 or above; student must have normal temperature (free of fever) for 24 hrs before returning to the program
2. Diarrhea and/or vomiting
3. Chicken pox, scabies or other contagious skin diseases; must begin appropriate treatment before returning to camp
4. Head lice must begin appropriate treatment before returning to camp

From time to time when a child becomes ill and the parent/guardian is unable to arrive promptly to the site, the student will be kept in an isolated and supervised area until the student's parent/guardian arrives. Children will only be released to an adult listed on the authorized pick up list or specified in writing by the parent.

Sometimes as a result of illness or age, bathroom accidents happen. If you would like the staff to keep a set of extra clothes, including underwear and socks, that can be arranged. Place clothes in a bag labeled with their full name and we will store it discreetly. We also appreciate donations of gently used clothing for such accidents at camp.

The site staff will contact you if a serious illness or injury occurs. In the event of an emergency, we will make every attempt to contact you. If we feel it necessary, emergency medical services (9-1-1) will be called.

The Director will notify local health officials, staff and all families immediately of any positive case of infectious diseases, while maintaining confidentiality as required by state and federal laws.

MEDICATION

No medication will be given at RBC camp. This includes over the counter medication, such as: Tylenol, cough drops, etc.

FIRST AID POLICY

Each child can be treated with basic first aid. The site staff will contact you if a serious injury occurs. In the event of an emergency, we will make every attempt to contact you. If we feel it necessary, emergency medical services (9-1-1) will be called. Please be sure to list any allergies to medications, foods, insects, latex, etc. when you register. Remember, it is your responsibility to keep your child's information updated at all times.

BATHROOM PROTOCOLS

The following protocols for managing bathroom activities are important policies to protect both our campers and our staff. Each classroom will have one "boy pass" and one "girl pass" to use the restroom. In the event that a child needs support in the restroom, the staff member will call the school site director for help or the parents of the child. Bathrooms will be supervised by an assigned staff for the entire camp day schedule.

EMERGENCY PROCEDURES

In the event of an emergency evacuation, Alpine and Grossmont Union School District school buses will be utilized. If such an evacuation would be required, the Sheriff's Department and the district administrative staff would safely transport your student(s) to a district-directed

evacuation site. Parents and guardians will be updated through the district emergency notification messaging system as to the nature of the evacuation, the destination of the students and school staff, as well as other critical information. **Please do not come to the school site until directed. Please bring your photo ID for pickup.** During an emergency, the notification system will contact the phone numbers and emails that are listed on a student's enrollment card. **It is imperative you keep all information on your child's Emergency information up to date.**

CLEANING, DISINFECTION, AND VENTILATION POLICY

Drinking fountain use is suspended, but there are refillable water stations placed around campus. Please send your child(ren) to school daily with a refillable water bottle.

Staff will clean and disinfect frequently touched surfaces daily as practicable. Frequently touched surfaces include, but are not limited to, door handles, light switches, sink handles, bathroom surfaces, tables, desks and chairs.

HYGIENE

We will implement and enforce proper handwashing guidelines for all students and staff. We will practice proper hand washing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.

We will ask that students avoid contact with one's eyes, nose and mouth. Use tissues to wipe noses and to cough and sneeze inside their elbows. Then, follow up with proper hand washing or sanitizing, if hand washing is unavailable.

PHOTO POLICY

On occasion in the Ready Break Camp Program, for purposes of sharing/highlighting a special activity or project, photos may be taken. Photos will only be shared through the Procure application. If you choose to not allow your child to be photographed, please indicate on the registration application on the website.

FOOD SERVICE & SNACKS

There will be no food services provided during RBC. Parents are encouraged to send a snack with students for their 15 minute recess and a sack lunch for students in a full day program.

SCHOOL PROPERTY

Parents are financially responsible for any damage caused in a malicious manner by their child to school property.

PERSONAL PROPERTY

We understand that your child(ren) may be required to bring some personal property or school property to school daily. Students assume responsibility for their personal property (clothing, equipment, books, etc.) they bring to camp. The Ready Break Camp Program is not responsible for lost, stolen, or damaged property.

CELL PHONES

Cell phone usage is NOT permitted during the school year and the same rules apply to your child while attending camp. If you need to reach your child, you may contact the staff office for assistance. Cell phones must remain off and in backpacks while attending the RBC program. Students will not be permitted to make calls on their cell phone while attending RBC. If cell phones are found out of the backpacks, they will be taken from the student and kept by the staff office until the parent comes to sign the student out. The staff will then give the phone to the student's guardian. The camera feature on a cell phone is not to be used on campus at any time. If special circumstances (ex. medical conditions) necessitate the use of a cell phone while attending, parents must contact the Director for prior approval.

Children requesting to call their parents may do so only from the office phone. This phone call will be documented on why the child has requested to call the parent and the phone will be on speaker phone during the duration of the phone call. Office phones are for the staff to communicate with the Director and parents in case of an emergency. The office phone is not your child's personal phone. If a child requests to use the phone for a valid reason, such as illness or requesting an earlier pick up, a phone call will be permitted.

VISITORS PASS

All visitors on school campus must sign in at the school office and obtain a visitor sticker or badge. If you are visiting, you must sign the Visitor's Log before entering the classroom.

Volunteers are always welcome. If you are interested in volunteering on a regular basis, a district volunteer application must be completed and approved prior to starting your service.

DRESS CODE

Dress contributes to a child's total attitude. The appearance of the student is a direct reflection of their pride in themselves. Students are expected to dress in good taste. Students must be neat, clean and well groomed. Revealing clothing: cropped tops, short shorts, oversized tank tops, spaghetti straps/strapless dress, or swimsuits are prohibited. Underwear may not be visible. Clothing with graphics (drawings, pictures, sayings) referencing alcohol, drugs, or sex are not allowed. Students must wear shoes with heel straps. Roller shoes and flip flops are NOT permitted. Closed toed, comfortable shoes are highly recommended. Hats and caps worn correctly are allowed, but must be removed indoors. Clothing that suggests affiliation or

participation with gangs is not permitted. Clothing, hairstyle, or make-up that may be disruptive or distracting is to be avoided. Campers should bring to camp clothing that is appropriate for an outdoor, active camp program.

BEHAVIOR MANAGEMENT PROGRAM

Students are expected to follow the expectations and rules of the AEF staff. All rules and expectations are aimed at making sure students are kind, safe, respectful, and responsible. Positive reinforcement is given to students who are observed doing the right things.

Any verbal or other conduct, such as visual harassment or gesturing, which denigrates others because of their race or ethnicity, disability, gender, gender identity or expression, religion, nationality, cultural heritage, appearance or sexual orientation, is unacceptable behavior and will be considered a serious offense against the entire school community. Even when they appear to be in jest, such language or comments reflect and teach an easy tolerance for the language of hate. The consequences for violations or insensitivity of this type typically will include a discussion with the student, family notification, counseling, and potentially probation, suspension or dismissal from the program. Students who use obscene or vulgar language will be subject to the same consequences as those outlined above.

Behavior issues will be leveled from 1 to 3:

1. **Level 1** behaviors can be, but are not limited to, minor disruptions, low in severity and low frequency. A Level 1 behavior is a verbal warning and a redirection of the student and the staff explaining to the student the expected appropriate behavior. Repeated Level 1 behaviors can be categorized as a Level 2.
2. **Level 2** behavior problems can be, but are not limited to, moderate disruptions, misuse of equipment, uncooperative attitude, inappropriate language, physical or verbal disrespect, or not being safe. A Level 2 behavior problem could warrant a time out or removal from activity, and/or a warning notice written and given to the parents or guardians. Staff will explain the expected appropriate behavior to the student.
3. **Level 3** behavior problems are when students pose a danger to themselves or others; are illegal; a major disruption; or from repeated Level 2 behaviors. Level 3 behavior problems can be, but not limited to, use of profanity, threats, fighting, property damage, spitting or biting, or stealing. Repeated Level 2 behaviors can be categorized as a Level 3.

When a student has repeated Level 2 or Level 3 infractions of the camp rules, the student is subject to suspension from the program.

- Two Level 2 behaviors or one Level 3 will result in a conference with the student, parent/guardian(s), Director, and the instructor, if available. The purpose is to discuss ways to correct the behavior. Should a student have a **THIRD** Level 2 or a **SECOND** Level 3 infraction, that student will then be suspended from the RBC Program for a length of one to five days. Parents **WILL NOT** receive a refund during the suspension. If a student should receive an additional Level 2 or 3, they will be dismissed from the RBC Program.

Depending on the severity of the behavior, one or more levels may be skipped and the Director may suspend the child from the program after one incident.

A system for communication has been established so that staff may inform parents/guardians of any concerns regarding their child's behavior. If you have any questions in regards to your child's behavior, please reach out to the Director at the site.

Reasons for dismissal from the program may include, but are not limited to:

1. Abusive or disruptive behavior by a student or a parent that threatens the safety or security of the students, other parents and/or staff
2. Repeated Level 2 or Level 3 behavior infractions
3. Continued late pick-ups
4. 2 or more NO SHOW days

Fighting is strictly prohibited. Unwanted physical touching, contact, assault, deliberate impeding or blocking movement, and any intimidating interference with work, movement or presence within the school's jurisdiction are also prohibited. Students who observe or encounter offensive or threatening behavior should seek help from a responsible adult.

Weapons and toys that are dangerous or distracting are not permitted on campus, especially knives and/or toy guns that may look real. All such weapons or toys are banned from school areas under the District's jurisdiction.

COMMUNICATION

We encourage you to bring questions, comments, and/or concerns to our attention. Contact us at the RBC School Office. Communication is important in support of your children.

The safety and well-being of children, both physically and emotionally, is our top priority and we are looking forward to serving your student/s with an enriching summer camp experience.

Sincerely,

Kate Roloff, Program Director
Alpine Education Foundation