



The title "Summer Camp Handbook" is presented in a colorful, hand-drawn style. "Summer" is in a light blue, rounded font. "CAMP" is in a large, brown, blocky font with a textured, wood-like appearance. "Handbook" is in a teal, rounded font. To the left of the text is a bright yellow sun with rays, and small green tufts of grass are at the base of the "CAMP" letters. The entire graphic has a soft, white drop shadow.

2022

Welcome

Dear Parents/ Guardians:

My name is Heather Tate and I am the owner of Live & Learn Academy. I am excited to meet each of our campers and am looking forward to a wonderful summer! **Listed below are some important things parents need to know for a successful camp season.**

Enrollment Information

LIVE & LEARN ACADEMY accepts children ages 2-5 years old for preschool camp and children in kindergarten through 6th grade for our school age camp. Upon enrollment of your child, LIVE & LEARN ACADEMY requires a non-refundable registration fee as follows: \$45.00 per child. Prior to your child's start date, the registration fee and 1 weeks tuition must be paid and all paperwork, with the exception of the health, must be completed.

Tuition is due on the 20th of May and June, however the first payment can be sent in on the first day of camp. For your convenience, we accept cash, personal checks, PayPal (livelearnacademy@hotmail.com) and Venmo (@LiveLearnAcademy). However, we have the option at any time to refuse any further payment by check. All checks will be made payable to LIVE & LEARN ACADEMY and may be given to the teacher on staff during drop off or put in your child's lunch box.

Tuition & Fees

Registration Fee	\$45.00
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Weekly Rates - Preschool Camp –Half Day

Two Days	\$32
Three Days	\$48
Four Days	\$64
Five Days	\$80

Daily Rate	\$16
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Weekly Rates - School Age Camp –Full Day

Two Days	\$60
Three Days	\$90
Four Days	\$120
Five Days	\$150

Daily Rate	\$30
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Late Fee	10% of Balance Due
Late Pick Up Fee	\$10.00 for first 5 minutes \$1.00 for every minute thereafter
NSF Fee	\$25.00

Drop off & Pick up Procedures

- **Never leave your child alone inside or outside of the building. Do not leave any child unattended in a vehicle.**
- **Preschool camp operates from 9:00am-1:00pm.** Please be sure to arrive on time.
- **Drop off for Preschool Camp is 9-9:15am and is under the covered drive.** Preschool campers will be loaded and unloaded by a LLA staff member beginning at 9am for drop off and 12:45 for pick up. During pick up, parents will need to step out and buckle their child.
- Preschool pickup begins at 12:45pm and ends at 1:00pm. If you are arriving after 1pm, you will need to come to the door to pick up your child and pay the late pickup fee. A late pick up fee of \$10 for the first 5 minutes and \$1 a minute for every minute after will be charged after 1:00PM.
- **School age children can be dropped off beginning at 8:30am and no later than 8:55am,** to avoid interfering with preschool drop off. We often arrive fairly early to set up for the day. Our staff will unlock the doors at 8:30am. Please do not drop off before then. Children who arrive after their group has departed will NOT be permitted to stay at LIVE & LEARN ACADEMY. We will not wait for late arrivals.
- If your child will be absent for any reason, please send us a message via the REMIND app.
- **School age parents will drop off at the back of the church, entering through the double black doors.** You must come inside and check your child IN and OUT with a staff member when dropping off and picking up. This helps ensure the safety of the children and ensure our headcount is kept accurate.
- School age children need to be picked up by no later than 5:30pm. A late pick up fee of \$10 for the first 5 minutes and \$1 a minute for every minute after will be charged after 5:30PM.
- Only those listed on the Emergency Information Form will be allowed to remove your child from school and a valid photo I.D. must be provided. Please be sure to inform us if someone other than the usual pickup person will be getting your child.

Teachers

All lead teachers at LLA have CPR and First Aid Training. All of the staff have experience working with children in a supervised program. In addition, our teachers truly love the children in their care and understand child development and our play based philosophy. All teachers complete a Criminal Background Check.

Change of Clothing

Summer is a busy time of socializing and play. Do not send your child to camp in clothing that can't get messy or dirty. Shoes must allow for running, jumping, and climbing.

Appropriate Clothing / Shoes

Please keep a change of clothing in your child's backpack. Please put clothing in a Ziploc bag labeled with your child's name on it. Include a shirt, shorts / pants, underwear and (if potty training) socks and shoes. If your child needs diapers, pull-ups or wipes, please send those items as well. (These will be kept at camp.)

Snacks / Lunch

Please be sure to inform us of any food allergies / sensitivities!!

- LIVE & LEARN ACADEMY will NOT provide snack or lunch. Please send your child with both each day.
- We ask that each child bring a refillable water bottle to camp each day. This allows them access to water whenever they may want it. We have a water cooler on site and will refill as needed.

Backpack

At LLA we encourage children to be independent. Each day, your child needs to bring a backpack that is large enough to fit his / her lunchbox. We strongly recommend a backpack that is easy for your child to manage when putting away their things.

Communication

I believe that communication between you, as parents and myself, as the Owner / Director is so important. In an effort to make myself easily accessible, I have always provided parents numerous ways to contact me, including my personal cell phone number. However, in recent months especially, having various means of communication has become increasingly difficult to manage. As the owner, it has always been important to me that I continue to be hands on and because of this, am in a classroom almost daily. I don't actually have time spent in "the office." Full disclosure... I don't even have one!

To streamline communication and ensure I can efficiently manage all of the aspects of our day to day, I will be making some changes to our communication policy. My **"business hours" are Monday-Friday 9am to 4pm.** You may call, email or text via REMIND during this time. I may not be able to respond immediately but will hold "office hours" daily from 3:30-4pm specifically to return phone calls. If I miss you, I will try again the following day. **After business hours, please email only** and I will get back to you at my earliest convenience.

- REMIND will be our preferred communication methods to ensure the quickest response times (allow at least 24-48 hours) . Weekend communication will be addressed on Monday.
- If you message me and do not receive a response, please follow up. There are a lot of you and one of me. I do my best but sometimes, messages can be overlooked.
- Please communicate with us any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior and it is helpful for us to be aware of these developments. LLA will always respect your privacy.

Illness

- Germs spread quickly in a camp environment. All children and staff stay healthier when those who are sick stay home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.
- Should your child develop symptoms of illness while at LLA, we will use the EMERGENCY CONTACT form to contact parents or another designated adult if unable to reach either parent. We will isolate your child in a comfortable, supervised place until he / she is picked up.
- Should your child develop symptoms of illness while at camp, please make arrangements to pick them up directly from camp.
- The following list details many of the signs and symptoms which indicate that your child should stay home and for which LLA will send your child home.
 - * Temperature higher than 100°F
 - * nausea or vomiting
 - * red, pink or crusted eyes
 - * stomach ache
 - * ear ache
 - * diarrhea
 - * rash / infection of the skin
 - * pale or flushed face
 - * thick or greenish mucus from nose
 - * loss of energy, decrease in activity, falling asleep

Illness (continued)

72 Hour Rule: Out of an abundance of caution, any child who has shown signs of illness in the past 72 hours may not attend camp.

* **Fever free:** A child should be fever free for 72 hours, without the use of fever-reducing medicine.

* **Antibiotic timeline:** A child should be on antibiotics for at least 24 hours before returning to school.

* **Parents must notify the Director immediately if a child:**

-is diagnosed with any contagious diseases including strep throat, conjunctivitis (pink eye), lice or any other disease common to the school environment. This notification is important so that LLA can inform other parents to be on the lookout for symptoms. LLA will not release the name of the child or family involved.

-Has any allergies or if you have any concerns about any aspect of your child's health.

- is taking medication, as medicine may affect your child's behavior.

Guidelines Specific to COVID-19

The health and safety of the children in our care, our teachers/staff and our families is always our top priority. To help mitigate potential transmission, we have made the following policy changes to our programs.

- Parents and visitors will not be permitted in the building.
- Any child or staff with a temperature above 100.0 will not be allowed to return for 72 hours symptom free without medication. If a child or family member presents any other signs of COVID-19 or has had close contact with a suspected or confirmed case of COVID-19, the person must be excluded from camp for 14 days. Children can be readmitted with a note signed by a physician or a negative COVID-19 test.
- If a child becomes ill once at school, he/she will be moved to an isolation room designated for this purpose until the parent/guardian arrives. Siblings enrolled in our program will be required to go home as well.
- We will increase our already intensive cleaning policies following official recommendations and will deep clean at the end of each day.
- Children and staff must wash/sanitize at check in, before and after each activity/meal and will do so continuously throughout the day.
- All personal items must fit in a backpack that can hang on a hook or on the back of a chair.
- If a student or staff member tests positive for COVID-19, parents will be notified, as well as the classes of any siblings.
- If the school closes due to a suspected or confirmed outbreak of COVID-19, tuition will not be reimbursed. I understand the inconvenience of this policy should we be required to close but would like to explain my reasoning for this. One, our operating expenses will continue, regardless of a closure. When I commit to you that I will offer summer camp, I am also committing to renting the facilities for at least this 7 week period. I am committing to my staff that they have a source of steady income over the same time frame. As a small business, we simply cannot survive the same unpredictability of our income that occurred when COVID first hit. Second, when you enroll, you are putting your trust in me that we will do everything in our power to keep your child healthy and reduce the potential risk of exposure to COVID-19. As much as you are relying on my staff and I, we are just as reliant on you and your family. We will all have to work together to make sure we are safe and responsible in our free time so we don't risk an outbreak at LIVE & LEARN ACADEMY. I know paying for services not rendered is not ideal. It is my hope that this policy will put back some of the responsibility on our parents to help ensure you are cautious and do everything possible to reduce the risk of exposing your own family, other LLA families, our staff and my business.
- If the school closes due to pandemic-related reasons, tuition will not be reimbursed, as again our operating expenses will continue.

What to Wear / What to Bring

- All campers need a water bottle (labeled with their name) EVERY DAY.
- Campers should have a snack, lunch and backpack or bag of some kind each day (labeled with their name). Please send cold lunches only. Lunches should include any utensils needed. Please be sure utensils are disposable.
- Please be sure to inform us of any food allergies / sensitivities!!
- Apply sunscreen each day before arriving to camp. We ask that each parent send in a bottle of sunscreen per child to be left at the school. If your child has sensitive skin or you prefer a specific brand, please label your bottle with your child's name and notify the staff at drop off. We will reapply sunscreen as needed throughout the day.
- Summer camp is messy and fun! Please send your child to camp in clothes that can get dirty!!
- Campers must wear tennis shoes or closed toe shoes each day.
- On water days, **preschool** campers should arrive to school wearing their bathing suits (with cover up) and water shoes. Please be sure to send a beach towel (labeled w/ their name), a dry change of clothes and a pair of tennis shoes or closed toe shoes. We typically eat lunch outside on water days to allow campers to dry off and send them home still in their suits. Otherwise we would spend half of our day changing kids back into regular clothes.
- On water days, **school age campers** should bring their bathing suits & slip on shoes of some kind. Please be sure to send a beach towel (labeled w/ their name). Campers should wear a pair of tennis shoes or closed toe shoes to camp as usual.
- Please keep an extra change of clothing in your child's bag. Include a shirt, shorts / pants, underwear and (if potty training) socks and shoes. If your child needs diapers or pull-ups please send these in, along with baby wipes. All items should be labeled with your child's name.
- **School Age Only** - LLA Summer Camp t-shirts must be worn on field trip days. These will be distributed during our first travel week of camp (week 2).



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