

# VISITATION SCHOOL SUMMER DAY CAMP

*Welcome Summer Day Camp Families!*



**Visitation School**

8740 Emerson Ave, Los Angeles CA 90045

[visitationschool.org](http://visitationschool.org)

## **PLEASE READ OVER ALL OF THE INFORMATION CAREFULLY**

Attached is all of the information regarding our Summer Day Camp Program. Included is information regarding tuition and general guidelines. Signing the contract means your acceptance of all policies. This information packet should answer any questions that you may have regarding the Visitation School Summer Day Camp Program.

**Registration is \$100.00 per student.**

Tuition is due at the beginning of each month. Payment at the beginning of each month better enables us to budget and make plans for the summer activities. However, this may not be convenient for everyone. If another payment schedule will better accommodate your family, please feel free to discuss this matter with the administrator.

**Please understand that we cannot give a tuition break for vacation time that you schedule over the summer. To do so would jeopardize the financial stability of our program.**

Field trips are a separate cost from tuition and need to be paid at least a week in advance so that the field trip location and the buses are paid for in a timely manner.

We hope that your summer with us is enjoyable!

Sue Calsbeek  
Administrator  
[scalsbeek@visitationschool.org](mailto:scalsbeek@visitationschool.org)

## **SUMMER REGISTRATION** **(310)670-8072**

Visitation School's Summer Day Camp registration begins NOW! Hours of operation are 8am to 6pm sharp.

There is also an option to add an extra ½ hour in the morning to the regular hours referenced above. This option begins at 7:30am. Pricing details for both programs can be found in the Tuition Schedule on page 3.

## **ACTIVITIES**

### **Summer is here and you know what that means...**

It's time for long leisurely game tournaments, outdoor adventures and water follies. There's time to create that artistic fantasy and time to just "hang out" with friends. We have planned many fun and exciting activities for this year: field trips, arts and crafts, weekly themes and fun games!

## **REGISTRATION**

**We offer full and part time schedules with enrollment preference going to families needing full-time childcare for the entire summer. Registration is open to all Visitation students registered for the current year. New, incoming students will find this program an excellent way to make new friends in a fun, relaxed atmosphere. To register for Summer Camp, fill out the attached contract and return it with a non-refundable registration fee of \$100.00 per child, as soon as possible. Make all checks payable to Visitation School. If you have any questions feel free to call the Day Camp Office (310)670-8072.**

**Remember, we limit our enrollment in the summer so don't delay!**

## DAY CAMP SUMMER TUITION SCHEDULE

PARENTS: Please consider the following summer policy: In order to ensure that summer camp meets all staffing obligations, **WE WILL NOT BE ABLE TO PROVIDE TUITION CREDIT FOR VACATIONS.** We seek to provide predictable enrollment so that field trips and other financial obligations can be met. Your patience and support in past summers have been greatly appreciated and is a direct result of our ability to continue to offer you quality childcare.

### FULL DAY SUMMER CAMP (8am - 6pm)

NUMBER OF DAYS	ONE CHILD RATE PER MONTH	TWO CHILDREN OR MORE FAMILY RATE PER MONTH
5 days	\$650	\$775
4 days	\$550	\$675
3 days	\$450	\$575
2 days	\$250	\$375

### DAILY RATE

PROGRAM RATE	ONE CHILD RATE	FAMILY RATE
Full day	\$100	\$150

\*Daily rates may be used only as a supplement to your regular schedule or on an occasional basis. This daily rate may not be used in place of the above tuition schedule. Please be prepared to pay this additional fee the day you arrange it. Running a tab is an impossible bookkeeping nightmare.

## PROGRAM COST EXPLANATION

Visitation School Day Camp is a non-profit program designed to provide a safe and fun environment to the children at Visitation School. As not to be a burden on the church or the school, **we must** continue to be self-sufficient. Our fees are designed to cover our costs.

We will attempt to help everyone with his or her own special needs. Please remember that program costs are calculated for the entire year and tuition is set so the program will break even.

## **OUR PROGRAM IS RESPONSIBLE FOR THE FOLLOWING COSTS:**

1. All payroll costs
  - Salaries
  - Retirement benefits
  - Employer social security
  - Employer medicare costs
  
2. All maintenance costs
  - Painting
  - Cleaning
3. • COVID PPE Supplies
  
4. Program costs
  - Snacks
  - Arts and crafts materials
  - Games and outdoor equipment
  - Copying and printing costs
  - Office Supplies

Thank you in advance for your cooperation! The Day Camp understands that from time to time there will be a crisis or emergencies that are beyond your control. As a Christian community, we understand these special emergencies.

## GENERAL POLICIES

### A HISTORICAL PERSPECTIVE

Visitation School Day Camp began in 1987 out of a PTO concern for after school child care. A grassroots committee was founded to research the possibility of providing an after school program for Visitation working families that would not impact the school's or church's finances. The first program began with the Archdiocese Program, which quickly evolved into our own campus-run program to better meet the needs of our own families.

Our agreement with the church and the school was that the after school program would be financially independent and would serve the families of working parents. Our program has been extremely successful and has been used as a model by our "sister" schools. We take responsibility very seriously; therefore, we have adopted the following policies in order to preserve the integrity of the program.

### TUITION

**Tuition is due and payable on the first of each month, unless special arrangements have been made. A two-week notice is necessary for any schedule changes or withdrawal from the program or the parents will be liable for the entire contracted amount.**

**These tuition policies create a stable budget and allow us to attract quality teachers and keep them. Therefore, we ask for your understanding in respecting our tuition policy. Please remember that fees are prorated over the entire 3 months to give you one low monthly charge. June fees will not be adjusted if you do not send your child to Summer Day Camp.**

## LATE PICK-UP CHARGE

A late fee of \$2.00 per minute per child will be charged for each time the parents or their representative fail to pick up a child at the end of the day camp session at 6:00pm. This fee is due at the time you pick up your child and goes directly to the teachers as payment for their overtime and as compensation for the inconvenience. Frequent lateness is grounds for terminating your participation in our program.

## ILLNESS CREDIT

There is no reduction in tuition for illness. Exceptions will be made for extended illnesses at least two weeks when accompanied by a doctor's note.

## SIGN-IN/OUT PROCEDURES

Your child's safety is extremely important to us. Please do not just drop your child off on the curb. **Children arriving at camp in the morning must be signed in and must also be signed out by an authorized person.** An authorized person is anyone listed in the contract and over 16 years of age. If your child will be going home with another family or adult, please send a note or contact a Day Camp Staff Member. If the staff does know the person picking up your child, they will be asked to show a valid ID verifying their identity.

It is imperative that we have your correct schedule for Day Camp. Any changes must go through our office. We monitor the arrival and departure of all our children very closely. If a child leaves the school grounds without permission, the parents will be immediately notified and the **child will be dropped from the program.** This is a very dangerous practice that can put not only your child in jeopardy, but also the staff and this program.

## ABSENCES

If your child will not be attending Day Camp, please call the Day Camp office in the morning at (310) 670-8072.

## SNACK

Please provide a morning snack for your child. Snacks will be provided in the afternoon.

## ADDING A SESSION

Adding a session may be arranged by calling the Day Camp office. The staff will add your child's name to the daily list if there is availability. We follow all the staff ratio guidelines mandated by the State Department of Licensing Child Care Division for school-age programs.

These guidelines foster a healthy and safe program that promotes positive interaction between staff and students. You will need to pay for the additional session on the day of service.

## DRESS CODE FOR SUMMER

Your child may wear appropriate free dress every day, along with tennis shoes.  
NO SANDALS OR CROCS!

## DISCIPLINE

Visitation School Day Camp follows the same discipline policies of the school. Please refer to your school Discipline Handbook. Any child showing repeated disrespect for staff, property, or other children will be suspended from the program. Our goal is for all children to enjoy themselves while attending Visitation School Day Camp. It is important to support a discipline philosophy that encourages respect for others and acknowledges the dignity of **all** children. The staff recognizes the problems in a cooperative manner using peaceful conflict resolution techniques that empowers them to come up with their own creative resolution. **Students endangering themselves or others will be immediately dropped from the program.**



## FAMILY INFORMATION

Please list the names and grades of children who are to be included in the program.

NAME	Grade (As of September)	DOB
1.		
2.		
3.		
4.		

Please note any medical problems, allergies or medications.

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Please check the amount of days and months below that meets your childcare needs.

5 days	4 days	3 days	2 days

Monday	Tuesday	Wednesday	Thursday	Friday

June	July	August

The following are the names and telephone numbers of the persons who are authorized to pick up my children from Visitation Day Camp. They will also be called in case of any emergency.

<b>Parent Name</b>	
<b>Cell/Work/Home</b>	

<b>Parent Name</b>	
<b>Cell/Work/Home</b>	

<b>Name</b>	
<b>Relationship</b>	
<b>Cell/Work/Home</b>	

<b>Name</b>	
<b>Relationship</b>	
<b>Cell/Work/Home</b>	

<b>Name</b>	
<b>Relationship</b>	
<b>Cell/Work/Home</b>	

Visitation School offers childcare for students in grades Kindergarten through Eighth grade. The undersigned parent agrees to pay in advance all fees per child/children due no later than the 5th day of each month. A two-week notice is needed for any schedule changes, or withdrawal from the program or the parent will be liable for the entire contracted amount. A late charge of \$2.00 per minute per child will be charged for each time the parents, or their representative fail to pick up their child by 6pm. This late fee will be payable immediately. **Frequent lateness in picking up the student will be grounds for terminating your participation in the program. Parents who fail to meet these payment obligations will no longer be eligible to continue in the program.**

Failure of a student to comply with the discipline and rules of this program will subject the student from further participation in the program. Disrespect of staff, other students, and school safety rules and property will not be tolerated. Visitation School Day Camp follows the same discipline policy as the school. Please refer to your school manual and the Day Camp general policy statement.

The undersigned parents agree to indemnify and hold the school and all the agents, employees, consultants, (paid or volunteer) harmless from any loss or liability arising out of the Day Camp Program, as such loss or liability relates to the child/children by this contract.

**I/We agree to all the above terms. Please sign below:**

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

## CONTACT INFORMATION

Parent Name	
Address	
City, State, Zip Code	
Contact Number	
Email Address	

## REMINDERS

Summer Camp is closed on June 20, July 4th & 5th.

- The last day of Summer Day Camp is Friday, August 19th.
- Tuition for August is due no later than Friday, August 17th.
- Day Camp will be closed starting Monday, August 22nd through Monday, August 29th
- School and Day Care will re-open on Wednesday, August 31st.

The summer staff would like to thank you for all of your support this summer and we hope your children had a great time.

## DAY CARE PARENTS

Please do not pay JUNE tuition until you receive a June memo. June tuition will reflect fall rates as well as summer rates.