



FUNDAMENTAL MINDS EDUCATION SERVICES  
Learning Should Be FUN!

## **FUNDamental Minds 2023 Summer Enrichment Camp Policies**

Thank you for your interest in our Summer Enrichment Camp - we cannot wait to make learning FUN for our students this summer! Below are the policies for this program for you to review. Please ensure you read this in its entirety prior to registering your student for our camp.

### **General Camp Information & Daily Schedule**

Our Summer Enrichment Camp will be held from Tuesday, May 30<sup>th</sup>- Friday, August 4<sup>th</sup>. The address of our Brandon center is 1721 S. Kings Ave., Brandon, FL 33511, and the address of our Wesley Chapel center is 26809 Tanic Dr., Ste. 102, Wesley Chapel, FL 33544. Our phone number is (813) 409-3110. Our centers will always remain locked when we have students in the building, so please ring the doorbell to gain entrance into either of our centers. We have video surveillance in all common areas and classrooms to monitor the safety of our students.

Students will need to pack a lunch and bring a reusable water bottle labeled with their name each day. **We are a peanut-free facility**, so please ensure you do not pack food containing peanuts to ensure the safety of our students that have severe food allergies. We do have a microwave that students may use to heat up any food items. Students may bring in a personal device to use during their recreational time, however, **FUNDamental Minds and its staff are not responsible for the loss, damage, or theft of any personal property, including devices.**

Below is the daily schedule we will follow at camp:

8:00-9:00 Student Drop-off

9:00-10:00 Recreational Time

10:00-12:00 Academic Instruction

12:00-1:00 Lunch & Recreational Time

1:00-2:00 STEM Activity

2:00-3:00 Elective Class (Art or Spanish will be offered Monday-Thursday)

3:00-4:00 Recreational Time

4:00-6:00 Student Pick-up (Students will watch a movie and/or engage in recreational activities during this time)

We reserve the right to adjust the schedule above as needed to meet the needs of our staff or students. It is expected that students will be able to adhere to this schedule and demonstrate autonomy in toileting, feeding, and basic care functions.

**Please note that we will not host camp on Monday, May 29<sup>th</sup> in observance of Memorial Day, or Tuesday, July 4<sup>th</sup>, in observance of Independence Day. Tuition will not be prorated for these weeks, but students will have an additional in-house field trip at no additional cost.**

### Tuition and Fees

Each student will be required to pay a non-refundable \$50 registration fee. These funds will be used to provide students with a T-shirt to wear on field trips, a daily snack, and material costs of our program. The weekly cost of tuition is \$280/student. Students who are registered for all 10 weeks of camp will have a reduced weekly rate of \$250/week. We provide a 20% discount for siblings and a 10% discount for certified teachers, military (active duty or retired), and first responders. Upon successful registration, your child's registration fee and 25% of their total tuition cost will be collected to reserve your child's spot. The 25% deposit due at time of registration will be applied to the remaining 75% balance owed on your child's account.

Automatic monthly payment options are available for families enrolling for all 10 weeks of camp beginning on March 1<sup>st</sup>, 2023, and ending on July 1<sup>st</sup>, 2023, for a total of 5 available monthly payments to pay the remaining 75% of tuition. The total due each month will depend on when a student is registered (i.e., for students registered in March, families will have 5 monthly payments. For students registered in April, they will have 4 monthly payments, etc.).

For students not registering for the full 10 weeks, the \$50 registration fee and 25% deposit are due at the time of registration. The remaining 75% of tuition owed must be paid either in full or split up in automatic biweekly payments from the time of registration up through May 1<sup>st</sup>, 2023, until the remaining 75% of tuition is paid in full. A credit card authorization form will be required, and a credit card must be kept on file for any payment plans for automatic withdrawals.

**Any students who enroll after May 1<sup>st</sup>, 2023, must pay the full tuition cost and registration fee at the time of registration.** All payments will be made online through our secure billing system. We do not accept cash or check for any payments.

### Cancellation Policy

In the event you need to cancel your registration, you must do so in writing by emailing [director@fundamentalminds.com](mailto:director@fundamentalminds.com) by 5:00pm on April 30<sup>th</sup>, 2023. Verbal cancellations will not be accepted. The \$50 registration fee is non-refundable, however, any deposits and tuition paid will be fully refunded for cancellations requested on or before April 30<sup>th</sup>, 2023, by 5:00pm.

**There will be no refunds given under any circumstances for any cancellations received in writing after 5:00pm on April 30<sup>th</sup>, 2023, including any deposits and/or tuition paid.**

Please understand that we are reserving field trips and paying vendors based on our enrollment count prior to our camp starting, so please only register once you are certain of the week(s) your child(ren) will attend camp and ensure you cancel if needed by 5:00pm on April 30<sup>th</sup>, 2023 to avoid any cancellation penalties.

### Important Information Regarding Fridays & Field Trips

Every week, students will engage in our FUN Fri-YAY! On Fridays we will not have any ELA/Math activities and will utilize that time to transport our students to the J.C. Handy Sports Complex located at 3042 S. Kings Ave., Brandon, FL 33511 (5 minutes away from our Brandon center), so that our students can engage in a variety of field games, such as football, soccer, kickball, etc. Students may bring in board games, toys, and puzzles on Fridays to enjoy with their friends as well. Please label any games/puzzles that are brought in to ensure they can be returned.

We will also order pizza and have an Italian ice vendor (Kona Ice or similar) for our students on Fridays to enjoy. **There is an additional charge of \$10 for the students who eat the pizza and Italian ice each week.** Students who do not want these items will not be charged, but a lunch will need to be packed for those students on Fridays. Students who are eating pizza will not need to pack a lunch on Fridays **only**. You will be asked at the time of registration if your student will eat the pizza and Italian ice, and if so, the additional charge will be applied to the total balance owed for your student(s).

We advise you to put sunscreen and bug spray on your child before dropping them off on Fridays. **FUNDamental Minds staff will not put any sunscreen or bug spray on students under any circumstances.** Students may self-apply bug spray or sunscreen at camp so long as they are not aerosol products.

Due to the anticipated size of our camp, we have arranged to have our students split into smaller groups to attend the planned field trip each week over three separate days within that same week. All students will get to enjoy each of the field trips planned, and we will inform parents which day their child will be attending the field trip for planning purposes. A field trip form will need to be signed for each week to allow us to transport your child to the designated location. We will provide each camper with a T-shirt to wear on field trip days. Students are also encouraged to wear a hat and sunglasses on field trip days.

Parents who would like to chaperone will be responsible for their own transportation and cost of admission. **We reserve the right to require a chaperone for any student who may need prolonged, individual behavior support on a field trip, and if a chaperone is not available for that student, he/she will not be permitted to attend the field trip.**

Students will be transported in our company vans to and from the field trip location each week. If your child needs a booster or car seat, please bring that into the center at drop-off on their designated field trip days and Fridays so that we can label and install those seats in our vans. Each student is expected to always wear their seatbelt properly when riding in our vans. No eating or drinking is permitted on our vans at any time. **Failure to properly wear their seatbelt and/or eating or drinking in the van may result in your student losing their privilege of riding in our vans, and they will only be permitted to attend field trips with a parent chaperone and parental transportation.**

### **Important Information Regarding Academic Activities**

Academics are at the heart of every program we offer at FUNdamental Minds, and as such we will provide instructional time Monday-Thursday for our students. Upon successful registration in our camp, we will ask for input regarding your child's academic progress in the 2022-23 school year so that we can identify the area(s) in which they need support or enrichment. You will be asked to provide their Q4 report card and reports from any diagnostic assessments they completed (such as FAST, iReady, NWEA, etc.). Our certified teachers will utilize this information to prepare ELA, Math, and Writing activities for your student to complete during our instructional time each day. **Please discuss with your student prior to them attending camp that they will be expected to complete learning activities during the specified time to avoid any frustration toward our teachers from our students.**

### **Important Information Regarding Behavior**

To maintain a positive and inclusive atmosphere for our students, we expect that all participants in our program will always treat our students and staff with kindness and respect. Foul language, inappropriate jokes, and disrespectful words and/or actions toward our staff or students will not be tolerated. If we have a behavior concern with your child, you will receive a phone call from our staff, and we will ask you to address this concern with your child over the phone. If the poor behavior continues after a phone call is made, we will call you again to come and pick up your child immediately.

**We have a zero-tolerance policy for intentional physical harm.** If your child hits, slaps, scratches, punches, pulls hair, bites, spits on, or kicks another student, you will be called and expected to pick up your student immediately. In the event we have a student who repeatedly

exhibits poor behavior that jeopardizes the safety and/or camp enjoyment of our students and/or staff, we reserve the right to dismiss that student from our program entirely.

**No refunds will be given for students who miss out on camp activities due to poor behavior that leads to early pick-up or dismissal.**

### **Important Information Regarding Children with Health Concerns/Allergies & Sick Policy**

The safety of our students is our number one priority. If your student has any medical concerns and/or allergies (environmental or food), **you must include that information on your registration form.** Our staff is trained in CPR and First Aid, including training on using EpiPens. We are also a peanut-free facility and have designated tables for students with allergies to eat at during lunch time for added precaution.

While we have procedures in place to ensure the safety of our students, **if your child has any severe allergies or medical concerns we feel cannot be accommodated at our camp, we reserve the right to deny acceptance into our program.**

Students demonstrating any symptoms of illness should be kept at home. Our staff is trained to treat basic first aid, but we will not administer any sort of medication to our students. If your child wakes up and needs any kind of medication at home to treat symptoms of illness, please do not send them to our camp that day for the safety of our students and staff. If a student demonstrates signs of illness while at camp, the student will be separated from the group and made comfortable in a separate room. We will contact those listed as emergency contacts to arrange for immediate pickup of that child. Students must be fever-free for 24 hours before they are allowed to return to camp, and some illnesses may require a doctor's note for re-admittance. **There are no refunds for days missed due to illness.**

### **Important Information for Students Enrolling at our Wesley Chapel Location:**

Students who are registered for camp at our center in Wesley Chapel will be transported via our company vans each day to our Brandon center to engage in all field trips and activities with the students there. Students will leave Wesley Chapel to travel to Brandon each day at 9:15, so it is important those students are dropped off by 9am. Students dropped off after the vans leave for Brandon will need to be driven to our Brandon location by their parents in order to engage in that day's activities. **No refunds or discounts will be provided for any late drop-offs after our vans have left our Wesley Chapel center.** Students will return to Wesley Chapel by 4pm each day for pick-up. If a child registered in Wesley Chapel needs to be picked up before 4pm, their parents must come and pick them up from our Brandon location.

Because we are transporting our Wesley Chapel students to Brandon each day, we can only accommodate 25 students each week at our Wesley Chapel center. Once 25 students have

been registered, we will activate the waitlist for that week. Parents on the waitlist in Wesley Chapel will be given the option of dropping off **and** picking up their child(ren) in Brandon each day to attend camp, so long as there is still space available. A \$20 weekly discount will be provided as a courtesy for parents who opt to transport their own children to and from our Brandon location. If you choose to drive your child(ren) to Brandon, please ensure they arrive no later than 10am each day at our Branden center so as not to disrupt our schedule.

Please review the above stated policies with your child(ren) attending camp. By signing below, you acknowledge and agree to the policies set forth for our Summer Enrichment Camp.

Parent Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Child's name (please print): \_\_\_\_\_