

## FUNdamental Minds Spring Break Camp Policies

### General Camp Information & Daily Schedule

Our Spring Break Camp will be held from Monday, March 25<sup>th</sup>-Friday, March 29<sup>th</sup>, 2024, at our Zephyrhills center. The address of our Zephyrhills center is 35008 FL-54, Zephyrhills, FL 33541. Our main phone number is (813) 409-3110 and then you will select Option 3 for Zephyrhills. Our center will always remain locked when we have students in the building, so please ring the doorbell to gain entrance into our facility. We have video and audio surveillance in all common areas and classrooms to monitor the safety of our students.

Students will need to bring lunch, snacks, and a reusable water bottle each day. Please ensure that your child's water bottle is labeled with their name. **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 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 schedule we will follow at camp for both locations:

8:00-10:00 Optional Morning Care

10:00 Regular Student Drop-Off

10:00-12:00 ELA & Math Activities

12:00-1:00 Lunch & Free-Play

1:00-2:00 STEM & Craft Activity

2:00-3:00 Recreational Activities

3:00 Regular Student Dismissal

3:00-5:30 Optional Afternoon Care

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.

### Morning/Afternoon Enrichment Add-On

We have the option for families to add Morning Enrichment that allows them to drop-off their student starting at 8:00am or add Afternoon Enrichment that allows them to pick-up their student by 5:30pm. This service is outside of the normal hours of this Camp, and as such there will be an additional \$25 charge/student/day. Students cannot be dropped off earlier than 8am

and students must be picked up by 5:30pm. There will be a \$30 charge for every 15 minutes, or portion thereof, a student is picked up after 5:30pm. If you are going to be late, please call our office and let us know.

### **Shuttle from Wesley Chapel to Zephyrhills**

We offer a shuttle from our Wesley Chapel office (located at 26809 Tanic Dr., Ste. 102) to our Zephyrhills center to support families on the west side of Wesley Chapel. We have space for a maximum of 13 students in our van that can be transported, and a \$5 charge/per student/per day will be incurred for families who choose to utilize this service. Students who will be riding in the shuttle should be dropped off at our Wesley Chapel center between 9am and 9:30am. The van will leave promptly at 9:30am, so any students dropped off after that time will need to be driven to Zephyrhills. The students will be shuttled back to Wesley Chapel from Zephyrhills at 3:00 and should be picked up between 3:30pm and 4:00pm. Morning/Afternoon Enrichment will be available for students utilizing the shuttle service which will allow for drop-off in Wesley Chapel at 8:00am and pick-up by 5:30pm. Any families utilizing before/aftercare will have an additional \$25 charge added to their tuition cost. Any students not picked up by 4pm will be charged \$25 for Afternoon Enrichment.

### **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.

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

### **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.

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 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. **There are no refunds for an absence due to illness.**

### **Cancellation Policy**

Full tuition is due at the time of registration. In the event you need to cancel your child's registration you must do so in writing by emailing [director@fundamentalminds.com](mailto:director@fundamentalminds.com) by 5pm on Friday, March 22nd, 2024. Verbal cancellations will not be accepted.

**There will be no refunds given under any circumstances for cancellations received after 5pm on Friday, March 22<sup>nd</sup>.**

### **Notice of Photography/Video Permission**

We have a lot of interest in our programs, and we love highlighting the FUN-tastic events and activities our students engage in! Students enrolled in our program will occasionally be photographed and/or recorded for marketing purposes. These images and videos will be posted on our social media accounts but will never include personal student identifiers such as their name.

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): \_\_\_\_\_