

# Anthem Explorers Summer Camp at Caurus Academy

## Family Handbook

41900 North 42<sup>nd</sup> Avenue  
Anthem, Arizona 85086  
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### Enrollment Process

**Anthem Explorers Summer Camp** does not discriminate based on race, creed or other reasons. As statute dictates, siblings of those campers are enrolled after that for available openings. Additional openings are filled based on an Open Enrollment. All other times, openings are filled on a first come, first served basis.

No camper will be accepted without a **complete** Enrollment Packet. When you enroll your child with the Anthem Explorers Summer Camp, you are required to complete an Enrollment Packet. These forms give us vital information regarding your child so we can provide the best possible care. It is imperative for your child's safety and health that all forms are accurately and entirely completed and submitted to the Anthem Explorers Summer Camp at Caurus Academy's front desk for review **prior to your child's first day (All paperwork must be completed and provided to Anthem Explorers Summer Camp before enrolling any student)**. There may be other state-specific forms (required by DHS) that must be completed as well. This packet includes, but may not be limited to the following:

- Completed enrollment form that is signed and dated.
- Completed emergency information record.
- Copy of immunization records and/or completed immunization card.
- Signed Handbook (Conduct) Agreement.
- Documentation of Custodial Authority (where applicable)

Any parent who has an enrolled child in **Anthem Explorers Summer Camp**, and is receiving child care services from **Anthem Explorers Summer Camp**, is allowed access to the areas on facility premises where the parent's enrolled child is receiving child care services at that time. Please check in with the front office.

### Disenrollment

It may be necessary to discontinue a child's enrollment. This decision is always based on the best interest of the child concerned, other children in the class, and the well being of everyone at **Anthem Explorers Summer Camp**. Please know that every effort will be made to correct the situation before a final decision is made. Disenrollment may be a result of the following:

- \*Abuse of other children, staff, or property by child or parent/guardian
- \*Disruptive or dangerous behavior by child or parent/guardian
- \*Continued violation of school policies by child or parent/guardian

### **Hours of Operation:**

Before Camp Services: 7:00 AM until 8:00 AM, Monday through Friday.  
After Camp Services: 3:00 PM until 6:00 PM, Monday through Friday.  
Day Camp Services: 8:00 AM until 3:00PM, Monday through Friday.

### **Camp and General Fees**

Full payment must be received two weeks prior to start date of week attending. Payment and Permission Slips for field trips are also due two weeks before the field trip scheduled date. If payment is not received, we reserve the right to give your spot to the next person on the waiting list. No refunds, carryovers, or roll overs will occur. Acceptable forms of payment are Visa, MasterCard (there will be a \$5 fee for credit card use), cash, and/or personal checks made out to Caurus Academy. Money orders and cashier's check are also accepted.

### **Registration / Camp Fee**

In addition to our tuition, we require a non-refundable registration/processing fee of \$50/family or \$25/single child (due at the time your completed enrollment packet is turned in).

### **Day Camp**

8:00AM – 3:00PM = \$165/week or \$40/day (minimum 3 days)

### **Day Camp plus Before and After Care (7:00AM – 8:00AM and 3:00PM - 6:00PM)**

7:00AM – 6:00PM= \$185/week or \$50/day (minimum 3 days)

*\*\$25.00 Late Registration Fee will be charged (per day) if registered after the registration deadline stated.*

### **Late Fees:**

Late fees will be assessed if all tuition and other charges are not paid on/before due date. A \$25 late fee will be assessed if any tuition payment and/or other charges are not received by their due date. Charges will also be assessed to parents who leave their children beyond regular closing time. This late fee will be assessed at \$1.00 per minute late (e.g. Parents who pick up a child at 6:15pm for our After Camp program is 15 minutes late and will be charged an extra \$15 for that day). If you are unable to pick up your child before the camp's scheduled closing time, please call us as soon as you know you will be late.

### **Returned Check Fees:**

If you write a check that is returned for any reason, you will be charged a returned check fee of \$25.00. The fee and the amount of the original check must be paid via money order or cashier's check.

### **Refund Policies:**

Registration/processing fees are non-refundable. Weekly fees for both before and after camp services apply regardless of the number of days attended. Days are not credited and do not roll over to the next week.

### **Activities / Programs:**

**Anthem Explorers Summer Camp** is committed to providing children and their families with the highest quality camp and before and after camp services, offered in a fun, exciting, and high energy setting. Our program is designed to facilitate campers to actively construct their own knowledge through self-directed engaging activities. Our staff supplements these experiences with large group activities that focus on character traits, social and emotional growth, physical fitness, and a variety of curricular themes.

### **Attendance**

If you know your child is going to be absent, please notify us as soon as possible, along with the nature of the absence. This is important, particularly when your child is ill. The nature of the illness, and whether or not it is

contagious, assists in maintaining a healthy environment. Parents should call Anthem Explorers Summer Camp the day of a camper's absence to make staff officials know that their child will not be attending. Parents may leave a message on voicemail with your name, the date, the name of your child and that your child will not be attending that day.

### **Drop off, Pick up**

We ask that everyone be patient and courteous during these times. Please observe safe driving practices and look out for parents and children in parking lots. Please do not park or leave your vehicle unattended by the red curb or in any area other than a designated parking spot.

During morning drop off time (starting at 7am for Before Camp Services), please park your vehicle, walk your child into the front office, and sign them in. Please note that 7:50 am is the latest a child can be dropped off for Before Camp Services. For regular camp hours drop off (8:00AM), we ask that all parents drop their children off at carline. There will be staff at carline to let students out of their cars and to welcome them to camp. We advise parents to be safe and respectful during carline and to avoid the use of cell phones.

For end of camp pick up (3:00PM), we ask that all parents pick up their child in carline. Staff will be outside waiting to let campers in their cars, and update the parents on any important information. Those picking up will be asked to sign out the child(ren), and provide ID if necessary. We advise parents to be safe and respectful during carline and to avoid the use of cell phones. During evening pick up time (ending at 6 pm for After Camp Services), please park your vehicle, come into our front office, and sign your child out. Please note **Late Fees** section.

### **Dismissal**

Identification is required from any adult who is not known to camp personnel and who comes to pick up a child. We reserve the right to not release a child to anyone other than the custodial parent, or an authorized person as stated on the child's registration information card. If someone else is going to pick up a child, we ask that the parent write a note or call the camp office. In case of doubt, we will call the custodial parent to confirm that someone else has been authorized to pick up the child.

### **Immunizations**

The state immunization law requires all campers to have an immunization record on file for camp attendance. If your child is exempt from immunizations, he/she must have a signed exemption on file. These forms can be acquired from Caurus Academy's office. All needed immunization records must be on file prior to the child attending camp. If your child does not have immunizations on file, he/she may not be allowed to attend camp until the situation has been remedied. Please bring updated immunization records to Caurus Academy's office.

### **Child Abuse Reporting**

Per state law, school employees must report suspected cases of neglect, non-accidental injury or sexual offenses against children to Child Protective Services and/or local law enforcement agencies. CPS or law enforcement agencies may be given "directory" information. This information includes child's name, parent's names, child's date of birth, address and phone numbers. Guidelines set forth under reporting laws will be followed, including but not limited to the following:

- Where parents are the alleged abusers, camp personnel are not to notify parents. CPS and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of the children's family, normal and /or reasonable notification procedures shall be followed by school personnel.
- Any child who is suspected to be a victim of child abuse shall be made available to either CPS or local law enforcement for questioning. The investigating agency will determine whether camp personnel

should be with the child during questioning. The CPS worker and/or police officer may interview the camper and all the children residing in that home on camp grounds outside the presence of camp personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. CPS has the authority to obtain camp records upon written request. Individuals that are required to report suspected abuse are protected by state law from criminal liability.

### **Parent Communication and Participation**

Many notices and reminders will be sent home with your child or handed to parents during drop off and pick up times. Notices will also be posted on our website. Please pay close attention to any announcements you receive. It is very important that both parents read the reminders. We encourage your active involvement and input. Our goal is to collaborate with you to ensure your child has the best experience possible while in our program. We strongly encourage parent participation and hope you become involved whenever possible.

### **Emergency Medical Procedures**

It is important that your “Emergency Information and Immunization Record Card” is completely filled out and accurate. We will refer to this card if your child has a medical emergency. The designated individual whom you have indicated to call first will be notified immediately. If necessary, 911 will be called to assist your child.

### **General Emergency Plans**

There may be times where our campus may need to be evacuated. Under such circumstances (fire, gas leak, etc.), all campers and personnel will exit the facility and relocate in the designated areas (sidewalks surrounding our facility). Parents will be notified immediately via telephone. Please make sure that your child’s Emergency Contact and Immunization Records Card is complete.

### **Dress and Appearance**

Children are required to follow dress code guidelines. Children should come to camp in clothing that is easy for them to manage independently. K/1 children are required to have a change of clothing in their classroom at all times. Please label any clothes that are brought to camp. **Campers must wear closed toe shoes at all times for safety reasons.** No bedroom slippers are allowed.

### **Lunch and Snacks**

Parents are to provide lunch (accept on Fridays or optional field trip days) and a morning snacks for their campers. Afternoon snacks will be provided by the camp. Each classroom has a refrigerator and there are microwaves for heating up lunches. We do however ask that food be limited to a heat up time of 45 seconds. However, *there is no guarantee that there will be facilities for warming food.*

**Candy, gum, soda and excessive sugar are not allowed.** If a child comes to camp with any of these items, they will be sent home unopened. If you need suggestions for healthy lunches or snacks, please ask your child’s camp counselor or come to the camp office.

Please try to pack your child’s lunch and snacks in reusable containers. This helps us reinforce the concept of re-using and recycling whenever possible. Children will take an active role in keeping the camp environment neat and free of trash. This includes cleaning their eating area after lunch and snacks. Our desire is that children will learn respect for the environment as they participate in these activities.

### **Medications**

**Anthem Explorers Summer Camp** does not provide or administer any over the counter medications, including aspirin, Tylenol or ibuprofen. In order to protect all campers, no medications of any kind (other than inhalers for asthma as covered under the newly enacted requirements for such) are allowed in the camper’s possession. Please make arrangements with Caurus Academy regarding any administration of and/or secured storage of medications. *\*Cough drops are considered medication.*

### **Rights Under Title IX**

**Anthem Explorers Summer Camp** does not discriminate on the basis of race, color, national origin, sex or handicap in educational program or activities as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, respectively.

### **Transportation**

The camper's parent or legal guardian assumes full responsibility for the manner, safety and protection of the camper in traveling to and from school. Transportation that will occur to and from Field Trips will be on a rented school bus. All permission slips, emergency forms, and any important medication will be with the staff at all times.

### **Tobacco Policy**

State law prohibits the use or possession of tobacco products on public school campuses. This statute pertains to campers, staff and visitors. Anthem Explorers Summer Camp is a no smoking facility. The school also does not permit any clothing or other materials that promote the use of tobacco.

### **Environmental Policies**

**Anthem Explorers Summer Camp** is physically located within Caurus Academy, and is in compliance with AHERA and EPA. Our complete asbestos management plan is on file in the office. Our campus on Caurus Academy follows state guidelines for pest control in a school environment. Parent's will be notified via letter and/or posting of inspections and future pesticide applications. Such notification will be done at least 48 hours prior to the pesticide application.

### **Visitors**

All visitors must sign in at the office and obtain a visitor's badge. Visitors must be escorted to and from specific locations.

### **Toys**

***There are no personal toys permitted at school during regular camp hours.*** Toys brought to class will be removed from the classroom for after camp play or sent home. If a toy is brought to camp again, the faculty reserves the right to remove any toy that is inappropriate, being misused or causing a problem to be picked up after camp by a parent/guardian. If this situation persists, the object will be taken and held until the end of summer camp. The camp is not responsible for any lost or broken valuables.

**\*Toys include, but are not limited to toys, cell phones, CD players, Ipods, mp3s, etc.; and are considered anything that is not directly needed for class in which disrupts the class.**

### **Field Trips**

**Anthem Explorers Summer Camp** will be providing off campus field trips. Students are expected to follow all camp rules and regulations both on the bus rides and on the field trips. If a camper cannot control their actions during a field trip, parents will be called to pick their child up. Based on the severity or the camper's actions during a field trip, Anthem Explorers Summer Camp has the right to prohibit campers from going on further field trips. Payment and Permission Slips for field trips are due two weeks before the field trip scheduled date. Forms will be emailed home to all parents/guardians, unless asked for a paper copy.

### **Liability Insurance Requirements**

**Anthem Explorers Summer Camp** carries the amount of liability insurance required by the Department of Health Services (General facility liability insurance of at least \$300,000). This documentation of the liability insurance coverage is available for review on site and upon request.

### Regulatory Agencies

**Anthem Explorers Summer Camp** is regulated by the Department of Health Services.

Arizona Department of Health Services  
Division of Licensing  
150 North 18<sup>th</sup> Avenue, Suite 400  
Phoenix, Arizona 85007  
602-364-2539

Any required inspection reports are available on site and upon request.

### Camp Behavior and Discipline

One of our goals is to assist children in developing a respect for their environment, others and themselves. At all times campers are expected and encouraged to be safe, be responsible and be respectful towards all members of the camp community and visitors to the campus. Campers have the responsibility to practice good citizenship through their actions, words and attitudes. This includes following all camp rules and regulations. The camp's discipline policy is at all times intended to cultivate a positive atmosphere in which quality sportsmanship and productive engagement can take place.

Good behavior makes **Anthem Explorers Summer Camp** a safe and pleasant place for everyone. It also creates the most conducive environment for success. Whether in a morning center, at recess, at lunch or on the way to and from field trips, all campers are expected to do the following:

- Be courteous and respectful to others.
- Conduct themselves in a reasonable and cooperative manner.
- Recognize the authority of a camp counselor, assistant, administrator or other volunteers.
- Use camp appropriate language.
- Exhibit self-control in settling differences of opinion.
- Be punctual.
- Have good attendance.
- Complete camp projects on time and to the best of their ability.
- Follow all camp rules.
- Avoid acting in an aggressive manner, including no "play fighting," tackling or aggressive games.
- Use camp equipment appropriately.
- Not throw any objects that can injure another person.
- Walk while on campus grounds or in the buildings.
- Keep electronic equipment of any type at home.
- Not use or have in their possession drugs, alcohol or tobacco products.
- Not possess any weapon or dangerous object that could harm another person.
- Keep hands, feet and objects to themselves.
- Respect other people's personal space and property.

Any behavior that endangers the health or safety of others is strictly prohibited.

### Biting

In order to provide a safe and healthy environment, the camp has a biting policy. If a child becomes a chronic biter, and if it is determined that the child would be better served in a different setting, you may be asked to remove your child from the camp until the problem is under control.

### **Grievance Process**

The proper line of communication between parents, campers, faculty and administration is as follows:

1. The parent should discuss the matter directly with the staff member involved.
2. If the first step does not resolve the problem, the parent/camper should discuss the matter with the Director.

### **Acceptable Use Policy for Camp Computers**

The camp's networked computers include filtering software, to guard against incoming material, as well as a firewall to protect the network's confidentiality. However, it is the camper's responsibility to use the technology in an appropriate manner.

***Use of camp computers is for educational/fun time purposes only.*** Campers must abide by the following when using the camp's technological equipment:

- Agree not to submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, gang related, threatening, racially offensive or illegal. Transmission of any data/material in violation of any Federal or Arizona State Regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene materials and anarchist or terrorist information.
- Not use the network in a way that would disrupt the use of the network by others. The reconfiguration or modification of hardware, software or network components is strictly prohibited. Violations may result in both disciplinary actions by the school as well as report to law enforcement authorities.
- Not vandalize camp hardware or the network system. This includes both physical and logical damage. Physical vandalism is defined as any action performed with the intention of destroying, defacing or damaging school hardware. Logical vandalism is defined as any attempt to harm or destroy the camp's network system, other users' data, or any other agency or network that is connected via the internet. This form of vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses, worms logic bombs, mail bombs, Trojan horse programs, or software utilized to scan the network for passwords or confidential information.
- Understand that email on networks should not be considered absolutely secure and private and so therefore should not be accessed on camp computers.
- Instant messaging and chat rooms are forbidden. While they are blocked by filtering software, any camper who chooses to figure out how to "go around" the filtering and access these sites may have a disciplinary consequence.
- Not use the internet for commercial use, financial gain, personal business, advertisement, or political activities.
- Never reveal or exchange any personal information over the internet.
- Abide by copyright regulations, thereby refraining from illegally copying copyrighted items or software.
- Print only when receiving permission from a camp counselor to do so.

### **Choices and Consequences**

Campers who choose to violate rules or make decisions that are not in line with the regulations set forth by the camp may have the consequences that are outlined below.

A Level One violation is a violation that can usually be addressed in the classroom centers. If these behaviors continue, however, the matter moves to a Level Two concern. Parents will then be notified, by the camp staff that their child received consequences for a Level Two violation. A Level Three violation is a more serious violation, which will be referred to the Director and/or Superintendent immediately. Parents will be informed and will receive written documentation if a child has consequences for a Level Three violation.

Examples of Level One violations include, but are not limited to the following types of concerns:

- Improper/Inappropriate behavior in classroom centers.
- Littering.
- Not following the camp counselor's directions.
- Teasing.
- Pushing/shoving/play fighting
- Misusing camp equipment.
- Minor inappropriate language.
- Dishonesty.

Possible consequences for Level One violations may be, but are not limited to:

- Verbal warning/ redirection/re-teaching appropriate behavior.
- Community service.
- Denial of privileges/detention.
- Awareness report.
- Parents called.

Examples of Level Two violations include, but are not limited to, the following:

- Repeated Level One infractions.
- Repeated disrespect of other campers, camp staff or environment.
- Possession of any object or hazardous material that may be harmful or threatening.
- Throwing objects.
- Taunting/bullying.
- Biting.

Possible consequences for Level Two violations may be, but are not limited to:

- Incident Report.
- Informational Report.
- Parents called.
- Child removed to the office and picked up by parent.

Examples of Level Three violations may be, but are not limited to the following:

- Possession of a weapon or harmful object.
- Possession of illegal substances, such as drugs or alcohol.
- Repeated disruptions to the camp environment.
- Repeated Level One and/or Level Two violations.
- Abuse of staff.
- Assault.
- Dangerous/inappropriate behavior.
- Disruptive behavior.
- Fighting.
- Gang activity.
- Inappropriate touching.
- Verbal abuse.
- Direct and continued profanity.
- Defiance.
- Sexual/Racial/Religious/Ethnic/or other harassment.
- Stealing.
- Smoking or possession of other tobacco products.
- Threats or intimidation.
- Unauthorized entering or leaving campus.
- Vandalism, arson or other destruction of school/camp property.

- Misuse of technology.

Possible consequences for Level Three violations will/may include:

- Suspension.
- Expulsion.
- Call to law enforcement if necessary.

**Anthem Explorers Summer Camp** definition of assault: (from Nolo, online legal site) “An incident that occurs when one person tries to physically harm another in a way that makes the person under attack feel immediately threatened. Actual physical contact is NOT necessary; threatening gestures that would alarm any reasonable person can constitute an assault.”

### **Definitions of Consequences**

*Verbal Warning:* A warning that is given to remind a camper of the rules and the desired response.

*Denial of Privileges:* Privileges must be earned. They will be withdrawn for inappropriate behavior. The length of such denial is dependent on the nature of the infraction and the frequency of the violation.

*Awareness Report:* A report that is sent home to inform parents of a problem that exists. The parent must sign and return the form. Parents are encouraged to contact the camp staff/director to help resolve such problems.

*Incident Report:* An incident report is sent home when a problem has not been resolved through other lesser means or if the violation is a Level Two or higher. Parents are encouraged to contact the camp staff/director to help resolve such problems. A Behavior Plan may be created to assist the camper in understanding expectations and further consequences that may result if the camper chooses to continue acting inappropriately.

*Behavior Plans:* Where appropriate, a behavior plan may be developed to outline behavioral expectations and steps for improvement. Consequences of breaking a Behavior Plan will be agreed upon and signed by the camper, parents and camp director.

### **Hazardous Materials**

Any substance or item that is potentially hazardous, harmful or disruptive is prohibited. Consequences may include confiscation of materials, parent notification and possible additional disciplinary action.

### **Investigations and Searches**

According to law, the camp has legal custody of campers during the camp day and during the approved extracurricular activities (locas parentas). It is the Director’s responsibility to act on behalf of the parent/guardian during lawful investigations of a camper, if the parent is not available or cannot be contacted.

**Anthem Explorers Summer Camp** may search and seize property if there is a reason to believe the material or situation poses a danger to camper’s health or safety or is illegal (reasonable suspicion). That includes searching camper’s property, shoes, socks, pockets or other clothing items.

### **Camp Property/Personal Property**

Campers are given responsibility for taking good care of the equipment and facilities. If a camper loses or damages these items beyond normal wear, the parent/guardian may be held liable for repair or replacement. If a camper’s inappropriate behavior results in damage to school/camp property and/or other property, the parent is responsible for damages and disciplinary consequences may result.

Campers are discouraged from bringing personal property to camp. The camp is not responsible for damage to loss or theft of any personal items brought to camp.



# **Anthem Explorers Summer Camp at Caurus Academy Conduct Agreement/ Policies**

## **Conduct Agreement:**

My child(ren) and I have read the Anthem Explorers Summer Camp at Caurus Academy Family Handbook. We understand what the responsibilities are for both my child(ren) and myself. We understand that there will be consequences for inappropriate behavior that could end in disenrollment from the camp. **Initial \_\_\_\_\_**

## **Payment Policy:**

Full payment must be received two weeks prior to start date of week attending. Payment and Permission Slips for field trips are also due two weeks before the field trip scheduled date. If payment is not received, we reserve the right to give your spot to the next person on the waiting list. No refunds, carryovers, or roll overs will occur. Acceptable forms of payment are Visa, MasterCard (there will be a \$5 fee for credit card use), cash, and/or personal checks made out to Caurus Academy. Money orders and cashier's check are also accepted.

**Initial \_\_\_\_\_**

## **Medication Policy:**

Anthem Explorers Summer Camp does not provide any over the counter medications, including cough drops, aspirin, Tylenol or ibuprofen. In order to protect all students, no medications of any kind (other than inhalers for asthma as covered under the newly enacted requirements for such) are allowed in the student's possession. Caurus Academy provides a locked storage area for medications prescribed by a student's physician. A designated office staff member will administer medication at prescribed times. However, parents are encouraged to arrange with the physician to give medication either before or after school hours. All medications must be in original prescription containers only. Parents must fill out a Medication Form when dropping off medication for their child. If a child's medication is changed, it is the responsibility of the parent to notify the school in writing regarding the change. Any medication left at the end of the summer will be disposed of in an appropriate manner. \*Cough drops are considered medication. \*

**Initial \_\_\_\_\_**

## **Photo/Video Release:**

I hereby give permission for images of me and/or my child(ren), take by a staff member of Anthem Explorers Summer Camp at Caurus Academy through video and photo, to be used solely for the purposes of the promotion of Summer Camp. **Initial \_\_\_\_\_**

I do **NOT** wish for my child's picture to be used in community publications or on the website.

**Initial \_\_\_\_\_**

Name of participant (print):  
\_\_\_\_\_

Parent/Guardian (print):  
\_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_