

**Redlands Christian School**  
**1145 N. Church St. Redlands, CA 92374**  
**Phone: (909) 793-5172 Fax: (909) 335-9593**

**Summer Day Camp Policies and Procedures**

1. We will be providing Day Care Camp for any current RCS student going into Pre-Kindergarten in the school year 2009-2010 through current RCS student going into 6<sup>th</sup> grade in the school year 2009-2010. We cannot allow any exceptions for non-RCS students, since our liability coverage is only specific to our current students. Sorry!
2. **Hours of Summer Day Camp:** 7:00 a.m. to 6:00 p.m.
3. **Cost of Summer Day Camp:** \$25.00 per student per day in addition to the Activity Fee. The daily rate will be charged regardless of the hours in attendance on any given day. Unfortunately, we cannot have Drop-Ins. Sorry!

**Activity Fee (students entering 3<sup>rd</sup> through 6<sup>th</sup> grade in the fall):** \$150 per student  
The Activity Fee helps to offset the cost for one t-shirt, a season passes to Cal Skate, Jump Zone, Glen Helen Park, Knott's Berry Farm, pizza lunches, beach, baseball tickets, movie rentals, crafts, etc.

**Activity Fee (students entering Pre-K through 2<sup>nd</sup> grade in the fall):** \$150 per student  
The Activity Fee helps to offset the cost for one t-shirt, passes to Cal Skate, Jump Zone, Glen Helen, pizza lunches, weekly performers, water activities, movie rentals, crafts and curriculums, etc.

**Late Pick-up:** After 6:00 p.m. the school rate of \$10 for every 5 minutes late will apply.

4. Please make sure you fill in the **Time In** and **Time Out** portion of the form under the TIMES category, so that we can schedule adequate staffing. If students are attending RCS's Basketball, Volleyball, and/or Computer Camps, please make other child care arrangements for those days.
5. **Lunch:** Please have your camper bring their own lunch and drink. We will provide a morning and afternoon snack. Every Tuesday will be Pizza Day. We will have a Snack Bar available at school. Items will be priced \$ .25 to \$1.00. **Please bring a water bottle every day!**
6. **Children who are sick or on medication:** Please do not send sick children to camp. Children who become ill will be taken out of our daily program and parents will be called to pick up the child as soon as possible. If medication is necessary while your child is in camp, you must give written instruction authorizing the staff to administer the medication. The medication to be given must be a doctor-prescribed. We cannot give over-the-counter medication or medications not in original prescribed container.
7. A **permission form** for all activities must be signed and turned in at registration. An **authorization of consent to treatment** must be signed and turned in at registration.

8. **Personal Items:**

**Items students MAY bring to camp:** Skateboards, roller blades, bicycles, game boys, and sports equipment. The rule is that all students skating and riding bicycles **must wear helmets**, so please send those. We also encourage the students to wear elbow and knee pads. Please bring a **bathing suit, towel, and sunscreen** to keep at school. Please make sure all personal items are labeled with your student's name.

**Items students MAY NOT bring to camp:** Trading cards or magic cards. Please check to make sure those don't come to camp.

*Please remember Redlands Christian cannot be responsible for lost or damaged items brought to school by campers, so please encourage your camper to choose wisely what they bring. Please label anything you bring from home.*

9. Since Summer Day Camp is an RCS program, all school rules apply to each camper.

10. **Billing and Payment Information:**

All billing and payment processing for Summer Day Camp will be through the Business Office. Statements will be mailed to you weekly to show you current charges and payments. If accounts are in arrears for more than 20 days, your student may be asked to leave.

**Please make checks payable to RCS and in the memo section write Summer Day Camp (SDC) or if you would prefer, you may make arrangements with the Business Office for credit/debit card charges.**

**Registration Fee:** \$75 towards the Activity Fee must be turned in at registration. The remainder of the Activity Fee will be due on the 1<sup>st</sup> day of Summer Day Camp.

**Returned checks:** You will be contacted by the Business Office to bring in cash or money order/cashier's check for the amount of the check in addition to the \$20 returned check fee within 5 days.

**Late Payment:** A \$35 late fee will be added to your account if your payment is not received within 15 days.

*Because of staffing and the fact that we run this program at a very competitive rate, we will charge all Summer Day Campers for the times that you sign up, even if your camper decides not to attend or is ill. Please be aware of this important policy: **IF YOU SIGN UP, WE WILL BILL YOU.** Thanks for your cooperation in this issue.*

*If you are not sure of your vacation time yet, please indicate an approximate time on your Sign Up Form and let Patricia know the exact time at least 2 weeks prior to your vacation.*