



Outpost After School Camp

13446 Poway Road #240

Poway, CA 92064

(858) 375-6672

Dear Parent,

Welcome to **OUTPOST AFTER SCHOOL CAMP**. We are delighted that your child will be with us this school year.

Outpost After School Camps (OASC) offers a quality after-school program at Innovations Academy for elementary and middle school-aged children every school day from dismissal until 6:00PM. OASC provides an intentional and unique environment for the enrichment of children in partnership with Innovations Academy. We take our responsibility working with your child seriously, yet we have fun and find great joy and satisfaction in doing this.

OASC serves students from Kindergarten to 8th grade. Activities are selected according to age level and appropriateness. Our staff is second to none. We believe that the key to our success rests with the counselors. Our highly qualified staff consists of motivated and energetic counselors, who receive in service training throughout the school year.

We believe that each child is special and has gifts that are unique to him/herself. At OASC we will model and reinforce the skills that help our campers succeed throughout life: sharing, being patient, resolving conflicts peacefully, handling frustration, and learning to make and keep good friends.

The information that follows will provide you with considerable detail regarding our program and operations. Please read it carefully.

Please call our office if you need further information at (858) 375-6672. We're looking forward to a fun and exciting year with your child!

Sincerely,

Sam Townley, Onsite Director

Marina Knize, OASC Director

OUTPOST AFTER SCHOOL CAMP

GENERAL INFORMATION

ENROLLMENT AND PROGRAM HOURS

We operate from school dismissal until 6:00 PM, Monday through Friday. We will be closed over Thanksgiving break, Winter break, Spring break and selected holidays. The **morning care program**, which runs from 7:00 AM to 8:45 AM, is also staffed by Outpost. If you have any questions about the morning care program please call us at (858) 375-6672.

Outpost After School Camp will also provide care for Kindergarten students who attend after care exclusively from 2:15 PM- 3:15 PM, Tuesday-Friday. There is a \$20 monthly fee for this service for families with older children enrolled at Innovations. All other families must pay our regular after school prices. If a Kindergarten student stays past 3:15 PM, they will then be automatically included and billed as part of the full day Outpost After School Camp program.

We bill each week, based upon the number of days each child attends. There is a minimum charge of \$10 per week to be continually enrolled in Outpost. These are our 2017 – 2018 Outpost After School Camp fees:

Morning Care

The morning care program runs from 7:00 AM to 8:45 AM:

Day Selection	Grades K-8 - Monday – Friday 7AM to 8:45AM
1 day per week	\$10.00
2 days per week	\$20.00
3 days per week	\$30.00
4 days per week	\$35.00
5 days per week	\$40.00

Outpost After School Camp

Day Selection	Grades K-8 Monday: 12:30-6:00pm Tuesday–Friday: 3:15-6:00pm	Monday Early Dismissal
1 day per week	\$15.00	*If your child attends Monday after 3:15pm up until 6:00pm, please add \$15.00 per week to your fees.
2 Days per week	\$30.00	
3 Days per week	\$45.00	
4 Days per week	\$55.00	
5 days per week	\$65.00	

Sibling Discount: If you have more than one child enrolled for the week, you will receive 15% off of your total base fees for the days both children attend Outpost.

BILLING

At the beginning of each week you will be billed for the previous week's tuition. Payment is due at that time. Cash, checks, and Visa/Mastercard are acceptable forms of payment. If it is inconvenient for you to pay weekly other arrangements may be made with the Director. **Please keep your account current. Failure to keep your account current for two or more weeks may result in the dismissal of your child.**

CANCELLATIONS

Two weeks notice is required to permanently withdraw your camper from the program. In the event of an immediate cancellation your account will be billed for two more weeks, at the minimum charge, in accordance with our policy. OASC reserves the right to dismiss a camper at any time, whose conduct or influence is unsatisfactory, or in the opinion of the director, not in the best interest of the program.

PICKING UP YOUR CAMPER

Parents need to pick up their children by 6:00 PM. There is a \$1.00 per minute late fee charge for each minute after 6:00 PM. This fee, **in cash**, goes to the staff that have waited with your child until you arrive. If you are going to be late please call us at the site (858-375-6672). Thank you for your consideration of our staff.

ABSENCES

You must notify the camp office (858-375-6672) **BEFORE NOON** if your child is going to be absent. **This is in addition to any calls made to the Innovations Academy office.** Remember that we are responsible for your child beginning at dismissal and if he/she is not there to sign in, we spend a considerable amount of time verifying his/her absence. We appreciate your help in this matter. If you do not notify the office by **noon** on the day your child will be absent, you will be charged for the regular day.

COMMUNICATION

1. An Outpost Director is available at OASC beginning at 2:00 PM until 6:00 PM, Tuesday-Friday, and 12:15 PM to 6:00 PM on Monday. The OASC Director, Sam Townley can be reached through e-mail at sam@outpostsummercamps.com or at the Outpost After School Camps office, (858) 375-6672 for any questions or concerns regarding the program. Your feedback helps us continue to provide a quality after-school program for your child.
2. **The program e-mail address is sam@outpostsummercamps.com. Our on-site phone/attendance phone number is (858) 375-6672.** This number is active for attendance reports, messages, or questions throughout the day. You may text or call our OASC line from 9:00am to 6:30pm.
3. **Sign-out is a very important part of your job.** You must sign out indicating the time you picked up your child. If someone other than the parent will be picking up your child,

we must be notified in writing or by phone. Your child will not be released to anyone unknown to us.

4. **Do not give messages to the staff or leave messages at the site regarding absences, pick-ups, etc. You must call the OASC office at (858) 375-6672 for changes.**

ACCIDENTS

In the event a child is hurt at OASC and needs emergency treatment, the staff will immediately try to reach the camper's parents, followed by the alternate contact. **Therefore, it is important to keep all your work and emergency phone numbers current.** OASC accident insurance covers, up to our policy limits, any injuries received at OASC to the extent that they are not covered by any other health and/or accident insurance covering the child.

FOOD

We provide a snack and drink at dismissal each afternoon. Please send an extra snack in your camper's lunchbox if you would like more food available to him/her in the late afternoon. On Monday, students will have scheduled lunchtime following dismissal, then receive a snack at approximately 3:30 PM.

MEDICATION

If your child needs to take medication while at OASC, you must inform the OASC office, bring the medication, and give it to the On-site director. There is an accompanying form that must be filled out with the medication. **Do not send medication with your child.** We keep all medications in a locked area. This is for the safety of not only your child, but all others, and is a mandated childcare requirement.

TOYS AND VALUABLES

Sometimes campers bring toys and other valuable items from home (for sharing at school, etc). **We are not responsible for any of these items and campers are discouraged from bringing them to camp.** Also, no wheeled equipment such as "Heelys", skateboards or skates will be allowed on campus.

The Terms and Conditions stated below are included in and agreed to during the online registration process.

Outpost After School Camp Parent Agreement

Outpost After School is an intentional and unique environment for the enrichment of children in partnership with Outpost staff, Elevate Elementary, and parents. We take our responsibility working with your child seriously, yet we have fun and find great joy and satisfaction in doing this. In order to ensure quality, safety, and our ability to run a successful and enriching program, we have created this parent agreement to clearly communicate our policies.

Attendance. In accordance with local regulatory requirements and our accreditation, Outpost must be fully informed of which days your child is registered for and planning to attend. Any changes to this schedule must be communicated to our on-site director by phone or email. Unless we are notified by noon on the day of any changes to the original schedule, we will charge you for that day regardless of whether your child is present. Any child who is not registered for that day may be sent to the school office.

Billing. All charges will be processed each Tuesday for the previous week's tuition. Payment is due at that time and your primary credit or debit card on file will be automatically charged each week. Any exceptions to this policy must be in writing and agreed upon by the After School Director. An overdue balance in excess of a week's charges may result in the suspension of your child from the program until the balance is paid.

Behavior. Participation in Outpost is a privilege and we believe that all children have a right to a safe and healthy environment. We aim to promote mutual respect, tolerance, and acceptance. If your child repeatedly demonstrates inappropriate behavior while enrolled in our program, we will work with you and your child to solve the problem. If it becomes a larger issue, Outpost reserves the right to remove your child from our program.

Pick-Up. It is your responsibility to sign out your camper each day. Your child must be picked up by the end of our program. If your child has not been picked up by 6:00 pm, our staff will call both you and your emergency contacts. Late pick-ups will result in a \$1.00 per minute late fee payable in cash.

Enrollment. There is a minimum charge of \$10 per week to be enrolled in our program. Any cancellation of enrollment must be made at least two weeks in advance.