

COLLEGE BOUND FOR KIDS (CBFK) & THE STUDY INSTITUTE

2011 Summer Camp

Frequently asked Questions

Where will the camp be held?

College Bound for Kids Summer Camp locations:

1.) Orville Wright Magnet School - 6550 West 80th St., Westchester, CA 90045.

2.) West Los Angeles College - 9000 Overland Ave., Culver City, CA 90230

** Please note that the West Los Angeles Summer camp location is being run in conjunction with our sister program, The Study Institute. We are excited to be working together to provide students the ultimate summer camp experience.*

When will the camp be held?

Orville Wright Middle School: June 27 - September 2 (10weeks)

West Los Angeles College: June 27 - August 26 (9weeks)

Where will I sign-in my child?

Check-in commences at 7 a.m. each morning. Children dropped off between 7:00am and 8:30 a.m. will interact with peers and counselors prior to the start of class. At about 8:30 a.m., children will be escorted to their classrooms for academic instruction.

On major field trip days, please make sure that your child is signed in by no later than 8:30 a.m. Late arrivals may miss the bus and the responsibility of getting to the designated location will be the responsibility of parents.

*Orville Wright Middle School drop-off: In the staff parking lot

*West Los Angeles College drop-off: D-Village next to the Jefferson/Overland entrance.

What are the check-in and check-out procedures?

Each morning, the person dropping off the child must sign in on the sign-in sheet. The CBFK staff members at the sign-in area are authorized to collect weekly payments. If money is to be left with the camp counselors to hold for a child's lunch or snacks, that should also be indicated on the sign-in sheet.

Check-out time is from 4:30-6 p.m. on all days except the day that your child's grade level attends a major field trip. On major field trip days, students will not likely return to the campus until 5:00-6:00 p.m.

Check-out will also require a signature from an authorized person. CBFK will only release a child to someone who has prior authorization, as indicated on the child's original application form or emergency form. If someone else tries to pick up your child, we will not release your child until phone contact is made with the parent and instructions are given. Note: You will be asked some questions over the phone to ensure that you are indeed the child's parent. For all special arrangements, speak with the camp director or supervisor(s) in advance to ensure that the check-in and check-out process goes smoothly and quickly.

Who are the staff members and what kind of training do they have?

The program uses teachers from LAUSD, Private Schools and counselor/tutors who are university graduate and undergraduate students. The majority of our counselors/tutors are individuals who work with children year-round in the College Bound for Kids after school programs. Many of the counselors have Bachelors Degrees (or are close to earning them) and have about two to three years of experience working with children. There are always staff members present who are trained in CPR.

What is the student-counselor ratio?

Kin. - 2nd: 8 students per counselor and as low as 4:1 on some major field trips
3rd - 6th: 10 students per counselor and as low as 8:1 on some major field trips
7th - 9th: 12 students per counselor and as low as 8:1 on some major field trips
Jr. Counselors will assist regular staff with students in grades K-4th

What is a typical day's schedule?

Academic instruction begins at 8:30 a.m. Math, reading, writing and language arts are covered. Groups will go to lunch between 11 and 11:30. Following lunch, students board the bus for off-campus activities such as the movies, swimming, bowling, skating, and other recreational activities. With the exception of the major field trips, campers will return to the campus between 3:30 and 4:30 p.m. daily. On most major field trips, the students will leave the campus by bus between 8:30 a.m. and 9 a.m. and return between 5:00 and 6:00 p.m. Fridays are reserved for on-campus activities such as sports, dance, arts and crafts and other fun activities.

What about food and medication?

Students may purchase lunch for \$5 per day. A menu will be provided every Monday after-noon to display the menu options for the week. Every Monday is

"Pizza Monday". If you do not feel comfortable giving lunch money to your younger children, CBFK staff can manage your child's lunch and spending money. Many parents pack a sack lunch and snacks for their children. Arrangements can be made with camp supervisors/directors for special needs or medication. A Medication Authorization form and a doctor's note will have to be submitted to the camps supervisor before we are able to administer any medication.

What are the guidelines for use of restrooms?

The use of public restroom facilities is a major concern for parents of school-age children. To avoid problems in this area, the following procedure is routinely practiced by all CBFK employees. There are regularly scheduled restroom breaks throughout the day. Counselors will accompany students to use the restroom. The counselor will first check the restroom to ensure that students are able to safely use the facility. Counselors are instructed not to go into the restroom while children are using it. After children have used the facility, the counselor will recheck the restroom to make sure it has been properly used.

How are behavioral problems addressed?

Typically we don't encounter behavioral problems. The children attending summer camp enjoy the experience and appreciate the opportunity to participate in exciting and fun activities. Children who repeatedly break camp rules will be removed from the program. By registering students in this program, parents have knowingly given permission for staff members to appropriately discipline students by preventing them from fully participating in scheduled recreational activities. Failing to comply with classroom rules and refusing to do required work will result in students being restricted from full participation in recreational activities. Having children watch while others are participating in camp activities has proven to be an effective deterrent of misbehavior.

How much does it cost?

A one-time processing and registration fee of \$80 per child is required for all campers. The fee includes a camp T-shirt for each child. An additional T-shirt may be purchased for \$15.

The camp itself costs \$165 per week per child. Since we were able to drop the fees by \$20 per child from last years camp rates we are unable to offer sibling discounts. These fees include the cost of bus transportation, most field trips, movies, skating, swimming and other activities. There is an additional \$25 fee for major field trips. Parents are responsible for paying the additional cost for those

field trips at the same time as the weekly payment. **Food and snacks are not included in this program**—parents must either provide snacks or give children money to purchase snacks.

How may I reserve a spot in the Summer Camp?

You will pay a non-refundable \$80 registration fee per child and fill out a reservation/registration form indicating which sessions your child plans to attend. Each session is one week long. You may choose as many weeks as you like, depending on your summer plans.

How can I make payment?

You may make checks or money orders payable to College Bound for Kids or CBFK. We accept Visa, and MasterCard. A \$4.00 processing fee will be added to *each* credit card transaction. Credit Card Transaction Forms are available daily at the sign-in tables. If you wish to pay cash, you must make arrangements with the director or supervisor(s) and obtain the necessary receipt for such transactions.

Are payments prorated due to absences?

No.

Are parents obligated to pay for weeks not attended?

No, you are not obligated to pay for weeks not attended, such as a week that your family is out of town on vacation. However, if you have prepaid for that week, you must cancel (see below) to receive a refund. Since transportation costs, field trips, and staffing are based on projected number of students as indicated on weekly enrollment forms, refunds are typically not given. Please give advance notification if there is a specific problem preventing your child from attending camp for a given week.

What is the cancellation/refund policy?

If your child cannot attend a week that you have already paid for, you must notify CBFK by 9:00 am, Monday of that week. Cancellations will be subject to a \$50 cancellation fee. There will be no refunds granted after Monday as transportation and staffing have already been arranged based upon the number of reservations.

What if I can't pick up my child on time?

There is a 5-minute grace period after 6pm. Children must be picked up by 6:05. After 6:05 p.m., the late fee is \$5 and \$1 per minute for every minute after 6:05pm. This fee must be paid by cash or check directly to the counselor when picking up your child.

Can I pick up my child earlier than 4:30?

Yes, but it must be pre-arranged with a CBFK supervisor. You will still need to sign out your child. Do not simply pick up your child without signing out as the CBFK staff will be led to believe that the child is not accounted for.

Which swimming pool will be used and what type of supervision is provided?

The camp will use the Culver City Plunge at Overland Ave. and Culver Blvd. On those days, students will need to bring swimsuits and a towel. CBFK asks that students wear swimwear under their clothing. The Plunge has certified lifeguards on duty at all times and limits the number of persons who can be in the pool at one time.

Where do the students roller skate and ice skate?

World on Wheels roller rink on Venice & San Vicente. They offer special matinee skating for camps. Ice skating will be held at the Culver City ice rink on Sepulveda.

What types of movies will the children be allowed to see?

Younger children will only see movies rated G or PG; older children may be allowed to see PG-13 movies if authorized by parents providing that it does not involve nudity (i.e. The Hulk). On occasion, if there are not enough G & PG rated movies, students will see an educational IMAX feature at the Museum of Science and Industry. Parents will be able to indicate what movie ratings their children are permitted to watch.

How are campers transported?

Students will be transported on yellow school busses by Cool Bus Transportation.

When do children wear their camp T-shirts?

Only on major field trips. The T-shirts help counselors identify the children faster in crowded and busy environments like amusement parks. An additional T-shirt may be purchased for \$15. **If children forget their T-shirt on a field trip day, one will be provided and parents must pay an additional \$15.**

Can my children in different grades participate in the same trips and activities?

On field trips, all children and counselors in a group must participate in the same activities. So the answer to the question is "Yes" as long as interests, age and other factors (i.e. height for amusement park rides) allow them to participate in the same activities.

Can parents attend certain major field trips?

Yes, we always encourage parent participation, however, you may have to drive your own car since bus seating is limited. Check with CBFK to see if there is space available on the bus.

What if I don't want my child going on a particular field trip?

All staff members are involved in daily activities away from the campus and only in cases of emergency will any staff member be asked to remain on campus with a child. The only manner in which we can accommodate a parent's request to not have their child participate in a particular field trip is if the parent agrees to have their child placed with an older or younger age group for that day.

**COLLEGE BOUND 4 KIDS
IS
TEACHER RECOMMENDED
PARENT APPROVED**