



**The Zone
Parent
Handbook
Summer
Camp 2019**

PLEASE READ! IMPORTANT REGISTRATION INFORMATION!

Please take the time to read this important information regarding our new registration system for The Zone. This information will give you all the necessary information to register, create your user ID and password, and complete online payments. If at any time during the registration process you have questions please feel free to contact the Community Education office @ 480-892-9089.

All Zone families will be required to register their child (ren) prior to choosing a schedule. Once registration has been completed parents will be prompted to create a unique user ID and password. This user ID and password will then be used for all future online transactions. **PLEASE NOTE:** If you have already created a family account, please log into it at <https://family.gpscommmed.com/login.jsp> and click on the REGISTRATION tab to process The Zone Registration.

If you do not have a family account set up to begin the registration process select register for 2018-2019 Comm. Ed. Programs or go to: https://www.gpscommmed.com/reg_gps/start_registration.jsp

You will be presented with the option to choose your school location from a pull down menu, or you may choose to manually scroll down the page until you find your location. Once you have located your school select enroll and you will be taken to the registration page. Before proceeding with registration please read the following information carefully!

It is imperative that all required fields are filled in completely and accurately, any applicable discounts are applied, or your registration may be delayed. If you do not currently have a student ID for your child, simply leave the field blank. When completing your child's registration DO NOT use the back button as doing so will erase all currently entered information and the registration will need to be restarted from the beginning.

Once you have completed your child's registration you will have the option to add another child by selecting "+Add a new child" at the top left corner of the screen, or simply complete the current registration. If you choose to add another child you will be redirected back to the payment page once the additional registration is completed. Next it will be necessary to complete your payment information and choose your user ID & password. Please write down your user ID and password for safekeeping as this will serve as your login for all future online transactions. After you have submitted your payment you will receive an email confirmation with a link to choose your child's schedule. If you have chosen any discounts, or your child has an IEP your registration will need to be approved prior to choosing a schedule; this may take one full business day. *If your child has an IEP it will need to be reviewed and approved prior to registration. You may attach the IEP during registration or fax to 480-892-8775.

The Zone SUMMER CAMP 2019

PARENT HANDBOOK

(This handbook contains important information ~ please read it carefully)

LOCATION

Greenfield Junior High
101 South Greenfield Road
Gilbert, AZ 85296

SESSION DATES

The Zone Summer Camp will be held in nine (8) one-week sessions. To meet your scheduling needs, your child can attend one (1) one-week session or any number up to then (8) sessions.

Session 1:	May 28-31
Session 2:	June 3-7
Session 3:	June 10-14
Session 4:	June 17-21
Session 5:	June 24-28
Session 6:	July 1-5 (no camp- July 4 th)
Session 7:	July 8-12
Session 8:	July 15-19

The Community Education business office will be closed May 27th for Memorial Day and July 4th for Independence Day.

CAMP HOURS

6:30am - 6:00pm, Monday - Friday

Your child may not be dropped off at camp before 6:30am. If your child is not picked up by 6:00pm, you will be charged \$1.00 per minute, according to the clock at the site.

PAYMENTS & FEES

Activity Fee

A \$50.00 non-refundable activity fee for each camper is due with registration. The activity fee is not discounted for siblings. The activity fee includes the cost of one (1) t-shirt.

Camp T-shirt's must be worn on all field trip days. Additional t-shirts may be purchased for \$12.00 each in the Community Education office.

Session Fees

Weekly:	\$155.00
Daily:	\$34.00/day

Payment Due Dates

Payments are due weekly before midnight Sunday of the week attending, NO EXCEPTIONS, regardless of holiday, or day of the week needing. (Example: For Session 1, May 28-31 the payment is due no later than May 26, 2019.) *If payment is made after the due date, the late fee is \$25 per family account.* The summer calendar is set up for the entire summer so there is no need to wait until Sunday to schedule.

	Session	Payment Due:
Session 1:	May 28-31	May 26
Session 2:	June 3-7	June 2
Session 3:	June 10-14	June 9
Session 4:	June 17-21	June 16
Session 5:	June 24-28	June 23
Session 6:	July 1-5 (no camp- July 4 th)	June 30
Session 7:	July 8-12	July 7
Session 8:	July 15-19	July 14

The Community Education business office will be closed May 28th and July 4th in observance of Memorial Day and Independence Day

In person: Community Education Business Office
6839 E. Guadalupe Road, Mesa, AZ 85212
(We have computers for parents to use)

Online: www.gilbertschools.net
(Choose "Parent Zone," then Before & After School Programs, then The Zone)
Community Education is not responsible if payment is late due to technical difficulties (for example, if the GPS website is not accessible).

The Community Education business office hours are:
Monday-Thursday, 8:00 a.m. to 4:30 p.m., Friday, 8:00 a.m. to Noon
Closed Fridays in June & July

Federal Tax ID # 86-6000530.

DISCOUNTS

5% sibling discount (no discount on activity fee, or t-shirts; siblings must be registered for one of our summer program to be eligible for the sibling discount).

OR

25% GPS employee discount for school district employees.

Only 1 (one) discount per family.

LATE PAYMENT FEE

Payments are due weekly before midnight on Sunday of the week attending. If payment is made after the due date, the late fee is \$25.00. The calendar is set up for the entire summer to schedule the day(s) needed.

LATE PICK-UP FEE

A late pick up fee of \$1.00 for every minute- per child will be assessed for any pick up that occurs after 6:00 p.m. (time according to the clock located at the site). A “Late Pick Up” slip will be filled out at the site. The charge will be applied to your account and must be paid the next time you log into the system. **More than three late pick-ups per summer may result in dismissal of your child from the program.**

ONLINE PAYMENTS

Summer camp dates desired must be carefully selected. If schedule is changed after payment is made, a \$5 fee will be assessed to remove a day, per transaction. **Changes to an existing schedule need to be submitted before midnight the day before (during the summer) the date needing to be changed.** Community Education is not responsible if payment is late due to technical difficulties (for example, if the GPS website is not accessible because of your connection). The system is a web-based so please mark the log-in link in your favorites). *Family Portal:* <https://family.gpscommed.com/login.jsp>

REFUND POLICY

T-shirts purchased are non- refundable.

*The registration fee is non-refundable. Schedules can be changed on-line until the Sunday prior to the start of the week; after the midnight cut-off there will be a schedule change fee assessed. **No credit or refund will be given for sick days not able to be removed in your family account before midnight prior to the date needing to change.***

SCHEDULE CHANGE FEE

Schedules and payments must be submitted no later than midnight on Sunday of the week attending. If your child’s schedule must be changed, you must change it on-line in advance and payment must be made. Be aware that changing your child’s schedule for one day could result in the weekly rate changing. If a change is made to an existing schedule, resulting in an increase/reduction of days attending, a schedule change fee of \$5.00 will be assessed when the change is made after midnight on Sunday and before midnight of the day/days attending. After midnight before the day wanting to add there will be a \$15.00 charge. If mixing schedule, the daily rate applies. Please make changes as soon as possible to avoid extra charges. There are no schedule changes made in the past, NO EXCEPTIONS.

LUNCH AND SNACKS

Morning snack, lunch, and afternoon snack is included in the camp fees. Menus are posted on our website. If your child is allergic to anything on the lunch menu, please inform camp staff and every attempt will be made to accommodate your child. Allergies must also be listed on camper’s blue card. We also have a Snack bar on site called “the Dugout” Camper’s may bring money and purchase snacks during lunch and afternoon snack hours.

BUSINESS OFFICE LOCATION & HOURS

The Community Education business office is located at 6839 East Guadalupe Road, Mesa 85212 on the southeast corner of Power & Guadalupe.

Office hours are Monday-Thursday, 8:00am-4:30pm and Fridays, 8:00am-12:00pm. The business office will be closed on Fridays in June and July.

ENROLLMENT PROCEDURES

Registration must be completed on-line. All information needs to be filled in completely during registration. All information supplied will be used to complete your child's Zone registration form and Emergency Information form. A non-refundable \$50.00 registration fee per child is due at the time of registration. Once registration is completed, **if you are new to our system**, you will need to create your user ID and password, which will be used for all future on-line transactions. After you have submitted your payment you will receive an email confirmation with a link to choose your child's schedule. If you have chosen any discounts, or your child has an IEP*, your registration will need to be approved prior to choosing a schedule; this may take at least one full business day. *If your child has an IEP it must be reviewed and approved prior to registration. You may attach the IEP during registration or fax to 480-892-8775.

The Zone enrolls on a first-come, first-served basis.

An incomplete "Emergency Information and Immunization Record" form may delay enrollment in the program.

It is the parent's responsibility to make sure that the information on the "Emergency Information and Immunization Record" form is completed at the time of registration and is kept current thereafter. It is extremely important that all home, business, mobile and emergency contact numbers are correct. You will need to list at least two local contacts on the emergency form (these contacts must be at different addresses from each other and different from the parent). No one may pick up your child unless listed on this form. To make changes in an existing family account, click on the PERSONAL tab then the name of the person needing to make changes to. Please SAVE all updated information before leaving the page.

If your child has an IEP, the Program Supervisor must review it prior to registering.

CAMPER / PARENT RESPONSIBILITIES

- Campers **must** wear and/or bring daily, with each item clearly marked with campers name:

Athletic shoes if camper wants to participate in active games or dances

Backpack or bag for personal belongings- labeled

Sun block (in addition, a bottle of sun block must be left at camp)

The Zone Summer Camp t-shirt on field trip days

Water bottle

- **On swim & water play days only** campers must, in addition to the above items, wear and/or bring:

Swimsuit- no bikinis; must be an appropriate size/style and fit appropriately

Towel

Sandals (may be brought to wear to pool)

Sunscreen

- Campers must come with sun block on each swimming day. In addition, a bottle of sun block, labeled with your child's name, must be left at the site for applying regularly during the day.

- Campers must bring their water bottles each day. Water will be available throughout the day.
- The Zone Summer Camp t-shirts must be worn on all field trip days for safety reasons. **You will be required to purchase a new shirt if forgotten. Your account will be charged \$12.00 for the cost of shirt.**
- Every camper will be given a wristband daily that must be worn.
- **We cannot assume responsibility for personal belongings if damaged, lost, or stolen. This includes Cell Phones, Ipads, Laptops, Handheld video game systems , CDs, CD players, MP3 players, , etc...**
- **Please clearly mark all clothing, water bottles, backpacks, etc. with your child's name.**
- Your child must arrive at camp on time for field trips. *** If your child misses the bus, you may bring your child to the field trip location and sign in with The Zone staff, or make other arrangements for the day. No refund or credit will be given for missed field trips. Zone staff will not be left behind on field trip days.**
- Departure time for all field trips will be posted on the field trip calendar. The calendar will be available at registration, on the web, at the Community Ed office, or at the site.
- Your child must be picked up on time; if not, there will be a \$1.00 per minute charge per child after 6:00pm (time according to site clock).

ABSENCES

Refunds or credit will not be given for missed days. See Refunds.

BEHAVIOR GUIDELINES

Because social growth is so crucial during the middle school years, The Zone Summer Camp will focus on helping children learn appropriate behaviors. Behavioral guidelines have been established with the goal of not only maintaining the physical and emotional well being of each student, but also teaching self-discipline, judgment, and manners. Positive techniques are used to guide children's behavior. Parents and staff are viewed as partners in guiding a child's development. Staff will work with parents to establish consistency for each child. Parents will be kept informed of problems should they arise.

If the Program Supervisor determines that a child cannot benefit from The Zone Summer Camp or presents a danger to themselves or other children, parents will be required to withdraw their child from the program.

Appropriate behavior is essential to learning and growing and should be based upon mutual respect for the rights and property of others, respect for those placed in authority, and respect for every student. No one will be allowed to jeopardize the health, safety, or learning environment of other children. Children will be expected to display responsible behavior when they are attending The Zone Summer Camp. Emphasis is placed upon each student for taking responsibility for his/her own behaviors. A child's choice may result in positive or negative consequences such as rewards, redirection, or loss of privileges. For more severe or continuous problems, one or more of the following may result: incident report, conference with parent, 1-3 day suspension, or disenrollment from The Zone Summer Camp.

If a child is not following the direction of staff or has violated Gilbert Public schools code of conduct in a way that jeopardizes their safety or the safety of others a parent will be required to pick up said child immediately. It is then required that all parties involved are cleared to return by the Program Supervisor.

The following are general expectations of all students:

- Listen and follow directions the FIRST time given.
- Be respectful in both attitude and language for all Zone staff and other campers.
- Respect equipment.
- Follow all GPS behavior guidelines.
- Use words to solve problems. If that doesn't work, ask a Zone staff member for assistance.
- **NEVER be out of sight or sound of Zone staff.**
- No weapons or drugs allowed, with no exceptions.
- Must follow GPS district dress code.
- No bullying including but not limited to cyberbullying, using profanity, gang affiliations, or any other behavior that violates GPS Code of Conduct.

FIELD TRIPS

On field trip days you are responsible for having your child at camp before busses are scheduled to leave for field trips. **If your child misses the bus you may bring your child to the field trip location and sign in with Zone staff, or make other arrangements for the day.** Staff will not remain at the site for children scheduled for field trips. No refund or credit will be given for missed field trips. **The Zone T-Shirt needs to be worn on all field trip days. If your child does not wear their Zone Shirt, we will give them one and your account will be charged \$12.00.**

Field trip schedules will be available when you register. We will be using Gilbert Public Schools busses for all field trips.

FIELD TRIP SCHEDULE

A field trip calendar will be available upon registration, on the web, at the Community Ed. office or at the site.

UNSCHEDULED ATTENDANCE

If your child attends on a day that HAS NOT been previously scheduled and paid for (unscheduled), it is considered a schedule change and/or a late payment.

A child attending on a day for which he/she has not been scheduled will result in either a late fee and the daily rate being charged, or the undiscounted daily rate being charged plus a \$15 fee. As an example: If a child is not scheduled to attend at any time during a given week and must be added to the roster, the account will be charged a \$25.00 late fee and the daily rate for the days attended.

If your child has attended without payment being made for two sessions, he/she WILL NOT be allowed to attend The Zone again until the account has been brought current. A note will be added to the roster, so the site is aware that your child is unable to attend until further notice from the Community Education Business Office. If your child is repeatedly on the unscheduled day list, a note will be added to the roster stating your child will not be allowed to attend unless paid in advance and listed on the roster.

ILLNESS, ACCIDENTS & EMERGENCIES

Illness

Parents must inform the Camp Director when an absence is due to illness. A child cannot attend The Zone Summer Camp with any of the following symptoms:

- fever within the past 24 hours,
- vomiting
- diarrhea

- undiagnosed rash
- inflamed or matter-filled eyes
- severe cold or sore throat
- swollen glands
- head or stomach ache
- head lice

If a child becomes ill while attending The Zone with

- a temperature
- frequent diarrhea
- onset of a rash

a parent/guardian/emergency contact must pick the child up. The child may not return to The Zone until they are symptom free for at least 24 hours.

Children who are ill with a contagious disease or fever may not attend The Zone Summer Camp. Parents must inform the Camp Director when an absence is due to a potentially infectious illness.

Accidents & Emergencies

If a child is injured at the site, basic first aid will be administered. If a physician must treat a child, every effort will be made to contact the child’s parent/guardian and the doctor indicated on the “Emergency Information card”. In the event of an emergency, a child will be given the necessary emergency treatment until a parent/guardian can be contacted.

EMERGENCY CONTACTS

It is the parent’s responsibility to make sure the information on the “Emergency Information” (blue card) that was filled out at the time of registration is kept current in your family account. It is extremely important that all home, business, cell phone, and emergency contact telephone numbers are correct. You will need to list at least two local contacts on the emergency care; these contacts must be at different address from each other and different from the parent. Only people listed on blue card will be allowed to pick up your child. If you need to add a contact to pick up your child, log into your family account, click on the PERSONAL tab, then ADD CONTACT, click SAVE when done adding.

INSURANCE

Gilbert Public Schools carries liability insurance, including coverage for any vehicle used for transporting students during field trips.

MEDICATION ADMINISTRATION & EMERGENCY PROCEDURES

Medication is **not** given to a participant without prior arrangements with Camp Director. If approved, medication must be in the original container w/clear dosage instructions. Medication will be held and given by The Zone staff. Prescription medication must be labeled by the pharmacist and must include the name of the child, date, dosage, name of the medication, and method of administration. A “Medication Consent Form” for the administration of medication must be completed by the parent or guardian and be kept on file at the site.

Any unused or expired prescription medication will be returned to the parent or guardian. Medications will be disposed of two weeks after the expiration date or a child’s withdrawal from the program if a parent has not picked them up.

In case of an emergency, as determined by program staff, the paramedics will be called and a parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.

CAMPER SELF- RELEASE PROCEDURES

Children at the Zone are allowed to self- release.

SPECIAL NEEDS

Gilbert Public Schools The Zone Summer Camp fully complies with the requirements of Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and applicable federal, state, and local laws.

Reasonable modifications will be provided to afford a student with a disability meaningful access to The Zone Summer Camp, unless demonstrated that the modification would be a fundamental alteration in the nature of The Zone Summer Camp, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from The Zone Summer Camp if that student, even with reasonable modifications, is so disruptive to The Zone Summer Camp that other students cannot participate in The Zone Summer Camp or are in danger.

If your child has special needs or disabilities, please contact the Community Education Program Supervisor prior to registration. It is required that you provide copies of your child's IEP, medication schedule, and qualifications for staff.

STAFF

The Zone Summer Camp staff is required to attend an 8 hour training prior to the start of summer camp. Many of our staff are returning and have received over 120 hours of Zone/ GPS training. Our staff is comprised of, qualified counselors, specialized instructors and current employees. Our average staff-to-camper ratio is 1:15.