

# ODYSSEY AFTER SCHOOL CAMP

## GENERAL INFORMATION

### DAYS/HOURS PER WEEK

**We are open from school dismissal until 6:00 PM, Monday through Friday.** We will be closed on Thanksgiving and the day after, selected days during the Winter Holidays, New Year's Day and Memorial Day. We will provide full day care if we have **10** or more children on other holidays (Presidents' Birthday and Martin Luther King's Birthday) and on certain school holidays and vacations to be announced. Watch the OASC bulletin board for the extra days' sign-up lists.

Our billing system is as follows. We bill each week, based upon the number of days each child attends. These are our 2011 - 2012 Odyssey After School Camp fees:

5 days per week:	\$78
4 days per week:	\$70
3 days per week:	\$55
2 days per week:	\$42
1 day per week (grades 6-8 only):	\$25

Multi-Child Discount: If you are enrolling more than one child, each week your statement will include a 10% discount off your total amount owed.
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For any option less than five days per week, we ask that you choose the days in advance (for example: 3 days – Mon/Wed/Fri). However, you are welcome to call our camp office any day **prior** to 11:00 AM and switch days (for example: this week John will attend Mon/Thurs/Fri instead of Mon/Wed/Fri).

In order to ensure the quality of our program *we have a **two-day-a-week minimum** enrollment policy*, except for campers in grades 6-8, which has a **one-day minimum**. *If your child comes for only one day during a particular week we will bill you for two days in accordance with this policy.* During any given week, if your child is not able to be with us on a day he/she is scheduled to attend, you may substitute another day during **that same week**. This two-day per week billing policy does not apply if one of the two days you originally selected falls on a scheduled school holiday.

### FULL DAY AND ½ DAY PROGRAMS

School holidays are a unique opportunity for us to go on fieldtrips and other special adventures. We will offer full day and half day programming on select school holidays and need a minimum of 12 campers to host the day. Signup sheets will be placed on the sign out clipboard. We charge \$55 per camper per full day and \$25 per half day. We also will provide half-day programs on days the Odyssey has early dismissal. On days that we offer half day programming we will stay on campus. In order to ensure adequate staffing we need to know in advance if your child will be joining us. Please watch the sign out clipboard for the opportunity to sign up. Cancellations for full days and half days must be made 48 hours in advance or you will be billed for the day. We cannot accept “day of” walk-ins. Please call the office with any questions.

## **BILLING**

**At the beginning of each week you will be billed for the previous week's tuition and optional activities. Payment is due at that time.** We accept cash, check or credit card payments (Visa/Mastercard only). If it is inconvenient for you to pay weekly other arrangements must be made with the administrative director. You can leave your check in the red folder at the sign-out table or mail your check to the TSC office in Altadena. **Please keep your account current.** Failure to keep your account current 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 two-day charge, in accordance with this policy. TSC reserves the right to dismiss a camper whose conduct or influence is unsatisfactory, or in the opinion of the director, not in the best interest of the program.

## **LOCATION OF THE PROGRAM**

Odyssey After School Camp is based out of the bungalow class rooms on the north west side of the school. This is where you will come to sign-out your child, pick-up your weekly information and find out about upcoming camp events. Our site phone number is **626-345-0703** and will only be answered during after school camp hours. Please note this for your records, but be sure to call the TSC office with any attendance changes.

## **PICKING UP YOUR CAMPER**

**Parents need to pick-up their children by 6:00 PM at the site.** There is a \$1.00/ minute late fee charge for each minute after 6:00 PM. This fee, **in cash**, goes to the staff that has had to wait until you arrive. If you are going to be late please call the site **626-345-0703** and notify us. Chronic late pickups may result in dismissal from the program. The late fee charge will double after your third late arrival. Thank you for your consideration of our staff.

## **ABSENCES**

You must notify the camp office (626-794-1156) **BEFORE 11:00 AM** if your child is going to be absent. **This is in addition to any calls made to the Odyssey School 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 camp office by **11:00 AM** on the day your child will be absent, you will be charged for the regular day.

## COMMUNICATION

1. Our On-Site Director is available at Odyssey beginning at 1:00 PM until 6:00 PM. Marah Lyvers is the Administrative Director of the OASC program, and she can be reached at the office (626-794-1156) or marah@tomsawycamps.com. Please contact us with any questions or concerns regarding the program. Your feedback helps us continue to provide a quality after-school program for your child.
2. **Our site phone number is 626-345-0703.** Between 1:00 and 6:00 PM this number can be used to contact the program. **Please call the Tom Sawyer office with attendance changes, not the site.**
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. **Parents/Guardians, not siblings, must sign-out their child.**
4. Camp communication regarding billing and upcoming announcements will be sent via email. Please provide camp with a current email address, and check that account regularly.
5. **Do not give messages to the staff or put messages in the site folder regarding absences, pick-ups, etc. You must call the Tom Sawyer Camps office for changes (626) 794-1156.**

## ACCIDENTS

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

## MEDICATION

If your child needs to take medication while at OASC, you must inform the camp office, bring the medication and give it to the director on site. There is an accompanying form that must be filled out with the medication. **Do not just send it in his/her lunchbox.** We keep all medications in a locked area. This is not only safer for your child, but for all others, and is a legal requirement.

## FOOD

We provide a snack and drink at 3:30 PM each afternoon. Please send an extra snack in your camper's lunchbox if you would like more food available to your child in the late afternoon.

## 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.** If your child does bring them to camp we can keep them in our storage area (off limits to campers) until a parent comes to claim them. If there is something you know in advance that you would like to be “guarded,” let us know and we will keep it in the office area. Also, no wheeled equipment such as “heelys” or skates will be allowed at camp.

