



Community Street Jam

650-261-9188 PH 650-261-9132 Fax
849 Veterans Blvd, Redwood City, CA 94063
www.CommunityStreetJam.com

SUMMER CAMP WELCOME & ORIENTATION

Dear Parents,

Welcome! Thank you for choosing Community Street Jam for your child's summer program of fun, fitness and dance. Community Street Jam is pleased to welcome yet another summer with new and exciting youth programs. The CSJ commitment to your child's physical and social well being is grounded in real world knowledge of child development, caring and well qualified staff and counselors and over 25 years of community service.

In order to help make this a wonderful summer, please read and review with your child the following Orientation, Policies, Rules and Regulations which apply to all summer camp attendees.

All Community Street Jam camp counselors and staff are committed to giving every child a positive and rewarding experience. We appreciate the parents help and suggestions for future improvement. Keep in mind that these policies are set in place for the protection of each child and we ask that you abide by these rules. For safe and orderly operations of the camp, they will be strictly enforced.

First Day of Camp

What to bring

- Any missing, incomplete registration information
- Healthy Lunch, 2 snacks
- Proper attire
- Field Trip permission slips (7-13 year olds)
- Water is mandatory!! (or bottled container labeled with your child's name)

What not to bring

- Personal property that may be damaged, lost or stolen such as toys, video games, movies/ DVD's.
- Harmful items or any items that may be considered a danger to your child or others such as sharp objects (toys, weapons, metal utensils)
- Non-dance related personal items that would be considered a distraction to your child or not consistent with the objectives of CSJ camp such as personal grooming items (i.e. nail polish, nail files), video games, skateboards, skates, bicycles.

Attire

The classes we teach at CSJ are designed to strengthen the body, teach dance and performance skills and improve fitness. Dance and exercise classes are vigorous and **proper attire is required**. Please provide your child a wardrobe that will enhance their learning experience.

Fitness Class: Comfortable clothes such as sweats and t-shirts are fine. Good sturdy lace-up athletic style tennis shoes are mandatory. Flat footed fashion footwear such as Converse brand tennis shoes do not provide adequate protection for growing bodies.

Jazz Class: Jazz shoes, black jazz pants, comfortable t shirt. No jeans.

Hip Hop Class: Sturdy athletic shoes, comfortable/stretchy clothes for freedom of movement.

Ballet Class: Ballet shoes, leotards, sweats, t-shirts, ballet dance wear is fine too! No jeans please.

Food/Lunch/Snacks

There will be designated lunch and snack times throughout the day. Please ensure your child brings an appropriate amount and type of food for a healthy lunch and two snacks.



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SUMMER CAMP POLICIES, RULES & REGULATIONS

Registration

Application

All camp attendees must have an application on file which should include all pertinent and current information; address, emergency contact, health or special needs considerations, etc. The application will also include a release or indemnification as pertaining to any and all Community Street Jam staff, camp councilors and instructors. The application must be filled out in its entirety and signed by an authorized parent or guardian. Sessions are filled on a first-come, first-served basis. A confirmation packet will be sent to you once the application has been processed.

Fees/Discounts

All camp fees are described on the application and are non-negotiable.

Cancellations/Refunds

To ensure that our camps are of the highest quality, we plan, schedule, and commit to paying for instructors, in-house recreational activities and supplies months before summer camp begins. Families typically book their sessions months in advance, therefore, last minute cancellations are particularly difficult for us to fill since most campers have already made other arrangements for the summer. Consequently, we cannot provide refunds if you cancel any time after 4 weeks prior to the start day of your camp session and can only provide a 50% refund if you cancel anytime between 8 and 4 weeks prior to the start date of your camp session. Any cancellations that take place prior to 8 weeks before the start date of your camp session will be charged a \$100 processing fee. If you need to change dates (and space is available in another session during the current summer there is also a \$50 processing fee.

POLICY STATES:

No refunds will be given within 4 weeks prior to start date of your camp session.

- 50% refunds will be given 4-8 weeks prior to start date of camp (50% cancellation fee).
- \$100 processing fee for any cancellations made prior to 8 weeks before start date of camp.
- \$50 processing fee for any changes in session dates.

Pick-Up/Drop-Off

Drop-off Time

Drop-off time is strictly 9am, Monday through Friday. For an extra fee of \$5 per day a child may be dropped off as early as 8:30am. There are no refunds issued for any unused extra service.

Pick-up Time

Pick-up time is strictly 12:00pm for children ages 4-6 and 3:00pm for children ages 7-13. For an extra fee of \$20 per day, children ages 7-13 may attend Summer Camp Aftercare from 3:00pm-5:30pm, Monday through Friday. Pick-up time is strictly 5:30pm for children in Summer Camp Aftercare. There are no refunds issued for any unused extra service.

Parent, Guardian Pick-up and Drop-off

Only pre-authorized parents or guardians may pick up or drop-off their child. In the event someone other than the parent or guardian will be picking up a child, said parent or guardian must inform the Community Street Jam front desk at least 24 hours in advance.

Safety

Gym Area

Children are not allowed in the gym area at any time other than during a scheduled class. There is no loitering allowed by children or parents in the gym area at any time.

The Community Room or CSJ front lobby are the designated areas at drop-off or pick-up times only.

Locker Rooms

Children are not allowed in or around the locker room area without express permission or with accompaniment of a camp counselor. The locker rooms are strictly for use by adult members of Community Street Jam.

Leaving Premises

No child enrolled in Summer Camp will be allowed to leave the CSJ facility/building at any time other than for pre-authorized field trips (age 7-13 only). Parents must sign the appropriate permission slips for any planned field trips.

Personal Property Damage/Loss

Personal property considered valuable should not be brought to camp. Neither Community Street Jam instructors nor staff will be responsible for the loss or damage of a child's personal property. Please see the "What not to bring" section above for a list of personal items that are not allowed in the CSJ facility. If any damage or loss of personal property occurs before, during, or after session attendance, Community Street Jam, nor its staff, are responsible for its value or replacement.

Lost & Found

Any personal property left on the Community Street Jam premises beyond 30 days of the final day of summer session attended will be considered abandoned and will be donated to a local charity or other facility. You may claim any lost property in person at the Lost and Found anytime prior to September 4th.

Medications/Special Considerations

All medications or special health considerations should be described in full on the Health History Forms and should be submitted at least 2 weeks prior to the start of the session. Absolutely no medications will be administered to your child that require injections or other fluid transfers. Community Street Jam will have a first aid kit on hand for proper care of minor injuries. Parents must fully disclose any previous injuries, conditions or illnesses experienced by their child that would preclude them from any dance or fitness related activities. Community Street Jam will review all applications for summer camp to ensure the health and safety of all staff, instructors and children and may contact you for more information or clarification. If after reviewing your application, the Community Street Jam management determines we may not have appropriate accommodations for your child, your application may be refused and you will receive a full refund. With common sense and proper disclosure, Community Street Jam will make every effort to accommodate children with special needs.

Field Trips

Permission Slips

On occasion, CSJ will plan field trips outside of our facility within 10 miles of our Redwood City location. If your child is enrolled during a session with a planned field trip, a permission slip will be provided which must be signed and turned in to CSJ by the session start date. Field trips will only be planned for children ages 7-13. If a permission slip is not turned in on time (at least 7 days) prior to the session start date— the cost of that camp day will be forfeited and there will be no prorates or refunds for missed days due to missing permission slips. If you do not authorize any off-site field trips, there will be no prorates or refunds for those missed days or activities.

Conduct/Behavior

Violation of any of these rules and regulations may result in discipline, up to and including, immediate dismissal from the program without a refund. At times, a verbal warning may be given to the camper to correct improper behavior and the parent or guardian will be notified. Campers who endanger themselves or others, continue to commit violations or disruptions and exhibit no improvement, will be dismissed from the program. If such a camper wishes to return to camp, his/her return will be determined by the camp directors only.