

# CSA Summer Programs 2021



## Policies & Procedures

<https://csasummercamps.recdesk.com/Community/Home>

**Keri Fry - Summer Program Director**  
(Email: [csasummercamps@gmail.com](mailto:csasummercamps@gmail.com))

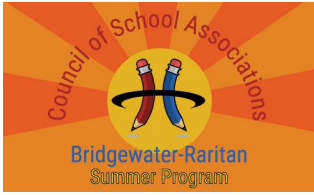
## ENROLLMENT & PAYMENT POLICY

- o Enroll Early! Many of our classes have limited enrollment and fill quickly.
- o Locations: Students are invited to explore and attend the sessions at all locations, based on the appropriate grade levels as indicated. PLEASE NOTE: Many sessions are offered at upper-level schools (Hillside, Eisenhower, Middle School & High School) that are for students in lower grades. Grade indicated is as of September 2021.
- o Submitting Payment: You have the option of paying online via credit card, or select Invoice Me Later. If you do choose Invoice Me Later, please make check payable to "CSA" and promptly mail to:

Council of Schools  
% Summer Program  
PO Box 6091  
Bridgewater, NJ 08807

In order to have the option to pay later, you have 48-hours after registration, and selection of pay later, to ensure the BRRSD CSA has a credit card on file. If a card is not on file, child/children will be removed from the programs they are registered into. Please understand that your credit card will be charged for the amount owed for the class or classes if another payment method has not been received by 2 weeks after the date of enrollment. Check payments should not be mailed if it is within 2 weeks start time of the course. In this case, you should pay by credit card in order to ensure registration is complete for the first day of camp.

- o Rejected Payments: In the event a student's payment is rejected by either bank, all fees associated with the rejection will be the responsibility of the parent/guardian. Students cannot attend a session until all payments are received in full, including and all processing fees that are associated with a rejected payment.
- o Unpaid Balance: A current session enrollment cannot be accepted for a student if there is an outstanding balance.
- o Confirmations: will be delivered via Email by the Instructor approximately one (1) week before the start date of each session.



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## CANCELLATION & REFUND POLICY

- o Instructor Cancellation: CSA and CSA instructors reserve the right to cancel any program if enrollment does not meet the required minimum. If the program is cancelled due to low enrollment, an alternate program will be offered or full refund issued via check less any original credit card transaction fees. If for some reason we are unable to use school district facilities for in person programs, a virtual program will be offered or a refund via check less any credit card transaction fees.
- o Student Cancellation: In the event a student desires to cancel his/her registration, the parent/ guardian must email the request to Keri Fry, CSA Summer Program Director at [csasummercamps@gmail.com](mailto:csasummercamps@gmail.com) including camper's name, program, and program dates. The date the email is received will be considered the date of the cancellation. The Council of Schools will issue a refund for sessions based on the following:
  - o 30 Days Prior to Start of Class – Full Tuition less \$25 cancellation fee
  - o Up to 15 Days Prior to Start of Class – Half Tuition only
  - o 14 Days or Less – No Refund

Please note that there are no refunds for illness, no show, or partial program attendance. **All refunds will be via check and less any credit card transaction fees that were originally charged. We do not refund credit card fees.**

## “WAIT LIST” POLICY

Instructors have full discretion and set the maximum number of students who may attend a session. Once the maximum number of students have enrolled and paid for a session, the class will be listed as a “wait list” session (on the enrollment website). Students who wish to be placed on a wait list, should enroll and submit payment for the session. If space becomes available, students who have paid in full will be allowed entrance to the session, in order of enrollment and payment. Placement in a wait list session is at the discretion of the CSA and Instructor. Any payments made towards a wait list class that a student was not granted entry to will be refunded in full.



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## MEDICAL/OTHER EMERGENCIES

There will be no nurse in attendance, or on-site, while the CSA Summer Program sessions are being conducted. Parents must be available at the telephone number provided on the enrollment form in the event of an emergency. All DOH and school district covid safety procedures will be followed.

All staff are educated on COVID-19 health and safety protocols including: 1. Revised rules and regulations in place during COVID-19; 2. The importance of staying home when experiencing symptoms of COVID-19 or residing with someone experiencing symptoms of COVID-19; 3. Social distancing and face coverings; 4. Proper hand hygiene; 5. How to address a situation in which a student presents with symptoms of COVID-19; and 6. How to address situations in which social distancing or other necessary requirements are challenged by athletes or parents/guardians/visitors.

A concussion form is available for our athletic programs/for those who may suffer a concussion. [Concussion Form](#)

All virtual programs will be done in the camper's own home with the supervision of an adult member of the household. It is the family's responsibility to ensure that a safe environment is available for the virtual camps.

## CAMPER CODE OF CONDUCT

The CSA Summer Program has implemented a Camper Code of Conduct. Enrollment in a CSA Summer Program automatically assumes the acceptance of the students and parent/guardians understanding of the Code of Conduct. Please review this code of conduct with your camper.

Rules:

1. Campers will respect fellow campers and Instructors.
2. Campers will take care of their own belongings and respect the property of others, including the camp materials.
3. Campers will listen to Instructors and follow their instructions.
4. Campers will follow all safety rules and make sure that fellow campers are safe.
5. Campers will not cause disruptions within the camp setting.



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6. Campers will comply with all BRRSD Board of Education rules regarding conduct.

### Recommended Consequences

1. 1st offense – The Instructor will discuss the transgression with the student, and notify the parent/guardian. The instructor may require that the parent/guardian come to the session to review the transgression with the student.
2. 2nd offense – Student will be removed from session. Refunds will not be issued.
3. At any time, the Instructor and the CSA reserve the right to ask a student not to return to a class if he/she is disruptive to the camp environment.

## DROP OFF & PICK UP PROCEDURES

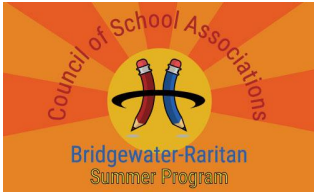
The CSA Summer Program has implemented a Camper Drop Off and Pick-Up Procedures. Strict adherence to these procedures is required and expected.

### Drop Off Procedures

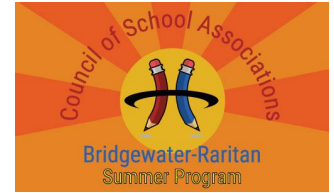
- Campers should arrive at the designated facility 5-10 minutes prior to the start of a session.
  - All campers and parents must wear face coverings for drop off.
- Campers entering grade K-4 must be escorted by parents and delivered to the appropriate instructor/director.
- Campers entering grades 5-12 may self-escort to their session.

### Pick Up Procedures

- Parents/Guardians are asked to arrive to the facility 5-10 minutes prior to the end of a session.
- All campers and parents must wear face coverings for pick up.
- Parent/Guardian of Campers entering grades K-4 must go to the area specified by the instructor to pick up the camper. Students K-4 will not be released unless parent/guardian comes to the location where the instructor specifies.
- Campers entering grades 5-12 may self-escort to their transportation arrangement.



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• Late Pick-Up: All students must be picked up promptly. In the event a student is not picked up on time, the parent/guardian will be billed Child Care Services, as follows:

- o First 0-10 Minutes - \$0
- o After first 10 minutes, parent will be billed in 10 minute increments at the rate of \$15 per each 10 minute increment.
- o Billing for Child Care time will be at the discretion of the Instructor, and enforced by the CSA.
- o Failure to pay for Child Care time billed, will lead to the camper being dismissed from the program, and deemed ineligible to participate in future CSA programs
- o If a child is not picked up within a reasonable period of time, the Instructors will be directed to contact the police.

## TAX INFORMATION

If you are looking to submit information tax purposes, you can use a copy of your receipt along with the following:

FIN# 27-2606024

The Council of School Associations

CSA Summer Program

836 Newmans Lane

Bridgewater, New Jersey 08807