



## General Information

# Camp Innovation

**PERMISSION FORMS.** All permission forms are online. If you have a profile for your student, please be sure all information is up to date.

**ATTENDANCE.** Students are encouraged to attend each day. We will be calling the homes of those students who are absent. Please help us by calling 343-6525 x 80243 and leaving a message if you know your child will be absent. If your child will be picked up early, please send a note to the teacher regarding the early dismissal and stop by the Saturday/Summer Office to sign your child out.

**REST BREAKS.** Classes will have a 15- minute mid-morning/mid-afternoon break. Students will go to the A Building Break Area, which has snack and soft drink vending machines available. You are certainly welcome to bring snacks from home to be consumed at this time. Students are expected to keep these areas clean and neat.

**LUNCH BREAK.** Lunchtime is from 12:00 noon – 1:00 p.m. There is a scheduled thirty-minute supervised eating time from 12:00 noon – 12:30 p.m. for students who are taking both morning and afternoon classes. Students should bring a bag lunch and a beverage. Snack and soft drink vending machines are available. From 12:30 p.m. – 1:00 p.m. there will be an adult supervised recreation time. Some full-day classes begin lunch at 11:30.

**TRANSPORTATION.** There is no school bus service during summer (except for grant-funded programs). Parents are responsible for transportation to and from the Center. Field trip transportation is provided by Chesterfield County School buses.

**CLOTHING.** Students are expected to wear clothing that is sensible and in good taste. Clothing that is unsafe or which distracts from the learning process is not appropriate. Bare feet are not permitted.

**SMOKING.** Smoking is not permitted at any program location.

**BEHAVIOR.** Inappropriate behavior will warrant dismissal from the program with no refund of any fees. Center staff will be the sole judge as to what constitutes non-acceptable behavior. Any action will follow the disciplinary procedures outlined in the Richmond Public Schools “Code of Conduct.”

**FIRST DAY.** On the first day, students are to report directly to their assigned classroom. Classrooms doors will be opening at 8:55 a.m. (12:55 p.m.) each day. If a student arrives at the Center earlier than 8:55 a.m. (12:55 p.m.) he or she will be directed to the A-building to wait. Students should not arrive at the Center earlier than 8:30 a.m. (12:30 p.m.).

**REFUND POLICY.** We are sorry that refunds cannot be made after June 1st. However, we will make every effort to switch dates on a space available basis.

**ARRIVAL & DEPARTURE.** Classes will meet from 9 a.m. – 12:00 noon or 1:00 p.m. – 4:00 p.m. Students should be dropped off no earlier than 8:30 a.m. and need to be picked up promptly at dismissal time (12:00 noon or 4:00 p.m.) Please have students wait in the A-Building Break Area if they arrive more than 5 minutes before the start of class.

### **PICKUP PROCEDURE.**

**MSiC Campus:** Students attending classes labeled *grades 4-5* will be picked up in their classroom. Please have your picture I.D. with you for student pick-up.

Older students at the MSiC campus may be picked up in the bus loop on the south end of the campus (Cleary Rd). Students in classes labeled *grades 4-5* with an older sibling attending camp will be escorted to the bus loop for pick up.

**After-Camp Programs** – In order to help parents with a more convenient pick up time, we will once again offer short (1 hr.) classes on interesting topics after our regular classes. This After-Camp Program will run 4:15 – 5:15. This will be an additional fee paid directly to the Vendor. See our website for more details and the link to register your child. Students participating in the After-Camp Programs will be escorted up to the A-Building for class each day. Students need to be picked up promptly at 5:15 p.m.

**JTCC Midlothian Campus:** Students can be dropped off and picked up by parent at the loop by Hamel Hall (Room H109). Please park, come in to the Hamel Hall, and sign out students at dismissal (I.D. required).

**T-SHIRTS** – For those students who would like a Camp Innovation T-shirt, they will be on sale before and after class in the A-Building outside the Saturday/Summer Office.