

Summer Camp Policies

Welcome to summer camp at Atlanta International School. We are glad you have chosen to spend your summer with us. Please take a moment to review the camp policies listed below. These policies help ensure everyone has a positive summer experience.

- ✓ Registration
- ✓ Cancellation
- ✓ Payment and Refund
- ✓ Meals
- ✓ Carpool
- ✓ Extended Care
- ✓ Late Arrival / Early Pick-up
- ✓ Behaviour

Registration

1. How to Register:
Camp registration can be done online through our website. Please be sure that all the information you include in the form is correct and up to date.
2. Deadlines:
The registration deadline for all camps is June 1st, 2008. Any registrations after June 1st will incur a \$75 late fee for each child you are registering.
3. Waitlist:
If the camp you wish to register for is full, you are welcome to sign up on the waitlist. There is no cost to be on the waitlist. As soon as a spot opens up in the camp you will be notified via email. If you wish to attend camp please respond by completing the registration form and making full payment.
4. Closed registration:
Registration for each camp closes the Monday prior to the first day of camp. For example if you are registering for a camp beginning the week of June 16th registration will close June 9th. No registrations are accepted after the closing date.
Forensic Science Camp is an exception to this. Due to the application process Forensic Camp registration closes on date posted online.
5. Changes in Registration:
 - If you wish to change your registration from one camp to another you are welcome to do so anytime prior to that camp's closing deadline.
 - We will apply what you have paid for camp toward the cost of the new program. You are responsible for any differences in the cost of the camp programs. All differences must be paid by the start of the camp program you are switching into.

Cancellation

1. Campers not attending the first day without prior written notification will be considered a no show and are not eligible for a refund.
2. Cancellations must be made in writing or by email to the Camp Director.

3. Cancellations can be made at any time; however, their refund eligibility will differ according to the circumstances. Please see our refund policy for details.

Payment and Refund Policy

1. Payment
 - All payments must be made in full at the time of registration.
 - Forms of payment: You are welcome to pay online by credit card or check. You can also come into the school and pay by cash or check.
 - We currently do not have payment plans available.
2. Refund
 - Full refund is available to anyone making a change in their registration prior to June 1st.
 - A 50% refund is available to anyone making a change in their registration after June 1st.
 - No refund will be given to anyone making a change in their registration after July 1st.
 - No refunds will be given to anyone changing their registration after the closing deadline. For example if you wish to cancel your registration on Thursday June 12th for a camp the week of June 16th no refund will be given.
 - The \$25 processing fee is non-refundable.

Meals

Meals are provided by our campus dining service Sodexo. We have a commitment to healthy foods on campus and provide a healthy snack and lunch everyday to all campers. If you have dietary concerns please notify the Director and include it on your registration form. We can accommodate some dietary concerns so please let us know as soon as you register. If we cannot accommodate your needs you can bring food into the program provided that you have discussed this with the Camp Director.

Due to the severity of many allergies we request that you do not send food with your children to camp. We work very hard to ensure the safety of each camper. Please help us in this effort.

We post the menu for camp online at: www.aischool.org/camps. If you have any questions or comments about the menu please let the Camp Director know.

Carpool

1. In an effort to shorten the afternoon carpool line, we have created two carpool locations. Please see the attached diagram for details.
 - If your child attends Kaleidoscope, Volleyball, Basketball, Camp Stardust, Tae Kwon Do camp, or Language Camp in French and English we ask that you pick your child up in **Afternoon Carpool Location 1-SAC**.
 - If your child attends Robotics, Chess, Forensic Science Camp, Half Day Language camp, Language Camp in German, Spanish, and Chinese, or ESL we ask that you pick your child up in **Afternoon Carpool Location 2-AIS Primary School**.
2. Every time you sign out your child you will be asked to show a photo I.D.

Afternoon Carpool Location 1-SAC

1. Enter the carpool lane from Sheridan Drive off Peachtree Road.
2. Drive around the back of Garden Hills Elementary School, take a left and enter the SAC parking lot on your right.
3. Exit the parking lot by taking a right.
4. This is a one way street—only right turns are permitted.

Afternoon Carpool Location 2-AIS Primary School

1. Enter the carpool lane from North Fulton Drive off Pharr Road.
2. Pick up your child at the side exit gate from the playground and continue to the teacher parking lot for Garden Hills Elementary School (between the two schools.)
3. Turn left into the parking lot and curve back towards North Fulton Drive.
4. Turn right onto Delmont Drive.
5. Turn left on Grandview to access Pharr Road and Peachtree Avenue.

Extended Care

We are happy to offer an extended hours program for parents that need a longer camp day. Our extended hours are free of charge but do require prior sign up. The registration process for extended care is simple and can be found online as an addition to your camp registration. Please follow the prompts to add a registration for the extended hours program.

Campers are divided into groups by the grade they are entering in the fall. We have various planned activities for the campers. The activities vary from week to week and are all age appropriate. The groups are located in different areas so please come into the SAC and sign them out. A camp staff will gladly go to get your child from the program and bring them to you.

Please note that if you register for the extended hours program and arrive in regular carpool you may need to wait while your child is gathered from the program and brought to carpool.

Early Pick up and Late Arrival

1. Late arrival
 - i. If you will be arriving late to camp please park and walk your child into the camp program. Be sure to sign your child in with that camp's leader. It is important the camp leader is aware of their arrival.
2. Early Pick up
 - i. If you need to pick your camper up prior to the 3:00 carpool time we ask that you send a note with your child in morning carpool.
 - ii. We ask that if you plan to pick up early you do so before 2:00 pm. in consideration for the carpool queue.

Behaviour

We want everyone to have a good time during camp. While here at AIS you are part of our community and as such a part of our community principles.

The AIS Community Principles:

We, the members of the AIS school community, believe that there are certain principles upon which our school community is based. We believe that all members of our school community possess worth and dignity and should be treated accordingly. We believe that AIS should strive to be inclusive, compassionate, welcoming and non-hierarchical. We believe that all members of the AIS community, including students/campers, faculty, administration, staff, parents and Board members, should try to:

- 1) respect themselves and others irrespective of their differences;
- 2) develop their own personal values and respect the values of others;
- 3) value their own culture, respect and strive to understand the cultures of others and understand and support multiculturalism in our community;
- 4) be ethical, act with honor and integrity and above all, show concern and care for others in and outside our school community.

For our school community to be effective, we believe that every member should do his or her best to support the principles upon which it is based. In short, all AIS constituencies are key to our Community Principles.

Keeping these principles in mind our camp rules are very simple:

1. Be Safe
2. Be Respectful
3. Be Responsible
4. Be Kind

We expect every camper to interact with each other in respectful, safe, kind, and responsible ways. If a situation arises where a camper has not behaved in this manner we will address it promptly. Counselors are the first to respond to an issue. If the issue persists or is of a serious nature, the Camp Director will have a conference with the camper and the parents will be notified. If, after the Parent-Director conference, the issue persists or a separate, very serious issue, arises the camper may be expelled from camp. No refunds are provided for expulsion from camp.