

2024 SUMMER CAMPS POLICIES

Alliance Française de Seattle

Updated January 29, 2024

TABLE OF CONTENTS

Contents

TABLE OF CONTENTS..... 2

1. CONTACT AND INFORMATION..... 3

2. REGISTRATION 3

3. CURRICULUM CHANGES BY AFSEATTLE 3

4. ENROLLMENT DISCOUNTS..... 3

5. CAMP WITHDRAWALS AND REFUNDS 4

6. TUITION PAYMENT 4

7. ATTENDANCE 4

8. WHAT TO BRING 5

9. SICK CHILD PROCEDURES 6

10. MEDICATION MANAGEMENT 6

11. MEDICAL EMERGENCIES 6

12. INSURANCE 6

13. SPECIAL NEEDS..... 7

14. NON-DISCRIMINATION POLICY 7

15. ZERO-TOLERANCE POLICY 7

16. DISRUPTIVE STUDENT POLICY 7

1. CONTACT AND INFORMATION

Alliance Française de Seattle

The Alliance Française de Seattle is located at 4649 Sunnyside Ave N Suite 205, Seattle WA 98103.

- Office hours **during Summer Camps:** Monday to Friday, 9am – 4pm
- Administrative email: info@afseattle.org
- Phone: 206-632-5433

Visit our website www.afseattle.org for the most up to date information about our programs.

2. REGISTRATION

Registration is complete upon payment. Payment must be completed at least two (2) weeks before the start of each summer camp (*due Monday at 9am for a camp starting two Mondays later*).

A placement test for new students, or students returning after three (3) terms or more, is mandatory to confirm your enrollment.

Registration on the first day of a camp or after the camp has started is not recommended. To respect class planning, to avoid class disturbance, and to ensure that the camp reaches the minimum of four (4) enrollments required, please register your child at least two weeks prior to the start of the camp.

Our placement test is mandatory for all new students (or students returning after 3 terms or more). No enrollment can be confirmed without a placement test.

3. CURRICULUM CHANGES BY AFSEATTLE

AFSeattle reserves the right to cancel camps, adjust curriculum, or change teachers at any time during the session. Camps are typically canceled due to insufficient enrollment—a minimum of four (4) enrollments is required to open a camp—or unplanned unavailability of a teacher.

If your child is registered in a camp that is canceled by AFSeattle, you will be notified by email with at least a week's notice and given the option to transfer your child to another camp or to be fully refunded.

4. ENROLLMENT DISCOUNTS

During the Early Bird period:

- The Member Early Bird Registration is open to current or new members (membership must cover the dates of the camp). The Member Early Bird Registration takes place from February 1, 2024 at 12:01am to March 1, 2024 at 11:59pm.

During the Regular Registration period:

- AF members will receive a **5% discount** on any additional summer camp taken in the same quarter. The discount is valid per student **after the first camp has been purchased at full rate**. *Camps must be purchased separately for the discount to activate on the second/third camp.*
- **Sibling discount** for AF members: 5% off after the first camp was purchased at full rate. You will receive our sibling discount code via email after your first enrollment (family membership required).

New students can become members at any time. The \$40 registration fee is waived for members. If you are registering two (2) or three (3) students in the same family, please purchase the family membership.

Discounts are not cumulative.

5. CAMP WITHDRAWALS AND REFUNDS

For cancellations until May 15, 2024: the camp will be refunded in full, minus a \$40 cancellation fee.

For cancellations on May 16 or later: NO REFUNDS.

Any refund can be requested as credit. Credits are valid one year and are applied automatically on any purchase on our website.

Non-member registration fees and memberships are nonrefundable.

6. TUITION PAYMENT

AFSeattle accepts payments by credit card (online), check, or bank transfer. The easiest way to pay for the Summer Camps is **online**, through our website's course registration system.

Registration can be confirmed only for payments made in full at the time of enrollment.

7. ATTENDANCE

During summer camps, our office opens at 9am and closes at 4pm, so there will be no early drop off or late pickup available.

- Drop off: Drop off is open between 9am and 9:30am every day.
- Pick up: Please pick up your child between 3:30pm and 4pm. Late pickups will be charged \$15 per fifteen (15) minutes as they require our instructors to stay overtime. If an emergency arises and you are unable to pick-up your child on time, please call our office during office hours to assure the instructor that you are on the way.

Please let us know at info@afseattle.org or by phone at 206-632-5433 if your child cannot attend.

8. WHAT TO BRING

- SNACKS AND MEALS

AFSeattle will not provide food or drinks. Each day, children must bring their own water bottle that can be filled at the Good Shepherd Center's water fountain, as well as two (2) snacks and one (1) lunch in a cooler bag if needed (no refrigerator on site).

AFSeattle is not a certified nut-free place. **Parents of campers with allergies should notify our office when filling out the health release form, due two (2) weeks before the start of the camp.**

- CLOTHING

Although this may depend on daily weather, our summer camps activities are usually split up between indoor and outdoor spaces at the Good Shepherd Center. Here are some items that we recommend campers wear or bring:

- Weather-appropriate clothing (the building has no air conditioning, but the classrooms will have a fan);
- Provide your child with a long sleeve cotton shirt to wear in the sun;
- Encourage your child to wear a hat to protect their face for outdoor activities;
- Use and appropriately apply sunscreen before the class or at lunch time. Camp counselors will not apply sunscreen to your child, but will remind children to apply their own before going outside.

- WHAT NOT TO BRING

We ask that you keep these things at home:

- Weapons of any kind
- MP3 players, cell phones, smartwatches, or any electronic devices
- Money
- Drugs
- Gum and candy
- Any valuables, including personal sports equipment.

Many of these items can be lost, broken, or stolen while at camp. AFSeattle is not responsible for broken or stolen items.

- LOST AND FOUND

Please label all clothing and items brought to camp with your child's full name. The lost and found center will be located in AFSeattle's office (#205). The lost and found items are stored for a month, then donated to a local charity.

>> Most importantly, bring a positive attitude to French camp! Our campers are here to discover or practice French, to have fun, and to meet other campers in a friendly, safe, and engaging atmosphere!

9. SICK CHILD PROCEDURES

AFSeattle cannot accept children for camp when they are ill. If your child is experiencing any of the symptoms listed below, we will ask that other arrangements be made for his/her care.

- Vomiting on 2 or more occasions within the past 24 hours
- Too tired or sick to participate in daily activities
- Fever of 100.4° Fahrenheit (F) or higher
- Draining rashes
- Eye discharge or pink eye
- Diarrhea
- Lice or Nits*

**Children must be nit and lice free prior to returning to camp. Lice are highly contagious and can take a while to eliminate from camp once introduced. Reintroducing children with nits prolongs contamination and prevents children from returning to camp.*

If your child develops these symptoms after drop-off, parents will be contacted and asked to come pick-up their child.

In addition, all policies regarding COVID by King County apply.

10. MEDICATION MANAGEMENT

If it is necessary for your child to take medications while they are in our care, please give the medication directly to a staff member when you sign-in your child. Written parental consent is required for us to administer any medication.

11. MEDICAL EMERGENCIES

Please sign the summer camp medical release, giving us permission to seek medical attention for your child in case of an emergency.

In the case of life-threatening emergencies, a member of our staff will immediately call 911 and notify you as quickly as possible. If transportation to the hospital is needed, a staff member will accompany your child in the ambulance and will stay with them until you arrive.

12. INSURANCE

It is the responsibility of every individual, their parent or legal guardian to provide for their own accident and health coverage while participating in all AFSeattle activities. AFSeattle does not provide any accident or health coverage for its virtual or in-person participants.

13. SPECIAL NEEDS

AFSeattle instructors are encouraging, patient, and helpful in paving a pathway for children with mild to moderate disabilities to succeed at summer camps. We are not equipped nor staffed to work with children who need significant assistance with personal care, constant one-on-one support, or have great difficulty in managing their behavior in a group setting.

Please contact AFSeattle's office if you have any additional questions.

14. NON-DISCRIMINATION POLICY

AFSeattle does not discriminate on the basis of race, color, religion, disability, gender, sexuality, and national or ethnic origin in the administration of its admissions, educational, or employment policies and programs.

15. ZERO-TOLERANCE POLICY

We want to make sure all children at AFSeattle's summer camps have a positive atmosphere that is safe and inclusive. We are asking for your support in maintaining a fun, safe place, where children can achieve their potential. Please talk with your children about the importance of not exhibiting the behaviors described below.

The following will NOT be tolerated in our camps:

- Abusive, harassing and/or obscene language or gestures;
- Threats of harm, physical aggression, violent acts, or bullying;
- Weapons of any kind;
- Damaging or defacing property;
- Offensive conduct;
- Purposely leaving the area of supervision without permission;
- Improper exposure.

16. DISRUPTIVE STUDENT POLICY

AFSeattle reserves the right to dismiss any student whose behavior is inappropriate or disruptive to the learning environment and to other students. If AFSeattle receives such a complaint from a teacher and/or fellow classmates about a student, a meeting will be called with that student and their parents to notify them of the complaint and to request a change if and when warranted. If after that warning, the student continues to be disruptive, the student will be dismissed, and, when appropriate, AFSeattle will issue a prorated refund for any classes not yet taken.