

2020

SUMMER CAMPS POLICIES

Alliance Française de Seattle

Student Name: _____

I have read and agree to the terms and conditions.

Date: _____

PRINT NAME: _____

Signature: _____

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1. CONTACT AND INFORMATION

Alliance Française de Seattle

Address: 4649 Sunnyside Ave N #205, Seattle, WA 98103

Phone: 206-632-5433

Email: school@afseattle.org

Office hours:

Monday to Thursday: 9am – 1pm & 2pm – 5pm

Friday: 9am – 1pm & 2pm – 4pm

2. REGISTRATION

Registration is complete upon payment. Payment must be made at least 48 business hours before the start of the class.

Registration on the first day of a camp or after the camp has started is not recommended. To respect the instructor and to avoid class disturbance, and to ensure that the class will reach a minimum enrollment (5 students) to take place, please register your child at least two weeks prior to the start of the camp.

3. COURSE CANCELLATIONS & CHANGES

The AFSeattle reserves the right to cancel camps, adjust curriculum, or change teachers at any time during the session. Camps are typically cancelled due to insufficient enrollment (a minimum of five enrollments is required to open a camp), unavailability of a teacher, or inability to schedule appropriate instructional space.

If your child is registered in a camp that is canceled, you will be notified by email or telephone with 2 or 3 weeks notice and given the option to transfer your child to another course or to be fully refunded.

4. DISCOUNTS

- AF Members will receive a 10% discount on any additional Summer Camp taken in the same term.
- Early Bird discounts are not applicable to Summer Camps. Summer Camps benefit from their own early registration pricing between January 31 and May 25, 2019.
- Discounts are not cumulative.

5. REFUNDS AND CREDITS

Cancellations are possible. The course will be refunded minus the \$40 nonrefundable deposit.

Transfers are possible from one camp to another within the same term. The nonrefundable deposit of \$40 will be charged in case of transfer upon request from a parent.

If an instructor recommends to transfer the student because the fluency level of the student is not appropriate for the class, the transfer will be made at no cost.

Please note that transfers depend upon seat availability.

6. TUITION PAYMENT

The AFSeattle accepts payments by credit card, check, bank transfer, or cash. The easiest way to pay for the Summer Camps is online on the course catalogue: www.afseattle.org/learn-french/summer-camps/

Payments must be made in full at the time of enrollment in order for registration to be confirmed.

7. ATTENDANCE

Check-in: 15 to 5 minutes before the start of the camp. Please let us know if your child cannot attend. Please arrive on time.

Pick-up: you must pick-up your child at the time the camp finished daily; the Alliance Française de Seattle cannot provide after-hours care.

If an emergency arises and you are unable to pick-up your child on time, please call our office to assure both the staff and your child that you are on the way.

8. SNACKS AND MEALS

The AFSeattle will not provide food or drinks. Children must bring their own water container that can be filled at the Good Shepherd Center's water fountain.

Children can bring their own snacks or meals, to eat before or after class, or during breaks.

9. PEANUTS AND NUT ALLERGIES

The AFSeattle is not a certified nut free place.

In order to create a safe environment for students with life-threatening allergies, we kindly ask you to refrain from sending your child with food containing peanut butter or other nuts and/or other foods manufactured in a plant that processes nuts.

10. WHAT TO BRING / WEAR

Depending on the daily schedule and weather, summer camps activities can be held inside or outside the Good Shepherd Building, depending on the day's activities. Here are some items that we recommend the children to wear or bring:

- Weather-appropriate clothing (the building has no air conditioning, but the classroom 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 the face for outdoor activities;
- Use and appropriately apply sunscreen before the class.

11. WHAT NOT TO BRING

We ask that you keep these things at home:

- Weapons of any kind
- Ipods, 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. The AFSeattle is not responsible for broken or stolen items.

12. 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 the office of the AFSeattle. The lost and found items are stored for a month, then donated to a local charity.

13. SICK CHILD PROCEDURES

The 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 101°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 kids 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.

14. MEDICATION MANAGEMENT

If it is necessary for your child to take medications while he/she is 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.

15. 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 on the ambulance and will stay with him/her until you arrive.

16. 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. The AFSeattle does not provide any accident or health coverage for its participants.

17. SPECIAL NEEDS

AFSeattle staff members 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 the AFSeattle office if you have any additional question.

18. 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.

19. NO TOLERANCE POLICY

We want to make sure all children at the AFSeattle 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

20. DISRUPTIVE STUDENT POLICY

The 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 students about a student, a meeting will be called with that student and his 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 pro-rated refund for any classes not yet taken.