



2018 - SUMMER DAY CAMP FAQs

DATES OF OPERATION

Tuesday, May 29th – Friday, August 24th, 2018

HOURS

The school is open and staffed from 7:15 a.m.-5:45 p.m. (Extended Day) Monday-Friday. The **K-6th Day Camp** program day is **9:00 a.m. to 3:00 p.m.** and the **Preschool Day Camp** program day is **9:00 a.m. to 2:30 p.m.**

CLOSURES

Monday, May 28 th	Memorial Day (observed)
Monday-Friday, June 25 th -29 th	Maintenance week
Wednesday, July 4 th	Independence Day (observed)
Friday, August 18 th	Whole-school In-service Day

KEY CONTACTS

Summer Day Camp Director, Elizabeth Hubert, elizabethh@bixbyschool.org
Preschool Director, Emily Armiak, emilya@bixbyschool.org
Office Administrator, Cindy Benson, office@bixbyschool.org
Billing, Megan Srisamer, billing@bixbyschool.org
Chef, Amber Graff, amberg@bixbyschool.org
Swim Teacher, Tim Blair, timb@bixbyschool.org

ELIGIBILITY

The Bixby **Elementary (K-6)** Summer Camp is open to:

- All children that will be in grades kindergarten-6th for the 2018-19 school year, regardless of attendance at Bixby.

The Bixby **Preschool** Summer Camp is open to:

- All current preschool students
- Any new preschool student that will be registering for the 2018-19 school year. We **do not** accept preschool students for the summer program only.

THEME WEEKS

Bixby's summer camp is organized around theme weeks, which give our children compelling experiences with a particular topic, provide "grounding" for the week's activities, and give us a chance to work with experts in that field. Each summer we blend some "old favorites" with new topics to keep our mix fresh. See the calendar attached or on the Bixby website for this summer's offerings.

ELEMENTARY (K-6th) DAY CAMP

Bixby's summer camp program offers continuity of care in a relaxed setting for preschool-6th graders utilizing all of our 3+ acres. These are days for supervised, extended play, building, or games in the gym, the sandbox, and other outdoor areas as well as cooking, gardening, art, and craft projects. The focus is on developing each child's interests and social relationships. Depending on numbers and the nature of the activity, the children may be grouped in grade clusters or by common interests in multi-aged groups. Our core values

and expectations of respect, responsibility, and empathy are as embedded in our summer day camp as they are in our school year.

Flow of the Day

While each week is organized around a theme and related activities, during each day of camp there are some core daily activities, including:

Open Play: 7:15-9:00 a.m.

Morning Group Time: 9:00 a.m. Taking attendance and prepping for morning activities, including theme week special activities

Group Time: 11:00-11:15 a.m. Re-grouping and preparing for lunch

Lunch: 11:15-11:45

Open and/or Special Activities: 1:00

Reading: listening to stories and/or sustained independent reading

Group Swims: K-2nd and 3rd-6th

(NOTE: Elementary students are responsible for providing their own labeled swimsuit and towel; goggles are optional. Lessons will also be available and are advertised separately.)

Snacks: 3:00 and 4:30 p.m. for those staying for an extended day.

Our special guests will host activities from 9:00-11:00 a.m. and 1:00-3:00 p.m. every day of the week they are in residence. Children will rotate through the activities and have class with the special guest each day. Each K-6th camper will get one hour/day with the special guest, for a total of 4.5 hours per week. In addition, the Bixby summer staff will open a variety of theme related activities throughout the week to add depth to the special guest activities. Throughout the summer, there are additional special classes, activities, and day trips, usually related to the theme of the week. We will inform parents about Friday performances at 2:45 p.m. during the weeks with themes that have a performance component.

Rambles

Once a week, (likely Wednesday mornings), at 9 a.m. the K-6th children and staff will depart for a "ramble" – a walk (or bus) to a surprise location with camaraderie, openness to exploration, and a spirit of adventure the key ingredients for a good time.

The rambles will leave Bixby **a few minutes after 9:00 a.m.** and return, in waves, starting at about 10:15 a.m. Once in awhile, a ramble may last longer and you will be notified ahead of time.

The required attire for the ramble is a labeled water bottle, a hat, sturdy shoes, and appropriate clothing for the weather (rain coat, sun protective clothing, etc.), any medication and plan (i.e., Epi-pen, antihistamine). The anticipated attitude is **"I'll give it a try!"**

PRESCHOOL PROGRAM DAY

Preschoolers enjoy a program consistent with our offerings during the school year. Your child can look forward to the continuation of weekly swim and gym programs that complement our literacy, science, math, construction, music, movement, physical, dramatic, social, and artistic activities. We utilize our wonderful playgrounds, extending what we do in the classroom to the outdoors for a large proportion of each day. Teachers will support and encourage project investigations as interests emerge. In addition, preschool teachers will offer theme-based activities each day of the week. If the theme week special guests are comfortable working with the preschoolers, then this will happen on Wednesday mornings.

Lunch is served family style at 11:15 a.m. Snacks are provided at their regular a.m. and p.m. times throughout the summer.

Incoming preschoolers will transition into the program during the summer. Start dates are scheduled with the Preschool Director, Emily Armiak, as space allows.

PRESCHOOL TO KINDERGARTEN TRANSITION – Week of May 29th

Will your child be attending kindergarten this fall? Would you also like to enroll your child for Bixby's summer program? Then this message is for you!

Future kindergarteners transition into Bixby's K-6 summer day camp program. An email describing the program will be sent to parents of eligible Bixby preschool students and those enrolling for Bixby kindergarten in the fall. Students will begin each day of transition week in Bixby's kindergarten room with a summer kindergarten teacher - a current Bixby preschool teacher familiar with the transitional needs of the children. After transition week, your student will be able to attend camp (continuing to work with the same summer kindergarten teacher) as well as to enroll in Special Classes offered to kindergarteners, if you choose. If you need assistance integrating your child outside of the transition week, please speak with or email Emily Armiak, Preschool Director, preschool@bixbyschool.org, about timing your child's transition.

6th GRADE STUDENT TEACHERS

Bixby School has a long tradition of welcoming Bixby graduates and Bixby "summer kids" (those rising 6th graders who are familiar with the Bixby way due to attending camp most summers) as student teachers during the summer after their 5th grade year. If your child is interested in pursuing this opportunity, please email Elizabeth Hubert, Summer Program Director, elizabethh@bixbyschool.org.

K-6th LUNCH, SNACKS, and BIRTHDAY TREATS

A balanced lunch, including an entrée, fruit, vegetable, is provided daily. In addition to milk, soymilk or water is available. A menu for each month will be available on the first program day of the month. Students may choose to bring their own lunches (no soft drinks, peanuts/nuts, or candy). For K-6th children staying for the extended day, snacks for children are provided each afternoon at 3:00 and 4:30 p.m. Lunch and these snacks are included in the tuition.

Children who would benefit from a morning and/or early afternoon snack may bring one that can be kept in a bag/container in their cubby (no soft drinks, peanuts/nuts, or candy).

Children who have a summer birthday may choose to bring a treat to share with all the children at lunch. Talk with our chef, Amber, about the timing, type, and # of treats and plan to schedule this at least 3 days ahead of time.

SUNSCREEN & BUG SPRAY

Each student should come to school wearing sunscreen. Students re-apply sunscreen after lunch and/or after swimming. Currently, Bixby uses Rocky Mountain Sunscreen for Kids SPF 35 or 50. If we change brands, a notice will be provided. If your child must use a different sunscreen, you must provide and label it.

Per our licensing requirements, we do not apply bug spray and prefer that children wear clothing that will protect them.

REGISTRATION & PAYMENT

General

- 1) Use our theme calendar (found online at <http://bixbyschool.org/programs/summer/>) to choose the weeks you would like to attend.
- 2) Either click the registration link on our website or go to <https://campscui.active.com/orgs/BixbyAssociates> to complete your registration online.
- 3) The selections are separate for preschool and K-6 students. You can use the filters for dates and ages on the left-hand side of the page to narrow your search. For example, if you have a preschooler, and you don't want to scroll through all the K-6 options, click the Pre-K box in the filters.
- 4) For each week you want your child to attend, "ADD" either the Camp Day or Extended Day option for that week.
- 5) After adding all of the weeks you want to your cart, proceed by clicking the "CONTINUE" button on the right side of the page.
- 6) Fill out the registration form and complete all required fields. Put "none" for certain fields if they do not apply to your child.
- 7) There is a 15% discount for each additional registered child in one family. This discount will automatically be applied before checkout.
- 8) **To finalize registration, you must either pay in full or pay a deposit and set up automatic monthly payments using either a credit card or E-check (we prefer E-check).**
- 9) **Automatic payments will be withdrawn on the 6th of each month. You will receive an email reminder 10 days before any automatic payments are collected.**
- 10) **If paying by check, we request that you pay each month's tuition on or before the 1st of each month. Checks can be placed in the secure box in the front office. If you don't make a payment of by the 5th of the month, Active Network will withdraw the outstanding balance automatically via the payment method you selected during your registration at 2 a.m. on the 6th. You will also be charged a late payment fee of \$25.**

Overtime

- 11) Students who are at Bixby more than 15 minutes before or after their camp time will need to pay for that time based on the current hourly rate.
- 12) For pick-ups after 5:45, a \$5 overtime charge for each five-minute period will be billed.

Special Classes, Activities, and Day Trips

- 13) **All theme activities and special guests are included in the weekly rate and DO NOT require registration.**
- 14) **AVID4 ADVENTURE requires direct registration through their website.**
K-1st - <https://avid4.com/day-camps/colorado/boulder-explorer/>
2nd-6th - <https://avid4.com/day-camps/colorado/boulder-adventure>

CANCELLATION POLICY

- We reserve the right to make changes to program offerings as needed.
- In the event that Bixby cancels a special class, activity, or trip, a full refund will be issued. However, we do not assume responsibility for refunding class fees paid to a third party (AVID4, etc.)
- If you withdraw registration for your child from any special class, activity, or trip, you will not be refunded unless there is a waitlisted student who takes the spot.
- If you are on the waitlist for a Special Class and are not admitted, a full refund for the class will be issued.
- In the event that you need to request a partial or full refund, you must submit your request in writing, cite your reason, and submit it to the Summer Day Camp Program Director. The director's decision is final.
 - The deposit is non-refundable and gets applied to each week in attendance.
 - If cancelled **more than 30 days** before the start date for that week, you will receive a full refund minus the deposit.
 - If cancelled **after 30 days but before 10 days** before the start date for that week, you will receive a refund of that week's tuition minus **30% fee**.
 - If cancelled within **10 days** of the start date for that week, you will receive **NO refund**.

TRANSFER POLICY

Please inform the director, Elizabeth Hubert, elizabethh@bixbyschool.org, by email of any transfers you would like to make from one week to another. The decision by the director is final.

QUESTIONS? Call 303-494-7508 x0 or email Elizabeth Hubert, Summer Day Camp Director (elizabethh@bixbyschool.org) or Cindy Benson, Bixby Office Administrator, (office@bixbyschool.org)