



CAMP GUIDELINES 2022

We are excited to get to know your student and provide a safe and fun atmosphere. We would like to welcome you and provide you with some information that will help make this program a success. If there is a need, and you need to get a hold of someone right away, please call our office at 859-252-5222.

REGISTRATION: Registration is for a full week at a time. We do not provide “drop in” services for a single day or half-day. There are no refunds, credits or transfers after the week has started.

A \$5 non-refundable registration fee is included with registration. If a student cancels more than two weeks before class begins, the student will receive a full refund, less the \$5.00 registration fee. If LASC cancels the class for any reason, the student will receive a full refund, less the registration fee.

The member price is the discounted price for LASC members. You may join or renew your membership online or call the LASC. Be sure to check your membership status to receive your discount.

Membership fees are not refundable.

Refunds are not provided for the absence of a student. If a student is absent due to an illness, we ask that the (grand)parent/guardian notify the Center by calling our education staff at 859-252-5222.

Also, if the (grand)parent/guardian has to cancel less than two weeks before class begins, we can convert the class registration to a donation for a scholarship student. LASC would issue a donation acknowledgement letter.

Refunds will be issued in the form of the payment received. For credit card payments, refunds are completed within 5 to 7 days. For check payments, refunds are completed within 7 to 10 days.

DROP OFF: Please park in the parking lot (or street parking surrounding the building) at The Living Arts and Science Center at 362. North Martin King Blvd. Lexington, KY 40508 and enter through the green doors. **Doors will open at 8:45. Camp begins at 9:00 am. You must escort your student into the building and sign them in. Students may not be dropped off at the building.** The Summer Program staff will be there to meet you and your child and check them in.

PICK UP: Camp is over at 4 pm daily. Students must be picked up at 4. If you cannot pick up your student at 4, we have supervised aftercare available. Students not picked up by 4 pm will be charged for aftercare. Please pick up your student at the same place you dropped them off. If you need to pick your student up early, please call 859-252-5222 and inform us of your arrival. Camp staff will assist your student to exit. Students must be signed out by parent/guardian/designated person each day. Make sure to let us know who will be transporting your student on the Emergency Contact Form. If anyone other than the persons listed are to pick up the student, we will need a signed, written letter giving them permission beforehand and they must have ID.

WHAT TO WEAR: Camp is active and can be messy! Please do not wear any clothing that cannot get paint, glue, glitter or other fun items on it! We highly recommend closed toe shoes for outdoor play and classroom safety.

DAILY ITEMS TO BRING: A peanut free sack lunch, a peanut free snack for morning and afternoon, and a reusable water bottle with student's name on it. We have an endless supply of drinking water, but a limited supply of cups. Please help us keep your costs down by sending a reusable water bottle with your child every day!

ITEMS NOT ALLOWED: Please leave money, electronic devices and toys at home. We will not be responsible for lost or stolen items.

RAINY DAYS: Our program will not be cancelled due to rain. Drop off and pick up will be at the same location.

LUNCH: Each full day participant needs to bring a peanut free sack lunch and a peanut free snack for the morning and a peanut free snack for the afternoon. Lunches are not provided and snacks are generally not provided. Please do not send food that needs to be prepared, refrigerated or heated! Snacks may be provided at times for different activities, so please let us know if your child has any specific food allergies.

SPECIAL NEEDS: If there are any special considerations that you feel we need to be aware of regarding your child (medications, allergies, behavioral problems, illnesses, etc.), please let our summer staff know in your Emergency Contact Form.

GROUND RULES: It is our goal to ensure that each student has an enjoyable and fulfilling experience as a participant in our program. We will always emphasize positive ways to deal with difficult situations. Children must stay with their designated camp leader. They must ask permission to use the restroom, early departure, etc. This is to ensure the safety of the campers.

Everyone is here to have fun! Bullying, dangerous play and violence will not be tolerated. Our policies on discipline include verbal warnings, one-on-one discussions, time outs, parent conferences, and possible removal from the program.