



## CONEJO VALLEY UNIFIED SCHOOL DISTRICT

### Child Care – Summer Camp 2018

2801 Atlas Avenue, Thousand Oaks CA 91360-2999

Telephone (805) 492-3567 Fax (805) 492-2302

Email: [cvusdcc@conejousd.org](mailto:cvusdcc@conejousd.org)

Website: [www.805summercamp.org](http://www.805summercamp.org)

#### Welcome!

Welcome to Summer Camp 2018! All regular Child Care policies remain in place during the summer. Students attending Kindergarten through 5th grade during the 17-18 school year may attend camp. Students entering Kindergarten in Fall 2018 may also attend. Students entering TK are not eligible to attend summer camp.

#### Enrollment/Wait List

Enrollment is first come first served, based on the date and time in which we receive the completed registration and processing fee. You may identify the sessions and/or weeks you are interested in attending. Depending on space, you may be enrolled in any of the locations listed as your choice of camps. You may call the Child Care Office to check available space at other locations and if space is available, we will accommodate your request. In this case your processing fee will be transferred to the appropriate camp session/ week. We allow for one (1) change in camp session/week.

If we are unable to fulfill any or all of your request, you have the option to be put on a wait list. If you are placed on the wait list, you will be notified as soon as space becomes available.

#### Payments

**Payments are due May 21, June 18, and July 6.** Tuition payments must be made at the Child Care Office at University Center or on-line (email address must be provided to be invoiced). Tuition is due on or before the dates listed. It is the parent's responsibility to adhere to the payment deadlines. If your payment is NOT received by the appropriate dates, you may forfeit your Summer Camp space.

Credit/Debit cards (VISA/MC only), cash, checks and money orders are accepted methods of payment in the Child Care Office. Credit/Debit cards are accepted at the Child Care Office and can be set up to be charged throughout the summer. VISA or MC are on-line methods of payment. **(For all credit/debit card transactions not made on-line, authorizations must be updated from the school year to summer.)** "Bill Pay" is also accepted, however, it is the parent's responsibility to ensure that the bank check is received in our office by the tuition due dates.

Scholarships will be available for summer sessions. Scholarships are based on the need for child care and on the household's gross monthly income following state guidelines. Call the Child Care Office before April 20 for more information regarding the scholarship process.

#### Deadlines~Changes in Enrollment

To request a change, please call **(805) 492-3567 x151**. Leave a message including child's name, camp location, phone number and change requested. Changes in enrollment are only accepted at University Center and cannot be made at camp locations.

Prior notice is required for 50% refund on tuition or transfer of tuition to another session. See page one (1) for specific deadline dates. Changes and/or cancellations made after tuition due dates, but prior to deadline dates will receive a 50% refund or a 50% transfer of tuition. Requests made after the deadline dates will forfeit 100% tuition payment for that session/week. It will NOT be transferred to another session/week of attendance. All processing fees remain non-refundable and non-transferable regardless of notice. There are no credits or refunds for missed days at camp.

#### Field Trips

All field trip fees are included in the session rate except for spending money (see your camp location for details). Parents may participate as chaperones by signing up in advance with Child Care Staff. However, parents must pay their own entrance fee and drive separately. There is no child care on site for those who choose not to participate in the field trip.

\*Information subject to change