

# summer at CFS

Welcome to Summer at CFS 2023! We are excited to have your children join us this summer and are looking forward to meeting you all. If you have any questions, please reach out to Ashley, Director of Summer and Auxiliary Programs, by email at [a.mosley@cambridgefriendsschool.org](mailto:a.mosley@cambridgefriendsschool.org).

## SUMMER PROGRAM DATES & THEMES

Week 1:	June 26 – 30	<b>FAIRY TALES AND FANTASY</b>
Week 2:	July 5 – 7*	<b>WINTER WONDERLAND</b>
Week 3:	July 10 – 14	<b>SUPER SLEUTHS</b>
Week 4:	July 17 – 21	<b>BACK TO THE FUTURE</b>
Week 5:	July 24 – 28	<b>WEIRD SCIENCE</b>
Week 6:	July 31 – August 4	<b>OUT OF THIS WORLD</b>
Week 7:	August 7 – 11	<b>SUPERHEROES AND TRAILBLAZERS</b>
Week 8:	August 14 – 18**	<b>UNDER THE SEA</b>

\*Week 2: Closed on July 3 and 4 in observance of Independence Day

\*\*Week 8: No Extended Day on August 18

## REGISTRATION POLICIES

**Registration:** All registrations are processed on a first come, first served basis. A non-refundable deposit of \$50 per child per week is required at the time of registration. The tuition balance must be paid in full by June 1. Any week(s) you wish to add after the June 1 deadline must be paid in full at the time of registration.

**Waitlists:** Once a program week has reached its maximum enrollment, a waitlist for that specific week will be created. If an opening becomes available, families will be contacted in the order in which they were added to the waitlist.

**Refunds:** All deposits are non-refundable. Any request for a refund must be made in writing before June 1; no refunds will be considered after that date. For withdrawals prior to June 1, tuition will be refunded less the non-refundable deposit.

**Required Forms:** The following **THREE** forms must be submitted prior to the first day of your child's first day at Summer at CFS. Two forms can be completed online, on UltraCamp, our registration software, by clicking on "Incomplete Tasks" on your dashboard, and one is a physical form to be signed by their physician.

- **Summer Health History (online)**
- **Summer Program Policies (online)**
- **Recent Physical (upload or hard copy)**

You may upload the recent physical to the Document Center on UltraCamp. You will also be able to upload additional medical documents including Seizure, Allergy, Asthma, and Diabetes Care plans.

To find the Document Center:

1. Click on the three lines on the left corner.
2. Select Document Center
3. Select "Upload Document" and then "Health Record Form."

### **WHAT TO BRING**

Children should come each day with a **morning snack, water bottle, and lunch**. PLEASE NOTE: Summer at CFS is NUT SAFE. Stay tuned for further information about lunch delivery partnership. Please label any substances that may appear to contain nuts.

In addition, children should have a **change of clothes, swimsuit** (or clothes they may get wet), **towel** and **sunscreen**. Please dress your child in clothing that they can run, play, and get messy in!

Pre-K and Kindergarten ONLY: Items for rest and quiet time. This may include: a blanket, stuffed animal, and/or a pillow. We will provide the mats. These items will be sent home at the end of each week.

**Please make sure to label all personal items with your child/family name!**

#### What Not to Bring:

- Pets, toys, games, and sports equipment
- Electronic devices (iPads, smart watches, cell phones, video games), valuables or cash. Exceptions for cellphones will only be made for children who walk to/from Summer at CFS.
- Non-Prescription medications

### **ATTENDANCE POLICIES**

Drop-off and Pick-up: Drop-off will begin each day at 8:30 am at the playground (next to our parking lot). Pick-up is at 3:30 pm in the courtyard. Please note that this may change as our enrollment grows or due to inclement weather. Any child not picked up by 3:45 pm will be entered into the Extended Day program and will be charged the daily Extended Day rate, regardless of pick-up time (\$40).

Please notify the Summer Program Director by email or phone if your child will be absent or late on any given day. We will contact you if your child has not arrived by 9 am and we have not been notified of an absence or late drop off.

Late Drop-Off and Early Pick-Up: You must contact the Summer Program Director to coordinate late drop-offs and early pick-ups. Children must be signed in/out and not directly dropped off to/picked up from their group.

Extended Day: Extended Day is available each day we are open, *except for August 18*. Extended Day runs until 5:30 pm. *Please note that this is a shift from the XD academic year pick up time.*

Late Extended Day Pick-Ups: Extended Day pick-up is at 5:30 pm. After a ten-minute grace period, late pick-ups will be charged a fee of \$1 per minute per child, assessed in fifteen-minute increments to the payment method on file (i.e, 5:40 pick up: \$15/child, 6:15 pick up: \$45/child). Repeated instances of late pick-ups may result in the suspension from the Extended Day program.

Summer Line: 781-382-8952 (can receive calls and texts)  
School Year Line: 857-357-3313 (can receive calls and texts)