



Seven Hills Summer Program  
Parent Handbook  
Summer 2021

# Table of Contents

Summer Program Facts.....	3
Please Notify Us If.....	3
Registration Policy.....	4
Payment Policy.....	4
Notice of Withdrawal .....	4
Arrival and Departure Procedures .....	5-6
Lunch .....	6
Dress .....	6
Swimming .....	6
What to Bring .....	7
Lost and Found .....	7
Transportation .....	7
Wellness Policy .....	7
Covid Policies.....	8-16
Emergency Medical Information.....	17
Discipline Policy .....	17
The Seven Hills Values .....	18
Terms of Enrollment.....	18-19



# Summer Program Facts

Directors of the Summer Program:

Jill Romerill, Director  
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Christina O'Donnell, Assistant Director  
[Christina.odonnell@7hills.org](mailto:Christina.odonnell@7hills.org)

Summer Program Address:

The Seven Hills School  
Summer Camp Office  
5400 Red Bank Road  
Cincinnati, OH 45227

Website:

[www.7hills.org/summerprogram](http://www.7hills.org/summerprogram)

Phone:

513-728-2380

Program Availability Dates:

Monday, June 14, 2021- Friday, August 13, 2021

Morning Session:

9:00 – 12:00pm

Lunch:

Lunch is provided for those who register in advance, \$30/wk.

Afternoon Session

12:30 - 3:30pm

Extended Hours:

7:30-9:00am Early Care  
3:30-4:45pm After Care  
4:45-6:00pm Extended Care  
***(Must sign up in advance)***

## When to Notify Us

- Your child will be absent
- Your child is ill
- You or your child has been exposed to COVID-19
- Your child has been exposed to any communicable illness (i.e. chicken pox, conjunctivitis, lice, etc)
- Your child will be out for a period of time
- You will be picking up late
- A different person is picking up your child (this must be in writing)



- Any changes on your application information (i.e. address, telephone, payment method)
- You have any questions or problems concerning your child or the program
- Any situation that may affect your child's behavior
- Any change in pre-registration status

## Registration Policy

Applications are accepted on a first come, first serve basis until program capacities are reached. Upon reaching capacity, a waitlist will be established. Applications are available through an on-line registration option. A non-refundable, non-transferable program deposit is required with each application to officially be registered. **There will be no program changes permitted once a program begins.** There is a one-time \$50.00 application fee for non - Seven Hills families. All required forms are available on the Seven Hills website and will be emailed to each registrant.(ie: Emergency Medical, Release Form, Immunization 3&4 yr. olds only) need to be returned by deadline dates. Please remember every child must have the required forms on file prior to participating in any activity.

## Payment Policy

Program payment options include paying by check (made payable to The Seven Hills School) or credit card payment. All account balances are due in full by May 15th. Registrations will not be held for past due accounts. All on-line credit card payments are processed through UltraCamp, LLC. Please contact the summer office for other payment options. We will no longer be adding bills to your school account for Summer 2021.

Multiple week discounts apply to individual registrations of 4 or more weeks. No refund or reduction in fees is possible for a child who arrives late, leaves early or attends only part of a session. Full refunds will be issued for any program canceled due to insufficient enrollment.

## Notice of Withdrawal

A minimum of two weeks written notice is required of intention to withdraw for any registered program participant. If proper notice is given, any program fee, **minus the \$50 deposit**, will be returned.



# Arrival and Departure Procedures

**Arrival- 7:30am Early Care, 8:45am standard drop off**

## **ECC: Honeybee's and Stingerbee's**

**Location:** Nellie Leaman Taft ECC building, through the playground entrance.

1. Drop off begins at 8:45am unless you are enrolled in early care. Early care drop off begins at 7:30am.
2. A nurse will be present for questions.
3. Parents will enter the playground through the gate and you will be directed by a 7 Hills staff member to drop off your child at the outside entrance of their designated classroom for the week.
4. Parents are not permitted in the building unless absolutely necessary.
5. If it rains, the procedure will remain the same as above.
6. Children will wash hands as they enter their classroom.

**Dismissal- 12:00pm and 3:30pm and 6:00pm**

**Location:** at the Nellie Leaman Taft ECC building, through the playground entrance.

1. Parents will come to the gate and tell a staff member who they are here to pick up.
2. Parents will not need to sign out a child, 7 Hills staff will do so for them.
3. Children will be waiting outside in socially distanced groups.
4. If raining, children will remain in their classrooms until picked up by a parent or guardian.
5. For aftercare pick up, please call **513-316-4856**. Your child will be escorted to the gate. (playground area)

## **Create Your Summer and Middle and Upper**

**Location:** Front of the Lotspeich building in the main parking lot area, *\*Middle and Upper will be dropped in front of Upper School\**

**Arrival- 7:30am Early Care, 8:45am standard drop off, 12:30pm afternoon drop off**

1. Drop off begins at 8:45am. Early care drop off begins at 7:30am.
2. A nurse will be present for questions.
3. Children will be walked to the main entrance and greeted by a staff member.
4. Parents will not be permitted to enter the building.
5. If it rains, the procedure remains the same as above.
6. They will then be escorted to where their program will take place.
7. Upon arrival within their group, children will wash their hands.
8. **12:30pm arrival:** In front of the Lotspeich Building between 12:20pm and 12:30pm. Any child arriving after the normal start time should check in at The Summer Program office, in the Lotspeich Building, before joining his/her group.

**Dismissal- 12:00pm , 3:30pm and 6:00pm**

1. Parents will come to the front of Lotspeich and tell a staff member who they are here to pick up. Parents will not need to sign out a child, 7 Hills staff will do so for them.
2. Children will be waiting outside in socially distanced groups.
3. Children will walk to their parents after they are signed out by a staff member.



4. If raining, children will have a designated spot in the hallway where they will wait for pick up.
5. Parents will need to come to the main entrance of Lotpspeich to let us know who they are picking up and a staff member will bring them out.
6. We would greatly appreciate a phone call to the camp office, 728-2380, if your child will be absent or if his/her standard arrival or dismissal time changes.
7. For aftercare pick up, please call **513-687-4330**. Your child will be escorted to the front of Lotpspeich.

***Please remember, a written authorization must be provided to the Summer Program office, in advance, for a child to be released to anyone other than those listed on the release form.***

## Lunch

Lunch is provided for those who register in advance. The menu is available online and may be purchased for 30 dollars per week. Children may also pack lunch. We have no refrigeration available, so please pack a cold pack.

Honeybee's and Stingerbee's will have morning and afternoon snacks.

## Dress

Children need to wear appropriate summer clothing and gym shoes. (Please no sandals or flip flops.) On sunny, hot days your child may need a hat depending on whether his/her activity is inside or outdoors. Any Honeybee or Stingerbee, who is enrolled in the afternoon session, should bring a swimsuit, sunscreen, and towel clearly labeled with his/her name.

All Honeybees and Stingerbees should also bring an extra change of clothes, which can be brought on a daily basis or may be left in their cubbie.

## Swimming

Some programs offer swimming as part of the schedule or a field trip option. Water oriented days will be communicated to parents prior to the trip. It is important to advise the Summer Program Directors if your child is a non-swimmer, or has a fear of water.

Afternoon Honeybees will play in wading pools, water tables and sprinklers. The afternoon Stingerbees will be swimming primarily on Tuesday's and Thursday's (weather permitting) at the Losantiville Country Club pool. The swimming area at the Losantiville Country Club is shallow water only where most children can touch the bottom of the pool. **Children must provide their own sunscreen.**



## What To Bring

1. Lunch
2. Sunscreen- labeled with first and last name
3. Water bottle
4. Swimsuit and Towel **(for Honeybee and Stingerbee participants ONLY)**
5. Extra clothes **(Honeybees and Stingerbees)**

Please do not bring personal items such as electronic games, ipads, collectible cards, stuffed animals etc. Cell phones may not be used during activity sessions.

## Lost & Found

We cannot be responsible for items brought to the program by your child. However, if your child is missing an item, please contact the Summer Program office, and we will do our best to help you locate the lost item. Labeling items is extremely helpful, and we do not recommend bringing anything of value. We will not be allowing parents to go through lost and found items this year.

## Transportation

Children participating in programs requiring transportation will travel either by school vans or by bus. For everyone's safety, children must follow all rules and directions given by the driver. General van rules include:

- Masks must be worn at all times
- Remain seated at all times with seatbelt secured
- Do not talk to the driver
- Hands, arms, and head must be kept inside of windows
- Always cross in front of the van when getting off.
- No objects should be thrown within or out of the van
- Children are expected to be calm, considerate, and polite to others

## Wellness Policy

In order to ensure a healthy environment for our children we need your cooperation in adhering to a strict wellness policy. Below are guidelines for you to follow when your child is ill. If your child shows any of the following signs of illness, he/she must be kept at home:

- Fever – a child with a fever may not participate and need to be fever free for 24 hours before returning.



- Nasal Congestion – Thick yellow/green discharge that interferes with breathing
- Cough – Persistent, “Croupy” or “Barking”
- Irritability
- Listless (no energy)
- Vomiting and/or Diarrhea
- Skin rashes or lesions
- Sore throat or earache
- Lice

If your child’s health is questionable, please keep him/her at home where their needs can best be met. When a child does not feel well, “there is no place like home.” Should you be called during the day because your child has become ill, arrangements should be made for your child to be picked up within 30 minutes.

## Covid Policies

The intent of this document is to provide an overview of Seven Hills' approach to confirmed or suspected COVID-19 cases on campus.

With the science on COVID-19 evolving every day, we anticipate these protocols will be refined over the course of the year. As written, our protocols are based on guidance issued by the CDC, Ohio Department of Health (ODH), City of Cincinnati Health Department (CHD), and Cincinnati Children’s Hospital Medical Center (CCHMC). In addition, we have been consulting regularly with a committee of healthcare experts in our community, including our COVID Advisory Team, which is led by pediatricians and members of the Division of Infectious Diseases at CCHMC.

During the school year, students and employees will be expected to self-monitor for symptoms and openly report positive test results to the school. The CDC no longer recommends universal temperature screening of students at school because temperature screening alone is not a reliable indicator of infection. If a student or employee has a fever, they should not come to school and should notify the school nurse for further guidance.

The single most important thing to do if any symptoms of COVID-19 are present is to STAY HOME. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a cold; please do not assume it is another condition.





## **WHEN IN DOUBT, STAY HOME.**

### **COVID-19 Symptoms**

- *Sore throat*
- *Headache*
- *Congestion or runny nose*
- *Fatigue*
- *Muscle or body aches*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fever*
- *New loss of taste or smell*
- *Nausea, vomiting, or diarrhea*
- *Chills/Repeated shaking with chills*

### **Suspected case of COVID-19 at home**

When a student/employee or family member of a student/employee develops symptoms at home, do the following:

Notify the school nurse of symptoms via email or phone.

Contact your primary healthcare provider for further diagnosis and testing.

**Parents or caregivers and all school employees must immediately notify the school nurse if they or if a member of their household is diagnosed with or is presumed to have COVID-19 or if being tested.**

### **Suspected case of COVID-19 on campus**

In light of the risks presented by COVID-19, and in the interest of the health and safety of students and their families, and Seven Hill's employees, if the student/employee presents with one or more symptoms of COVID-19 and there is no definitive, alternative cause immediately identifiable, the nurse will act with caution and treat as a suspected case of COVID-19. If an individual presents with at least one COVID-19 symptom during the school day:

The individual will be instructed to keep their face mask in place (unless there is a medical reason not to do so).

The individual will visit with the school nurse for an evaluation of symptoms.

The individual will be placed in an isolated area, under nursing supervision.



The parents will be notified and must collect their child within 30 minutes.

*Contact your primary healthcare provider for further diagnosis and testing.*

**Parents or caregivers and all school employees must immediately notify the school nurse if they or if a member of their household is diagnosed with or is presumed to have COVID-19 or if being tested.**

## **Assessment of illness in children**

The flow charts on the following pages represent a simplified guide to actions that will be advised by the nurse in the event of a child presenting with one or more symptoms consistent with COVID-19.

It must be remembered that, in a typical week at school, our school nurses deal with multiple instances of students with relatively minor ailments, including fever, headache, sore throat and cough. We will continue to see these minor ailments, unrelated to COVID-19. The challenge in the current environment is that each of these is also known to be a possible symptom of COVID-19.

As a result, the nurse will take a cautious approach to handling student illness on a case-by-case basis, and referencing the clinical case definition of COVID-19, as set out by the CDC.

Where presenting symptoms meet the case definition—even though we recognize that the probability of COVID-19 is slight—the nurse will advise that the student is collected from campus and consults with a healthcare provider for further diagnosis and testing. **If a student/employee has one or more COVID-19 symptoms, a PCR/Molecular test will be required.**

As well as seeking guidance from your primary healthcare provider, both the Ohio Department of Health and the City of Cincinnati Health Department websites provide useful COVID-19 resources, including details of testing sites.

## **Testing**

When testing is recommended, there are many available options to obtain a COVID-19 test.

Depending on your healthcare provider, you may be able to get a test at their office, or you may need to go elsewhere for a test.

It is important to inquire as to the testing method your individual healthcare provider uses. The PCR/Molecular assay test is the gold standard for COVID-19 testing with high sensitivity and specificity rates, resulting in better accuracy. Rapid antigen tests are quick, but do not provide the same level of accuracy seen with PCR/Molecular assay tests. The Seven



Hills nursing staff requires the PCR/Molecular assay test; we are not accepting the fast antigen tests.

It is also important to discuss turnaround time for test results with your healthcare provider. To expedite contact tracing at school and prevent further spread, quick turnaround time is key. **Many pediatrician offices are using Cincinnati Children's Hospital for testing due to a turnaround time between 24-48 hours for results.**

If you have difficulty seeing your pediatrician on a timely basis, or cannot obtain PCR/Molecular assay testing with your healthcare provider, you may use this service through Cincinnati Children's Hospital - CINCYKIDS HEALTH CONNECT. This service allows you to see a pediatric expert right away—with 24/7 video visits from your smartphone or computer. <https://www.cincinnatichildrens.org/patients/visit/directions/cincykids-health-connect>

In order to obtain your child's results quickly you can set up a MyChart at Cincinnati Children's Hospital

<https://mychart.cincinnatichildrens.org>

**Documentation of all PCR/Molecular tests must be submitted via a DocuSign link provided by the nurse prior to school re-entry.**

## Students/Employees Who Have Been Fully Vaccinated

According to the CDC, people are considered fully vaccinated 2 weeks after their second dose in a 2-dose vaccine series or 2 weeks after a single-dose vaccine. Employees and students who are fully vaccinated are not required to quarantine if they have been exposed to someone who has COVID-19 unless the employee or student develops symptoms following the exposure.

Proof of vaccination must be submitted to the school nurse to avoid quarantine.

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## Who will need to quarantine or isolate?

Upon notification of a confirmed case (determined by a positive test result or assessment of a healthcare provider), the school nurses will coordinate with the City of Cincinnati Health Department and initiate contact tracing. The school will identify close contacts in classrooms and scheduled or known activities in which the positive case has participated. All close contacts will be notified and required to quarantine.

The following table provides a guide to the approach that will be taken.



## Known close contact exposure

(Source < 6 ft for > 15 mins. close contact 48 hrs prior to source's symptoms or up to 10 days after their positive test)

- e.g. sibling/household contact, child in same "cohort" or classroom

## No close contact exposure

(Source > 6 ft or < 15 mins) e.g. passed in hallway, child in different classroom

## Asymptomatic

Quarantine and monitor for symptoms

Test no sooner than 5 days after initial contact OR test if symptoms develop (healthcare provider guidance on timing of test)

- Monitor for symptoms

## Symptoms of COVID-19

Isolate patient

Consider alternative diagnoses

Test for COVID-19

-If negative: continue to quarantine

-If positive: isolate for 10 days after the positive test result; must have an improvement in symptoms and be fever-free for 48 hours before returning to school

-Stay home from school while ill and consult with your healthcare provider to consider alternative diagnoses

-Test for COVID-19 if no alternative diagnosis

- If negative: return to school once recovered (48 hours fever free \*nurse's discretion\* and symptoms improved, or on advice of healthcare professional)

- If positive: isolate for 10 days after the positive test result and must be fever-free for 48 hours before returning to school

If NOT tested and symptoms are consistent with COVID-19, isolate 10 days from symptom onset; must have an



improvement in symptoms and be fever-free for 48 hours before returning to school

If an asymptomatic QUARANTINED patient develops symptoms consistent with COVID-19 at anytime during quarantine, the patient should then begin the 10 days of ISOLATION

### **Coronavirus Disease 2019 (COVID-19): Guidance for Quarantine**

Public health recommendations for COVID-19 continue to evolve and are updated as new scientific evidence becomes available. On December 2, 2020, the Centers for Disease Control and Prevention (CDC) released updated guidance for quarantine for COVID-19. The Ohio Department of Health (ODH) has adopted this guidance. Recommendations for quarantine adopted by ODH support efficient use of resources and a reduced risk of post- quarantine transmission.

Students/employees identified as a close contact of a positive case of COVID-19 have 2 options for quarantine. Close contacts who remain asymptomatic may quarantine for 10 days or 7 days with a negative PCR/molecular test.



	Duration of Quarantine	Recommended Actions
<p><b>Reduced Duration</b> <b>1</b></p>	<ul style="list-style-type: none"> <li>• Stay at home for <b>10 days</b> after last exposure. Student/employee may return to school on <b>day 11</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain social distance (at least 6 feet) from others and wear a mask when around other people.</li> <li>• Self-monitor for symptoms through <b>day 14</b>. (Check temperature twice a day and watch for nasal congestion, runny nose, sore throat, headache, cough, fatigue, body aches, fever, chills/shaking, shortness of breath, nausea, vomiting, diarrhea, or new loss of taste or smell).</li> <li>• Consider obtaining a PCR test at the end of this period (day 8 or later) to increase certainty that the individual is not infected, but quarantine cannot be discontinued earlier than after day 10.</li> <li>• Persons who develop symptoms of COVID-19 or who test positive for COVID-19 should self-isolate and follow recommendations for discontinuing isolation.</li> </ul>



<p><b>Reduced Duration 2</b></p>	<ul style="list-style-type: none"> <li>• <b>Negative PCR test result</b> for SARS- CoV-2 from a test collected on day 5 or later after last exposure <b>AND</b> stay at home for at least <b>7 days</b> after last exposure. <b>Documentation of a negative PCR/Molecular test must be submitted via a DocuSign link provided by the nurse prior to returning on day 8.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Maintain social distance (at least 6 feet) from others and wear a mask when around other people.</li> <li>• Self-monitor for symptoms through <b>day 14</b>. (Check temperature twice a day and watch for nasal congestion, runny nose, sore throat, headache, cough, fatigue, body aches, fever, chills/shaking, shortness of breath, nausea, vomiting, diarrhea, or new loss of taste or smell).</li> <li>• Persons who develop symptoms of COVID-19 or who test positive for COVID-19 should self-isolate and follow recommendations for discontinuing isolation.</li> </ul>



## **Communication and Required Notifications in the event of a Positive Case**

In the event of a confirmed positive case of COVID-19, the school nurse will send an email notification to inform families within a homeroom cohort, class or grade as warranted. A subsequent email will be addressed to those individuals who are determined to be within close contact with the positive case. Per the CDC, close contact is defined as anyone who was within six feet of an infected person for at least 15 minutes starting from 48 hours prior to symptom onset until he/she was isolated. The school nurse will coordinate contact tracing with the City of Cincinnati Health Department. The identity of the positive individual will be kept private and not shared within the community. Seven Hills will adhere to all privacy guidelines to the extent required by applicable laws and government agencies.

## **Multiple Confirmed Cases**

In instances of multiple cases of confirmed COVID-19 in the school at one time, or if there is a series of single cases in a short time span, school leaders will work with the Ohio Department of Health and City of Cincinnati Health Department to determine if it is likely that there is transmission happening at the school.

Decisions about classroom or school quarantines will consider overall community and school-level spread. Steps agreed with the local health authorities might include, for example, shutting down the school or classroom, grade, or division for a short time (e.g. 1-3 days) for extensive cleaning, or closing campus for a longer duration. Plans will be clearly communicated with families and students. Families should be ready to pivot quickly to a remote learning environment.

## **Cleaning protocols**

Areas visited by a COVID-19 positive individual will be closed for cleaning and disinfecting.

## **Additional Resources**

CDC guidance for families on actions to take if sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

## **COVID Advisory Team Members**

Christopher Garten, Head of School Lara A. Danziger-Isakov, MD, MPH Christopher B. Peltier, MD, FAAP Samir S. Shah, MD, MSCE





Updated 4/1/21

## Keeping Our Children Safe

1. With the successful school year we have had, we will continue to follow the recommendations of our nursing team and COVID team who have kept us safe all year.
2. We have a nurse on staff everyday, who is here to keep both our children and staff safe.
3. All staff and participants are required to wear masks.
4. Children will wash hands, sanitize regularly, and maintain social distance as much as possible.
5. Counselors will be trained on correct handwashing procedures, how to distance children when possible, and general first aid.
6. We will have additional cleaners on staff during, and after camp programs run.
7. We will have additional sanitizers stations and hand sanitizers in each room for children and staff to use.

## Emergency Medical Information

The Emergency Medical Form must be completed and on file for any child to participate in a summer program. This form provides Seven Hills with emergency contact information in the event of an injury or illness. Any routine medications must be noted on the consent to administer medication at school form. Contact the office if this form is needed. All medications, along with written authorization and instructions, must be kept in the nurse's office. In the event of an emergency, the form will accompany the child to the hospital for treatment. Please be sure to provide all requested information and the required signature. **Detailed information will be requested for all medications, special needs and conditions, as well as allergies. The summer office will send a medical plan of action if needed.**



## Discipline Policy

The Summer Program rules are designed to ensure the safety and happiness of all the children. These rules are developmentally appropriate for each age group. They are explained and modeled by the counselors and staff. Appropriate behavior and interactions are reinforced through positive feedback. When the use of words is not enough, children are redirected to other activities. At times a child may need to be given an opportunity to play away from other children. When they are ready, they will be asked to rejoin the group.

If a conflict or problem arises, children will be encouraged to think of alternate solutions and consequences. The Directors may contact parents to help gain insight into a child's behavior.

When conflict arises, the following steps will be taken:

- Staff and children will work on resolving the problem.
- Conflict continues – children will be asked to take some time out or be redirected.
- Conflict continues – Parents will be involved and children may be asked to spend a day away.
- After the child returns, if conflict continues, notice will be given to parents that a child's participation will be discontinued. Such a decision is based on the best interest of the child, other participants, and the overall operation of The Summer Program.

Termination of enrollment may be the result of the following:

- Child is violent, or abusive to other children, staff, or property
- Child displays disruptive or dangerous behaviors
- Violation of Summer Program Policies
- Inability to meet the child's needs

## The Seven Hills School Values

We take pride in the fact that the same values that we emphasize during the school year are fostered in The Seven Hills Summer Program. The values we strive to instill include:

- Striving for excellence
- Respect for others and appreciation of diversity
- Kindness, caring, and compassion
- Honesty and integrity
- Fairness and justice
- Personal responsibility and accountability
- Commitment to community



## Terms of Enrollment

**Permission:** I grant permission for my child to participate in The Seven Hills School Summer Program as described, including swimming and traveling on trips for field study and other off campus activities.

**Photograph Release:** I give permission to The Seven Hills School Summer Program to release the camper's photograph to be used by the School for promotion of The Seven Hills School Summer Program.

**Food Allergies:** Children with food allergies must provide their own lunch.

**Deposit:** There is a \$50.00 per program deposit due for registration prior to May 15, 2021. All deposits are non-refundable.

**Application Fee:** One-time application fee for non-Seven Hills families is \$50.00. **Account Balances:** All account balances must be paid in full by May 15, 2021.

**Multiple Week Discount:** A 5% discount applies if you register for 4 or more weeks. **Registrations** received after May 15, 2021 must be paid in full.

**Partial Attendance Rule:** No refund or reduction in fees is possible for a child who arrives late, leaves early or attends only part of a session.

**Cancellation Policy:** Classes may be cancelled due to insufficient enrollment. Full refunds will be issued for those programs. You will be notified two weeks before the program start date.

A minimum of two weeks written notice is required of intention to withdraw for any registered program participant. If proper notice is given, any program fee, minus the deposit, will be returned.

