



## Summer Enrichment Institute (SEI) 2022 Policies and Procedures

### Dates/Times:

Session One: June 20 to July 1

Session Two: July 5-15

Classes are offered at 8:00-9:50am, 10:10am-12:00pm, 12:40-2:30pm and 2:50-4:40pm

### Location:

Grades TK-5: Lee Elementary School, 11481 Foster Rd., Rossmoor, CA 90720

Grades 6-8: Oak Middle School, 10821 Oak St., Los Alamitos, CA 90720

### Registration:

All registration will be completed online. Registration will be on a first come, first served basis. *A minimum enrollment of 7 students is required to be able to run classes.*

**Please visit <https://laef4kids.org/summer/> to register for SEI classes.**

- Early Bird Registration: March 31 to June 1 (Don't miss out on the best deal!)
- Regular registration: Session 1 – June 2-14; Session 2 – June 2-28
- Late In-Person registration: Session 1 - June 20; Session 2 – July 5
  - Onsite at Lee Elementary only beginning at 7:45am
  - **There will be a \$25 late fee per class**

Register early! SEI class sizes are limited to 17 students per class.

### Multi-Class Discount:

Multi-class discounts are available! Purchase your 1<sup>st</sup> class, then receive 25% off the 2<sup>nd</sup> class and 50% off any class thereafter. Discount applied to family or individual student.

***Discount applied to LAEF's Summer Enrichment Institute only. This discount does NOT apply to Summer Sports Camps and Camps in the Arts offered by LAHS Coaches/Directors or High School summer classes.***

### LAEF Office:

During SEI, the LAEF office will be located at Lee Elementary Kids Korner and will be open from 7:45am-5:00pm. If parents need to pick up a student prior to the ending time of a class, they must first stop by the LAEF office to sign out their child.



### What to Bring:

- If the student is on campus for more than one class, they should bring their own backpack.
- It is recommended that students bring their own pencils, eraser, crayons/markers/colored pencils, scissors, and glue stick. The teacher will provide some supplies and consumable items, such as worksheets, lined paper, construction paper, etc.
- Students should bring filled water bottles from home.
- If enrolled in outdoor classes, hats and sunscreen are recommended.
- Label all valuable items! A lost-and-found will be located outside the LAEF office.

### Drop Off:

Elementary parents/guardians are to bring their child(ren) on campus via the Main Gate and head to the blacktop area by Kids Korner. Teachers will be spaced around the playground holding a class name sign; kids will check in and line up with their teacher and then will be walked to class.

### Switching Between Classes:

LAEF staff and volunteers will direct students to line up with their teacher for their next class following recess and/or lunch. Students will receive badges in their first class that show their class schedule. Staff will have full rosters to further assist children going from class to class. **Please be sure your child knows their last name.**

### Recess Break:

Elementary Only: there are two recess breaks from 9:50-10:10am and from 2:30-2:50pm. Recess serves as snack time, which can be purchased from LAEF or brought from home.

### Pre-Purchased Snack:

Elementary Only: recess snack combos can be purchased during online registration. The snack combos are \$2 per recess. The Snack Cart will be rolled out for each recess and students will get to choose one snack and one drink from a variety of options. Snacks can be purchased with cash, but the pre-pay option is great so that kids do not need to keep track of money.

- First session snack/drink fee: \$20 per recess
- Second session snack/drink fee: \$18 per recess

If a student does not pick up their pre-paid snack, their name will be called on a bullhorn toward the end of recess. If it is still not picked up, the snack will be delivered to the student in their subsequent class.



### Lunch Break:

Students who take a 10:10 class and 12:40 class will receive a FREE supervised lunch break and recess from 12:00-12:40pm. Students need to pack their own sack lunch.

\*Please note -- In 2021, Los Al USD Food Services provided a free hot-lunch option. As of now, we do not know if this will be available for Summer 2022.

### Bus Transportation:

LAEF provides bussing at 12:00pm from SEI to Los Al USD's Camp Fun in the Sun (Kids Korner) at Hopkinson Elementary. LAEF provides bussing from Hopkinson (Summer School/Academy or Kids Korner) to SEI for classes that start at 12:40. Bus transportation costs \$20 per session and is an option during online registration. Busses will only run if ten or more students are signed up.

### Pick Up:

At the end time of the elementary child's last class of the day, parents are to come on campus and go to the classroom entrance area. Children must be picked up from SEI at the posted ending time for his/her course (listed above) or the parent/guardian will be charged \$15 for each 15-minute increment beginning at five minutes after the class ends.

### Behavior Expectations:

It is the goal of the Los Alamitos Education Foundation (LAEF) to provide a positive, safe, and secure learning environment for all students. To ensure that all students have equal access to success and a sense of well-being during LAEF programs, we expect that students behave appropriately and respectfully. Participating in SEI is a privilege and if a student has to be removed from a classroom or field activity on more than one occasion, the course fee will be forfeited, and the child will no longer be able to participate. Additional details are found in the [LAEF Behavior Contract](#).

### Refund Policy:

Tuition is non-refundable unless (1) LAEF cancels the class due to the minimum enrollment not being met or (2) due to a children, parents and/or guardians having a positive case of COVID-19 - prorated refunds will be made available. Outside of COVID illness, if your child is absent or withdraws before the end of the session, you are still responsible for the full fees of the session.

### Scholarships:

Class fee scholarships are available to those who qualify. The online application is available at [LAEF4kids.org/scholarships](http://LAEF4kids.org/scholarships) from April 1 to June 9.

Summer Sports Camps and Camps in the Arts offered by LAHS Coaches/Directors have their own scholarship policies and availability, which vary by coach/director. See [LAEF4Kids.org/camps](http://LAEF4Kids.org/camps) for more info.



### Summer Sports Camps and Camps in the Arts:

Registration information and flyers can be found at [LAEF4Kids.org/camps](http://LAEF4Kids.org/camps). Camp details are at the discretion of LAHS Coaches and Directors. Please check the webpage frequently for updates to camp availability.

## **HEALTH AND SAFETY GUIDELINES**

- While indoors, face coverings are optional.
- Parents/guardians should drop off and pick up their child at specified areas and must exit campus promptly. Parents/guardians are not allowed in classrooms.
- Hand washing will be taught and reinforced in each class. Kids will be reminded to use tissues or sneeze/cough into elbows, and to avoid touching eyes, nose, and mouth.
- Soap, paper towels, tissues and hand sanitizer will be on hand.
- Custodial staff will clean classrooms and high-use areas regularly.
- Any staff, children, parents and/or guardians who feel ill, have symptoms or had direct contact with a positive case of COVID-19 must not come on campus. Symptoms include fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, loss of taste or smell.

COVID-19 CONCERNS SHOULD BE DIRECTED TO LAEF EXECUTIVE DIRECTOR CARRIE LOGUE ([clogue@LAEF4Kids.org](mailto:clogue@LAEF4Kids.org) or 562.799.4700 X-80424).



## **LAEF COVID-19 Waiver of Liability**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death.

The Los Alamitos Education Foundation (LAEF) cannot prevent you [or your child(ren)] from becoming exposed to, contracting, or spreading COVID-19 while utilizing LAEF's services. It is not possible to prevent against the presence of the disease. Therefore, if you choose to utilize LAEF's services and/or enter onto LAEF's premises at Los Alamitos USD campuses, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

**ASSUMPTION OF RISK:** I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of contracting COVID-19 for myself and/or my children in order to utilize LAEF's services and enter Los Alamitos Unified campuses. These services are of such value to me [and/or to my children,] that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to utilize LAEF's services in person.

**WAIVER OF LAWSUIT/LIABILITY:** I hereby forever release and waive my right to bring suit against LAEF and its officers, directors, managers, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to utilizing LAEF's services and premises. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

**CHOICE OF LAW:** I understand and agree that the law of the State of California will apply to this contract.

**I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE.**