



## Summer Enrichment Institute (SEI) 2024 Policies and Procedures

### Dates/Times:

Session One: June 17 to June 28 (No class June 19)

Session Two: July 1-12 (no class on July 4 or July 5)

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

### Location:

Grades TK-5: Lee Elementary School, 11481 Foster Road, 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 8 students is required to be able to run classes.*

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

- Early Bird Registration: March 29 to May 29 (Don't miss out on the best deal!)
- Regular registration: Session 1 – May 30 -June 12; Session 2 – May 30 -June 24
- Late In-Person registration: Session 1 - June 17; Session 2 – July 1
  - Onsite at Lee Elementary beginning at 7:45am
  - **There will be a \$25 late fee per class.**

Register early! SEI class sizes are limited to 18 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 end 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 as well as snacks and lunch 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 and head to the blacktop area by Kids Korner. Teachers will be spaced around the playground with 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 for the first 3 days 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: there are two recess breaks from 9:50-10:10 am and from 2:30-2:50 pm. Recess serves as snack time which will need to be brought from home as **LAEF no longer offers the option to purchase snacks.**

### Lunch Break:

Students who take a 10:10 class and 12:40 class will receive a supervised lunch break and recess from 12:00-12:40 pm. Lunch must be provided from home as LAEF does not provide lunch.

### Bus Transportation:

LAEF provides bussing at 12:00pm from SEI to Los Al USD's Camp Fun in the Sun (Kids Korner) at LAE Elementary. LAEF provides bussing from LAE (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. Buses 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. 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 March 29 to June 5.

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.