



# Frequently Asked Questions

## LOCATION, HOURS, COST & CAMP DAY SCHEDULE

### Where are you located?

Columbus Academy is located at 4300 Cherry Bottom Road in Gahanna. We are close to the intersection of Morse and Hamilton Roads and just minutes away from Easton.

### Are all programs held on campus?

The majority of programs are held on campus, however, we do have off-site/ traveling program partnerships within the community such The Chiller Easton, Fairy Tale Farm and Hoover Sailing Club just to name a few. If a program is held off-site, it is indicated in the class description with a 🚌 icon.

### What are the hours of camp?

The typical hours for grades rising K-12 are 9:00-4:00pm. Some programs offer half day options from 9:00-11:30am or half day plus from 9:00-1:30pm. For our Pre-K friends, full day is from 8:30-4:00pm, half day is 8:30-11:30am, and half day plus is 8:30-1:30pm. Please note we do have some unique programs with varying start and end times – please see the class description of the specific offering to confirm the hours offered.

### Do you offer extended hours childcare?

Yes. Available on a pre-registration or drop-in basis, Before Care and After Care are held from 7:00-8:30am and 4:00-6:00pm, respectively. Before Care offers a variety of quiet activities for your child as he or she gets ready for the day. After Care features exciting themed activities as well as quiet places for children to explore and reflect. Pricing is as follows: Before Care is \$50 per week (\$10 per day), After Care is \$62.50 per week (\$12.50 per day), or we offer a discounted rate for Before and After Care Combo which is \$85 per week (5 day option only). If Before or After Care is not needed for the full week, proration is available by contacting our office at 614.509.2267. Please understand there can be no proration for the combo pricing.

### What will the typical camp day schedule be like for my child?

For Pre-K campers:

8:30-11:30am Morning Themed Programming  
11:30-12:30pm Lunch (provided)  
12:30-1:30pm Songs/ Story Time/ Rest Time  
1:30-4:00pm Afternoon Themed Programming

For Lower and Middle School campers:

8:30-9:00am Check-In  
9:00-11:30am AM Themed Programming  
11:30-1:30pm Lunch & Free Choice Activity Rotation  
1:30-4:00pm PM Themed Programming

For Upper School students, schedule can vary depending on programming. Please refer to the brochure section links on our website main page to read the offerings with class descriptions.

For Family Division classes, please refer to the brochure section links on our website main page for more information.

### **What is “Free Choice Activity”?**

Students participating in half +plus or full day programs on campus will have a free choice activity period before or after their lunchtime. Campers may choose from the following daily options: free swim, computer lab, outdoor free play, or quiet reading and crafting room. Children participating in the free swim option will need to bring a bathing suit and towel each day they wish to swim, along with a plastic bag for their wet clothes.

### **What is the price of camp?**

Pricing can vary depending on the program, age/grade, and division. Camp fees are per week rates that start at a base price of \$260 for a rising grade K-9 camper. Specialty camps go up from there as they are typically providing additional materials, field trips and/ or program supports. For Pre-K, an average example for a full week, full day is \$235.

### **Is there a discount for families with multiple children?**

No, we do not offer a multi-family discount.

### **Are scholarships or financial aid available?**

Unfortunately, we are not able to offer any scholarships or financial aid for Summer Experience through our resources at Columbus Academy. There are outside sources throughout the local communities and counties that offer scholarships that our program does meet the qualifications for and we will accept payment from.

## REGISTRATION

### **How do I register my child for Summer Experience?**

There are two ways for you to register for summer: online or by mailing in a paper form. Online is the easiest and quickest method to reserve a spot with payment. We are not able to accept registrations or credit card payments over the phone.

Online registration: [www.columbusacademy.org](http://www.columbusacademy.org)

You can...

- Filter classes by grade, program title, or session
- View current class availability
- Pay by credit card or e-check

7 Simple Steps...

1. Visit [www.columbusacademy.org](http://www.columbusacademy.org)
2. From the menu bar, select *School Life*, followed by *Summer Experience*
3. Click *Online Registration*
4. Create and/ or Sign In to your My Backpack Account
5. Click the link to begin a 2018 registration
6. Complete student biographical and medical information, then select classes.
7. Pay online and submit registration

Paper registration form:

You may also register your child using the appropriate paper form found in our brochure at the end of each division section. These forms can also be found online to print off and complete. Please mail completed form(s) with check payment (payable to Columbus Academy) to:

Columbus Academy-Summer Experience  
4300 Cherry Bottom Road  
Gahanna OH 43230

### **When should I submit my registration?**

Summer Experience 2018 registration opens on Tuesday, January 16, 2018. Registration is on a first come, first served basis and some programs do fill up quickly. Therefore, we encourage families to register with payment as early as possible.

### **Do I need to pay when I register?**

Yes. Payment in full is required at the time of registration. Registrations will not be processed and a space is not reserved in any program(s) unless full payment is received.

### **Are there registration deadlines I should know about? Are late registrations accepted?**

Deadline dates are May 17, 2018 for Sessions 1-5 and June 21, 2018 for Sessions 6-10. Late registrations are still accepted on a space available basis after these deadline dates, however, there is a 10% increase in the camp fees.

### **Will I receive anything in the mail?**

In an effort to be greener, registration confirmations and other important information will be communicated via email. Please make sure to include your email address during the registration process. After submitting your registration with payment, it will be processed by our office staff, and you will receive an automated confirmation email with your child's schedule and important general camp information. If you do not receive this email communication, please contact our office immediately at 614.509.2267 or [summer\\_experience@columbusacademy.org](mailto:summer_experience@columbusacademy.org).

### **May I enroll my child in a camp for an older age group?**

To maintain the integrity and quality of our programs, we typically adhere to the grade requirements of each camp. Under certain circumstances, we try to be flexible and accommodating when we can and when it is appropriate within the program offering. Any exceptions must be approved through the Summer Experience office. For assistance, please contact us at [summer\\_experience@columbusacademy.org](mailto:summer_experience@columbusacademy.org) or 614.509.2267.

### **What if I need to cancel or make a change to my child's schedule?**

Deadlines are May 17, 2018 for sessions 1 through 5 and June 21, 2018 for sessions 6 through 10. Cancellations or changes made prior to the appropriate deadline will incur no penalty and will be refunded in full. Cancellations made after the deadline date will be refunded at 25% of the program fee. Please understand that after these deadlines, we have made firm financial commitments to our faculty and staff, in addition to purchasing materials for the class. If a cancellation is made after the camp's start date, there will be no refund issued. Changes made to schedules after the deadlines will be charged a non-refundable fee of \$25 per child plus any difference in camp fees. Refunds are issued in the form of a paper check and mailed out by our Business Office. Please note if your payment was made online with a credit card, convenience fees are non-refundable.

### **How do I make a change or cancellation to my child's schedule? Why can't I change them online?**

Once you have submitted your online registration, all program changes or cancellations must be made through the Summer Experience office. Please contact us for assistance at 614.509.2267 or [summer\\_experience@columbusacademy.org](mailto:summer_experience@columbusacademy.org).

### **Do I have to register for all ten sessions?**

No. Each week is independent of one another so you can attend as many or as few sessions as meets your schedule needs.

### **Can my child attend camp for two or three days instead of the full week?**

For our full week programs, your child is not required to attend all five days of the session and that is your choice, but you will have to pay the full session fee. We do not prorate camp fees for partially attended weeks. If this is something you choose to do, your child may also miss out on activities that carry over from day to day throughout the week.

### **How fast does your program fill up?**

Registration is on a first come, first served basis. Some programs do fill up quickly, but there is really no predicting when or with which programs that will occur. Because of the variety of our offerings, we typically will have openings in certain programs up to and throughout summer time. It just depends on your child's interests and what you are looking for. We encourage families to sign up as early as possible to ensure you get your first choice picks!

### **Can you tell me what camps are available? How do I know if a camp is full?**

We encourage you to create an account through our online system. This will show you availability in real time. Any camp that is full will be indicated as such in red letters next to the program name title. This will also allow you to search for a particular camp by grade, program title or session.

### **Do you have a waitlist? Why do I have to pay in full to be on a waitlist?**

Yes. Full payment is required for your child to be put on a waitlist. This allows us to automatically enroll the next student in line into a class when a space becomes available. We will notify you immediately via email if a space has been secured for your child. If space does not become available, you will receive a full refund\*. To be added to a waitlist using

our online registration, click on the “Waitlist” button next to the class title selection and proceed with your registration as usual. Once submitted with payment, we will send you a “Summer Experience- Waitlist” email at which time you will be given the option to select a second choice program for that week. By replying to the email, our staff will assist in getting your second choice option added to your child’s schedule. Waitlists remain open until the first day of the program to allow for maximum flexibility. If you would like to be removed from a waitlist at any time, you may call or email our office. *\*Please note if you pay online via credit card, convenience fees are not part of the program class fees and are non-refundable.*

## CAMP FACULTY & STAFF

### **What are the qualifications of your teachers?**

Summer Experience employs current CA Faculty and Staff members as well as highly qualified outside sources as teachers of the Summer Experience programs. All faculty and staff are required to have background and fingerprinting completed through the CA Business Office prior to the start of camp. Teachers are also required to complete a Summer Experience training and orientation process with our Director, Alyssa King.

### **How are campers supervised?**

We have Senior Counselors that are assigned to camps each week and will accompany your child all day during his/her respective camp. Senior Counselors are typically local college students who have been hired after an extensive interview and training process. We also employ ample administrative staff to support daily programming.

### **Do you have a registered nurse on your staff?**

Yes. A camp nurse is always on-site during the hours of 8:15-4:15pm.

### **Is there a lifeguard on duty?**

Yes. Any programs that use the pool including free choice time will have a certified lifeguard on duty.

### **What is the maximum class size of my child’s camp? What is your student-teacher ratio?**

This can vary depending on the program type and the age/ grade division. Generally speaking, all rising K-12 camps have a maximum of 20 students and are assigned two Senior Counselors in addition to the instructor. Some programs may be larger or smaller as appropriate for what the camp entails. For example, a sports camp may accept more students where an academic camp might reduce the maximum for a smaller group size. Additional support staff is added for camps with increased maximums. For Pre-K, we maintain a maximum ratio of 6:1 at all times.

## HEALTH, SAFETY, MEDICATION & ALLERGIES

### **Are camps able to accommodate individuals with disabilities?**

We will make every attempt to accommodate the exceptional needs of our campers. To discuss any questions or concerns, please contact our Director, Alyssa King, at 614.509.2529 or [kinga@columbusacademy.org](mailto:kinga@columbusacademy.org).

### **My child needs to take medication. How should I arrange for this?**

#### **What if my child has allergies, medical conditions or other special needs?**

During the online registration process, there is a student medical information section that you will be required to complete for your child. If you register with a paper form, there is also a section for medical information to be completed. In addition, you can contact our office at 614.509.2267 or [summer\\_experience@columbusacademy.org](mailto:summer_experience@columbusacademy.org) and we will connect you with our camp nurse. The camp nurse is also available the first day of camp during the check-in time to drop off any medications and/ or answer any questions you may have.

### **What do I do if my child has an allergy that requires an epipen?**

Please be sure to indicate this during the registration process in the student medical information section. You may send the epipen to camp with your child everyday. We recommend it be kept in your child’s backpack so that is always with

your child throughout the day. You can speak with our camp nurse to discuss alternate arrangements if you would like. Please also make sure to bring this to the attention of the camp nurse and your child's Senior Counselor on the first day of camp. All Summer Experience staff is trained in administering an epipen injection.

### **How do I get in contact with camp staff or my child during camp if there is an emergency?**

Contact the Floating Counselor at 614.653.3117. This phone will be on a summer camp coordinator at all times. Please note that there are rare occasions where the phone cannot be answered immediately. If this is the case, please leave a detailed message, and your phone call will be returned shortly.

### **What happens if my child gets sick during camp?**

Depending on the severity of your child's condition, we may call you to come pick up your child. If necessary, our camp nurse will assess your child's condition and seek treatment as deemed necessary. We want camp to be a safe, fun, and enjoyable experience for all campers. Children who vomit during or before camp are not allowed to continue to participate and are required to be picked up immediately by a parent or someone on their contact list.

## **LUNCH & SNACKS**

### **Do you allow nut products?**

No. We are a NUT FREE zone in Summer Experience. Please be very careful if you pack a snack or lunch that you do not pack anything that contains or that may have been in contact with nuts. Food items brought from home will be checked by our staff. If there is any question that an item contains nuts, it will be removed and discarded. We appreciate your cooperation and understanding, as we are diligent about keeping all of our campers safe and intent on being inclusive and supportive of accommodations.

### **Do you provide snacks?**

Snacks are provided during After Care and in the Pre-K division programs only. You may send snacks with your child to camp as long as they adhere to our nut-free policy.

### **Is lunch provided?**

Lunch is provided for all Half +Plus (9:00am-1:30pm) and Full Day (9:00am-4:00pm) camps that are held on campus and is built into the price of the camp with the exception of Session 10, when all campers will be required to pack a nut free lunch. During Sessions 1-9, CA offers a hot main dish with two sides including vegetarian options as well as a salad bar, deli bar and pasta bar daily. We also do our best to accommodate all dietary requests / restrictions. Please contact our office if you have additional questions related to dietary concerns. Children are welcome to pack a lunch if they wish, but the lunch must be peanut and tree nut free.

*Allergy policy: Columbus Academy Summer Experience is peanut and tree nut free.*

### **What if my child is attending a traveling/ off-site camp?**

Most off-site camps require students to bring a lunch; please check individual course descriptions for lunch specifications. If you are uncertain, please feel free to contact our office to inquire.

### **What about campers who need to avoid gluten, dairy, or other food allergens?**

We work closely with our CA Dining Service to provide a variety of appropriate options and do our best to accommodate all dietary requests and restrictions. Please contact our office if you have additional questions related to dietary concerns.

### **Do you have a lunch menu?**

Yes. Lunch menus will be available at our Family Orientation on April 28, 2018. Our office also sends out a welcome email to families the week prior to your camp session that will have the lunch menu attached.

## CAMP LOGISTICS

### **Is there an orientation for parents and campers?**

Yes. Family Orientation is on April 28, 2018. This is a great opportunity to tour the facility, meet staff, get familiar with camp procedures, and ask questions. If you are unable to attend, you can contact our office to make an appointment and arrange a tour prior to your first day of camp.

### **Where do I park, drop off, and pick up my camper?**

There will be signage all around campus to help direct parking as well as a color coded system to follow from the parking areas to help guide you to the correct entrance. Prior to each session of camp, our office will send out an email detailing check-in and sign-out procedures.

### **What time should I drop off my child?**

Drop-off for Pre-K is at 8:30am. Check-in for K-9 is between 8:30am and 9:00am. Unsupervised campers dropped off before the appropriate check-in time will be taken to Before Care, and you will be charged \$10 per day.

Upper Schoolers (Rising 9-12)/ Family Division Classes: Please note times may vary based on programming and hour requirements. Please check your specific program for start and end times.

### **Do I need to sign out my child at pick up?**

Yes. **Parents/ Guardians must come into the building and provide a photo ID to sign children out.** If someone other than a parent/ guardian is picking up your child, there is an Authorized Pick Up List that can be completed during the registration process. If you need to make additions or changes to your Authorized Pick Up List, please visit the Help Desk in between the gyms at drop-off or contact our office at 614.509.2267 or [summer\\_experience.com](http://summer_experience.com).

### **Do I need to provide a photo ID to pick up my child every day?**

Yes, each and every day, no exceptions. Valid passport, driver's license or state photo ID only – we do not accept photo credit cards, college IDs, or similar forms of ID.

### **What should I do if I am going to be late dropping off my child or need to pick my child up early?**

If it is necessary to drop off or pick up your child at any time other than the designated camp times, the Floating Counselor is available to help with these transitions. If you know this information ahead of time, you may write it on the sheet provided at the Help Desk outside the gyms. You may also contact our Floating Counselor at 614.653.3117 to arrange a pick-up or drop-off. *Note: Early pick ups are not available after 3:30pm.*

### **What happens if I am late for pick up?**

For full day campers, pick up time is between 4:00-4:15pm. Any camper not picked up by 4:15pm will be taken to After Care, and you will be charged the daily rate of \$12.50.

### **Where do I drop off and pick up my child for a traveling/ off-site program?**

Drop off and pick up are still at Columbus Academy. We utilize school bus rental to transport the students to their program location. All drivers have proof of credentials and background checks. CA also has a fleet passenger vans that will be used for smaller travelling groups. All van drivers are employees of Columbus Academy and are van certified.

## MISCELLANEOUS

### **Are there any field trips? What do you use for transportation?**

Yes, some programs do take field trips. It is the instructor's responsibility to communicate this information to parents, and you will need to sign a field trip permission form. We utilize school bus rental as a means of transportation for field trips. All drivers have proof of credentials and background checks. CA also has a fleet passenger vans that will be used for smaller travelling groups. All van drivers are employees of Columbus Academy and are van certified.

### **Are there activities for parents to attend?**

Yes. Some of our camps perform in our weekly Friday Showcase to share their new skills or creations with their parents and fellow campers. All parents/ families are welcome to attend. These shows are held in the Schoedinger Theatre and

typically begin at 3:15pm on Friday afternoons. Information regarding the Friday Showcase will be communicated via email and CA Summer Experience's Facebook page.

**What should my child wear/ bring to camp?**

Here are general suggestions for most programs:

- Comfortable clothing
- Book bag
- Water bottle
- Bathing suit, towel, and plastic bag for wet clothes (if your child is doing free swim for their free choice activity)
- Sun screen (especially for camps that spend a lot of time outside)

Please note some unique programs may have more specific requirements of what to wear or bring. Please check the program description as well as look for individual emails from the instructor of your child's camp for any needs specific to his or her camp.

**Please mark your child's first and last name on all belongings!** We will have a lost and found table located near the Athletic Complex lobby throughout the summer. Columbus Academy is not responsible for any lost personal items.

**Can my child bring a cell phone, iPad or other device to camp?**

With the increase in technology around us, electronics are no longer prohibited at camp; however, it is our general camp policy that devices are allowed to be out only if needed for a class or in the case of emergency. Any other time they should be securely put away so students can immerse in the adventures before them. We will emphasize check in/ out in the gyms as a "No Device Zone". During this time, we want to foster an environment of building relationships and encouraging children to interact with each other, counselors and teachers. We ask for parents help and support in this effort. Before and After Care will continue to provide a built in time for the opportunity to use devices. This allows some students to have quiet time in preparation for the day or winding down from the activities of their camps. This policy also serves as a safety measure so that students are monitored when using devices on our campus.

<b>CONTACT INFORMATION</b>	
Summer Experience.....	614-509-2267
Director.....	614-509-2529
Assistant.....	614-509-2247
Before/After Care.....	614-509-2240
Summer Experience Fax.....	614-475-0396
Email.....	Summer_Experience@columbusacademy.org
Director's Email....	Alyssa_King@columbusacademy.org