

CSMA Summer Program Policies 2024

Thank you for enrolling your child in Cyprus School of Music and the Arts this summer. Please read the policies below to ensure a smooth and safe summer for your child!

Payment Policies

- All payments must be made via our online payment system.
- At online checkout, CSMA requires a non-refundable registration/materials fee and a deposit for each offering selected.
- After registration is complete, the number of weeks a child is enrolled may not be reduced or eliminated, and full payment is required. However, your camp selections may be changed through May 15th provided there is space available for the desired week.
- After May 15th, changes to a child's schedule may be made upon written request to the weeks of enrollment only to be considered if there are extenuating circumstances, and only up to May 31st.
- There will be no reduction in tuition for absences due to illness, holidays, vacation time, or school closings.
- Payment may be made in full upon check-out or a payment plan may be selected. If a student is enrolled in the full summer program, three equal monthly payments will be set up for the first of June, July, and August, or six equal monthly payments will be set up for the 1st and 15th of June, July, and August.
- Late payments will incur a \$10 charge.
- NSF fee is \$35.

Cancellation Policy

- Cancellations will be fully refunded through March 31.
- Registration/Materials Fees and Deposits are non-refundable after March 31st.
- After May 15th, there will be no refunds for camps, and full payment is due.
- Camp selections may be changed up through May 31st.

Drop-Off & Pick-up Policies

- Parents/Guardians must submit an emergency form prior to attendance at any CSMA program listing those who are allowed to pick up a child.
- CSMA must be notified in advance and in writing if someone other than those listed on the Child Emergency Form will be picking up their child.
- If changes are made while the child is under the supervision of CSMA, please email admin@CyprusClassicalAcademy.com stating the first and last name of who will be picking up the child. A valid picture ID must be presented by the designated person at the time of pickup.
- A wellness checklist must be signed each morning upon arrival. (See COVID-19 Policies and Procedures)
- The person picking up a child from CSMA must show a photo-id each day to the staff member on-site.

Wellness Policies Illness & COVID-19 Symptoms

- In case of illness or COVID-19 symptoms that occur during a student's attendance, the primary emergency contact will be called to pick up the child. The child must be picked up as soon as possible and within one hour.
- If the primary emergency contact cannot pick up the child, they must make arrangements for the child to be picked up within the hour.
- When arrangements have been made for pick-up, the primary emergency contact must notify CSMA of the designated pick-up person's first and last name and cell number via email to admin@cyprusclassicalacademy.com
- The primary emergency contact must inform the designated pick-up person of pick-up procedures.
- If a child requires prescription medication while in attendance, including epi-pens and inhalers, their parent/guardian must fill out a Medication Authorization Form indicating the name of the medication, the dosage required, and the prescribing doctor. The medication must come in the container in which it was prescribed with a visible label.
- All medication must be given to a CSMA staff member.
- For the safety of all students, no medication—over the counter or prescribed - may be left in lockers or cubbies, backpacks, etc., or with children.
- Campers must stay home if they have even one of the following symptoms:
 - Fever
 - Cough that prevents them from participating in camp activities
 - Difficulty/hard time breathing
 - Vomiting
 - Diarrhea
 - Chills Excessive fatigue/feeling very tired
 - New severe/very bad headache
 - Excessive Nasal congestion/stuffy or runny nose
- If a child develops these symptoms while under the supervision of CSMA, Cyprus faculty and/or staff members may require the child to wear a mask until they are picked up or until the end of the day.

Daily Checklist for Camps 9:30-12:30

- ❖ **All items should be labeled with child's first and last name.**
- ❖ **All students must apply sunscreen prior to attendance each day.**

Students must wear comfortable clothing that is appropriate for the weather conditions and activities for the day.

- Students must wear athletic or other shoes they can comfortably run in. All shoes must have back-straps.
- One extra set of clothing.
- Large t-shirt or art smock for painting or messy activities.
- Water bottle labeled with child's first and last name.
- One healthy snack (No chips, candy, or cookies.)
- Students must bring swimsuit, towel, and water shoes to Sprinkler Engineering Camp.

If your child is enrolled for the full day (until 5:00pm), in addition to the above items, they will also need:

- Water shoes that remain at the school throughout attendance (in addition to above athletic shoes)
- Swimsuit
- Towel
- Spray sunscreen with first and last name (to be applied in the afternoons prior to outdoor activities.)
- Two (total) daily healthy snacks (No chips, candy, or cookies.)
- Healthy, well-balanced, nutritious lunch with items from each food group (will not be refrigerated).
- Requested books and workbooks for afternoon academics.

NOTE:

- NO glass food containers.
- All food containers must be labeled with first and last name.
- Lunch box must be labeled with first and last name prominently displayed.

DO NOT BRING:

- CSMA does not allow campers to bring any toys, money, or electronics to the summer program.
- CSMA does not allow campers to have devices that can access the internet. This includes, watches, phones, tablets, or any other device with internet access. All such items should be left at home. If a child brings a device to camp, it must be turned into the office upon arrival and can be checked out at the end of the days. If a staff member finds that a camper has a device the connects to the internet, it will be confiscated and given to parents/guardians at the end of the day.
- CSMA is not responsible for any lost, damaged, or stolen items.