

# Espin Summer Program Family Handbook



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# General Information

Location: 975 Lehigh Ave

Union NJ 07083

Phone number: 908-688-8250

## Directors

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## Administrative Assistant

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## Billing & Registration Specialist

**Karen Lopez**

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## Dates

**July 7 - August 15**

- **Week 1: July 7th- July 11th**
- **Week 2: July 14th- July 18th**
- **Week 3: July 21st- July 25th**
- **Week 4: July 28th- Aug 1st**
- **Week 5: August 4th- Aug 8th**
- **Week 6: August 11th- Aug 15th**

## Hours

Camp 8:00 am- 4:00 pm

Before Care 7:00- 8:00 am

Aftercare 4:00 pm- 6:00 pm

## Weekly Themes

Week 1: Disney

Week 2: Superhero

Week 3: Under the Sea

Week 4: Space Explorers

Week 5: Jungle Safari

Week 6: Carnival

# Payment and Fees

Please only register for the 5-day week/weeks you know your child will attend. There are no refunds after the deadline (see Policies), and missed days are not transferable to a future week or another camper, so please be sure to check your calendars before registering.

- \$100 NON-Refundable Registration Fee (collected upon initial online submission)
- Weekly Camp Fee ( please refer to registration and payment page for weekly amount)
- Before/Aftercare Fee ( please refer to the registration and payment page for the weekly amount)
- If aftercare is NOT purchased - \$1/min per camper after 4 pm
- If aftercare IS purchased - \$1/min per camper after 6:00 pm
- \$25 Late payment fee
- \$35 return check fee

To secure your registration after submitting the online application, all required documents and fees must be paid and/or uploaded before your camper's first day of camp.

- Any outstanding balances from previous years
- Immunization Record
- Recent Photo of camper
- Signed Terms and Conditions Agreement (2 pages/6 signatures)

email: [Klopez@espinpreschool.com](mailto:Klopez@espinpreschool.com) for questions

## Program Overview

Children are assigned into groups by age with whom they will follow

## a daily schedule of activities each week.

Campers will participate in academic learning through center activities and weekly themed story sessions. There will also be outdoor and indoor gross motor activities (depending on the weather and temperature), extracurricular activities ( music, art, science), free choice activities, and water play days!

Our in-house events, tailored to these themes, will provide campers with memorable experiences and opportunities to explore new interests.

Upon registration, families will receive a detailed calendar of events, ensuring you can plan ahead and share in the excitement of what's to come. We look forward to creating an unforgettable summer together!

**Activities are subject to change based on available space, staff, and weather**

**Pre-K:** For campers, age 3 or 4, who are NOT yet starting Kindergarten in September. **MUST BE FULLY AND COMPLETELY TOILET-TRAINED**

Reminder: The Camp is not responsible for lost or stolen items. Labeling is recommended.



## Espin Summer Program Daily Schedule

**8:00 am - 8:40 am Arrival and free play**

8:40 am - 9:00 am Circle time (songs, stories, and discussion) 9:00 am - 10:00 am Arts and Crafts

**10:00 am - 10:30 am Snack time (supplied from home - No Peanuts)**

10:30 am - 11:30 am Outdoor play

11:30 am - 12:00 pm Music and movement

**12:00 pm - 12:45 pm Lunchtime (supplied from home - No Peanuts)**

12:45 pm - 1:15 pm Story Time

1:15 pm - 2:00 pm Rest time/quiet time

2:00 pm - 3:15 pm Group games and centers activities

**3:15 pm - 3:45 pm Snack time (supplied from home - No Peanuts)**

3:45 pm - 4:00 pm- clean up and wrap up

**4:00 Pick up**

## Registration Policies

- Rules for Acceptance and Participation in the Espin Summer Program - are the same for everyone without regard to race, color, national origin,



sex, age, or disability. It is understood that all campers will be treated as individuals and respect will be shown for differences in tastes, preferences, abilities, and range of behavior patterns. Espin reserves the right to dismiss a child from the summer program whose special needs we are not able to meet or whose conduct is not in the best interest of the total summer program — without a refund.

- **\$100 Registration Fee-** The registration fee is nonrefundable and a separate fee that is not included in the total summer program bill. If paid by March 31st, you will get 50% off the Registration fee. This registration fee covers the total summer program from July 7, 2025, through August 15, 2025.
- **Tuition Payment Policy-** Tuition must be paid accordingly and is non-refundable. There is no grace period. 50% of the balance will be due by May 31st. The balance must be paid in full by your official start date.
- **Late Fees & Other Fees -** Should they occur include: a \$25.00 charge for late session payments made after the due date indicated on our tuition policy and invoice. All requested changes must be given in writing. Additional fees may include a late pick fee of \$1 per minute after your child's scheduled pick-up time; and \$35 for returned checks.
- **Refund policy:** Registration, deposit fees, and tuition are non-refundable and non-transferable. It is understood that in the case of dismissal or voluntary withdrawal, a refund will not be given.
- **Attendance Policy & Nonrefundable Tuition Fees -** Children enrolled in the Summer Program will be required to attend 5 days per week full-time Full tuition is due and is not reduced, credited, or refunded due to sick days, vacations, holidays, school closures, early dismissals, other absences, other closures, state-mandated closure, early pick-ups and covid quarantine closures.



## **Overdue Balances**

- Declined cards may result in late payment fees. Late payment fees will be assessed without exception. Check your email for attempted contact in this case.
- Disputed charges for items that fall within the camp's nonrefundable policy, will result in your camp account being considered past due until the dispute is resolved and payment is restored to Espin Preschool
- Campers may not attend camp for a week where a balance remains on that or a previous week until all past due fees are collected, including but not limited to late payment fees, regardless of attendance.
- Be sure you do not have any balance due, before bringing your child to camp. Without payment, they will not be able to stay.

**Refunds/Credits - The following items are non-refundable and not eligible to be transferred to another date or camper.**

- Registration fee
- Weekly Deposits (after the cancellation deadline)
- Weeks of Camp (once the week starts)
- Early Drop (after the corresponding week cancellation deadline)
- Late Pick up (after the corresponding week starts)
- Absences from camp (including illness)
- Suspensions
- Expulsions

# Medical

## **Allergies**

Due to potentially life-threatening allergies, we are a PEANUT-FREE FACILITY, and any products that contain nuts are not allowed at Espin. We understand that the favorite lunch for many children includes peanut butter, but we must maintain a safe atmosphere for all children.

## **Administration of Medication**

It is an administrative requirement of Espin Preschool that the summer program does not provide students with aspirin or any other medication unless deemed necessary by the child's doctor. Any medication(s) to be kept at Espin must be accompanied by the appropriate medication form(s). Medication Forms are available by contacting the administrative team

## **Conditions Requiring Temporary Exclusion**

Temporary exclusion is recommended when the illness prevents the child from participating comfortably in activities as determined by the staff of the school or program; the illness results in a greater need for care than the staff of the program determines they can provide without compromising their ability to care for other children; the child has any of the following conditions unless a health professional determines the child's condition does not require exclusion: appears to be severely ill (this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash, fever (100.4 or above) and behavior change or other signs and symptoms (e.g. sore throat, rash, vomiting, and diarrhea).

## **Contagious Diseases**

Any contagious diseases must be reported to the administrative staff. A physician's note may be required for the child to return to the summer program. If parents notice a suspicious rash on a child, the child should be kept home and a physician consulted. The school should then be notified.

## **COVID-19**

Summer Program will follow CDC guidelines and work closely with the Westfield Regional Health Department. If your child develops symptoms during the day, they will need to be picked up IMMEDIATELY. Masks are currently optional unless otherwise informed by the school, as per CDC Guidelines and the Westfield Health

Department Guidance. If masks are elected by you for your child or a doctor has advised your child to wear one, the child must arrive wearing the mask and have extra packed for use throughout the day.

### **Immunization Requirement**

For Summer Program Entrance as per Chapter 14 of New Jersey Law.  
Immunization Records are requested

### **Lice**

If you should discover a case of head lice, please notify the Espin team immediately. Do not send your child back to school until they are cleared of the lice. If you have any questions or need assistance, please do not hesitate to contact the team through the camp office.

### **Safety**

For safety purposes, we suggest that the children wear sneakers rather than sandals or flip-flops so that they may participate in all activities that may include a variety of sports or relay races.

### **Sunscreen**

Children must either come in with the sunblock already applied or be able to apply their sunblock, as we are unable to apply sunblock to your child

### **Potty Trained**

Children must be fully potty trained. No pulls will be allowed. We understand that accidents happen from time to time even with potty trained children. An extra change of clothes should be brought in your child's backpack.

IF YOU ARE SUPPLYING the camp with medication for your camper, the following Medical forms must be handed in along with the medication on the first day of camp.

Medications cannot be accepted without the supporting paperwork.

#### **Asthma Forms**

- Asthma Treatment Plan
- Administration of Medication

#### **Allergy**

- Administration of Medication
- Food Allergy & Emergency Care Plan

# Emergencies

Fire, lockdown, and medical drills are conducted for camper protection. Specific instructions are posted in every room. Directors and counselors will familiarize campers with these procedures.

## **Emergency Closings**

In the event of an emergency closing or delayed opening, you will be notified via email.

## **Lost or Stolen Items**

If children are missing items such as clothing, backpacks, or lunch boxes, please check with our front desk. Having the items marked with the child's name may also help the child keep track of their belongings.

We will not be responsible for lost or stolen items, including (but not limited to) personal games and cell phones. We understand that parents may want their children to have their phone with them for communication purposes, however, we do provide access to our main office for any phone calls that are deemed necessary.

## **Lunch and Snacks NO PEANUT PRODUCTS**

Not provided by the camp. Please pack enough food for lunch and 2 snack breaks. No refrigeration or heating. Please pack conducive items.

Utensils not provided. Please pack your own if your camper will need them.



# Behavior Policies

Discipline at Espin is handled with much care and thought. Redirection and positive reinforcement are used to help children understand proper behavior. Campers not following the conduct policy may be suspended or expelled from the summer program with no refund

**Rule 1** – Keep your hands to yourself.

**Rule 2** – Be respectful to counselors and other campers.

**Rule 3** – No camper shall threaten the physical or psychological safety of themselves, another camper, or a staff member. (ie: verbal threats of physical violence, taunt, tease, insult, torment, ridicule, etc)

## **Consequence:**

- 1st time – the situation will be addressed between child and teacher. The parent will be spoken to by the teacher.
- 2nd time – Camper will be addressed by the teacher and the Director. Parents will be notified by the Director
- 3rd time – Camper will be excluded for the week and or season depending on the severity.

## **Consequences may vary based on the severity of the offense.**

- Consequence may escalate to the step most appropriate for the behavior, regardless of 1st time, 2nd time, etc.
- Consequence duration may increase based on the severity of the behavior, regardless of 1st time, 2nd time, etc.
- Suspension or permanent exclusion from camp is possible at any time, based on the severity of the behavior, regardless of 1st offense, 2nd offense, etc.
- Suspension days are not refundable.





Camp is going to be a truly wonderful experience this summer! Your children will have the opportunity to create lasting memories, form new friendships, and enjoy adventures that they'll treasure for years to come.

-Espin Team

