

TELEGRAPH HILL NEIGHBORHOOD CENTER'S

SUMMER CAMP 2018

Field trips, enrichment activities, STEM,
basketball, arts & crafts, gardening, cooking,
showcase, and much more!

JUNE 11 TO AUGUST 10, 2018 • 10AM-6PM

660 Lombard Street, SF CA 94133

TELHI.ORG/PROGRAMS-SERVICES/KIDS



Dear Parents,

Summer is here! We are so delighted that you chose to join us at TEL HI this summer. For new families, we would like to extend a big welcome, and for returning families, welcome back!

We are committed to provide your child a memorable and enjoyable experience, but of course, here at TEL HI, safety is our number 1 priority. On the daily, we will spend mornings reminding the child of the rules, and then we will start the fun!

We have a lot of exciting field trips and workshops planned for your child this summer, and our staff is available to answer any questions. Don't be shy—ask away!

Enclosed is this packet filled with information for your child for this summer camp, which includes our reminders of what to pack, day to day schedule, and our calendar for field trips.

Please remember to sign in and out when you drop off your child.

If you have any questions, please feel free to contact us by phone or email.

Yours truly,

Your TEL HI Summer Camp Staff



What to bring to camp

5 Items your child should bring every day:

- Good shoes
- Warm clothes
- Healthy lunch (we will provide snack)
- Water bottle
- Good attitude

We highly recommend labeling all of your items with your child's name.

Field trip days:

Each student will receive a camp shirt. For field trip days, all campers need to wear their camp t-shirt.

Items to leave at home:

- Snacks or food that include nuts
- Candy
- Soda
- Personal toys
- Electronics

Sign In and Out Procedures

Parents are required to sign their kids out upon pickup.

Snack

Our program receives snack on the daily through DCYF's snack program. Their snack vendor is Revolution Foods. The menu will be posted on the board near our sign in sheets. Children are allowed to bring their own additional snacks.

Enrollment

Please see Vicki Huang to enroll your child in our program, or if you have any questions. A deposit and the first month payment is due upon enrollment.

Photos and Videos

To help share the fun and learning at our summer camp, TEL HI staff will use photography and videos that feature children from our program for promotional materials.



Important Information

Late Pick Up Late pick up will consequent in an additional charge of \$25.00 for the first 15 minutes, and \$2 per minute for every additional minute. At 6:01pm, we will begin to charge. A call to inform our staff of a late pick up does not waive the late fee. When you pick up your child, you will be asked to sign a late pick up slip. If you do not pick up your child by 6:30pm, your child will be dropped off at Central Police Station (766 Vallejo Street.)

Financial Assistance Financial Assistance is available for qualifying families. Please see Melody Wong, Program Director, for additional information.

Payment Payment is due on the 1st of every month. There is a 5 business day grace period and after the grace period, there is a \$25 late payment fee charge (\$15 for sliding scale), strictly enforced.

Refunds & Withdrawal Cancellation for our summer camp requires a 15 day cancellation notice in order to receive a refund. We do not refund the cost of program for illness, vacation, or other absence. Please complete a withdrawal form from one of our TEL HI staff member.

Behavior Management and Discipline TEL HI's behavioral management philosophy involves setting limits and offering guidance and positive reinforcement. Unacceptable behavior is explained based on the child's age and level of comprehension. If repeated problematic behavior occurs, the ASA staff will contact the parent in an effort to resolve the issue. Problems that cannot be resolved may result in suspension from our program without reimbursement.

Suspension from ASA

TEL HI reserves the right to suspend your child from ASA. Some of the circumstances warranting suspension includes, but not limited to:

- TEL HI has a zero tolerance policy for the following actions: fighting, possession of weapons, possession of drugs or alcohol, inappropriate sexual behavior or other instances deemed grossly inappropriate. Not adhering to the zero tolerance policies will result in immediate exclusion from camp.
- Non-payment of fees.
- A child's repeated disruptive behavior which potentially jeopardizes the health and/or safety of your child, other children or staff; and after the child, parent, and TEL HI staff are unsuccessful in resolving the unacceptable behavior(s).



On Site & Off Site Schedules

Giants: Kindergarden-1st grade

On Site	
7:30am-10:00am	Optional Extended Care @ TEL HI Gym
10:00am-10:15am	Opening Ceremony & Rules
10:15am-10:30am	Leave
10:30am-12:00pm	Sports @ Joe DiMaggio
12:00pm-12:45pm	Lunch
12:45pm-1:00pm	Clean Up & Quiet Time
1:00pm-2:00pm	Free play @ Joe DiMaggio
2:00pm-3:00pm	Workshop 1
3:00pm-4:00pm	Workshop 2
4:00pm-4:30pm	Announcements & Snack
4:30pm-5:30pm	Showcase Preparation/Free Play
5:30pm-6:00pm	Clean Up & Reading Time

Off Site



7:30am-10:00am	Optional Extended Care @ TEL HI Gym
10:00am-10:15am	Opening Ceremony & Rules
10:15am-10:30am	Leave
10:30am-4:00pm	Field Trip
4:00pm-4:30pm	Announcements & Snack
4:30pm-5:30pm	Free Play
5:30pm-6:00pm	Clean up & Reading Time



On Site & Off Site Schedules

Warriors: 2nd grade – 5th grade

On Site	
7:30am-10:00am	Optional Extended Care @ TEL HI Gym
10:00am-10:15am	Opening Ceremony & Rules
10:15am-10:30am	Leave
10:30am-11:30am	Sports @ Joe DiMaggio
11:30am-12:00pm	Lunch
12:00pm-12:30pm	Clean up & Quiet Time
12:30pm-2:00pm	Free play @ Joe DiMaggio
2:00pm-3:00pm	Workshop 1
3:00pm-4:00pm	Workshop 2
4:00pm-4:30pm	Announcements & Snack
4:30pm-5:30pm	Showcase Preparation/Free Play
5:30pm-6:00pm	Clean up & Reading Time

Off Site	
7:30am-10:00am	Optional Extended Care @ TEL HI Gym
10:00am-10:15am	Opening Ceremony & Rules
10:15am-10:30am	Leave
10:30am-4:00pm	Field Trip



4:00pm-4:30pm	Announcements & Snack
4:30pm-5:30pm	Free Play
5:30pm-6:00pm	Clean up & Reading Time

Workshops (Lower)

Monday	Tuesday	Wednesday	Thursday	Friday
Sports Sean	Field Trip Day	Sports Sean	Field Trip Day	Field Trip Day
Cooking Vivian		Arts & Crafts Vivian		
STEM Diana		Gardening Allison		

Workshops (Upper)

Monday	Tuesday	Tuesday	Wednesday	Thursday	Friday
Field Trip Day	Sports Sam	Swimming Sean	Field Trip Day	Sports Sam	Field Trip Day
	Arts & Crafts Vicki	Hip Hop Sean		Cooking Vicki	
	STEM Michael/Cliff	Basketball Sean		STEM Michael/Cliff	

Schedule is subject to change. Please refer to the calendar for field trip schedules.

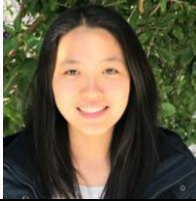


Meet our staff team!

<p>Melody Wong</p>		<p>Program Director MWong@telhi.org (415) 421-6443x30</p>
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<p>"Giants" Kindergarten & 1st</p>		<p>"Warriors" 2nd-5th</p>	
	<p>Vivian Wong VWong@telhi.org</p>	<p>Samson Lin SLin@telhi.org (415) 421-6443x18 Site Coordinator</p>	
	<p>Allison Ho AHo@telhi.org</p>	<p>Cliff Hom CHom@telhi.org</p>	
	<p>Sean Singer SSinger@telhi.org (Tuesday 2nd-5th)</p>	<p>Vicki Huang VHuang@telhi.org</p>	





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Michael Lee
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