

City Tree Christian School

KinderCamp

Adventure Camp

Summer Jam Twenty16

Parent Handbook 2016



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☞ WELCOME

Welcome to City Tree Christian School's Summer Camp Programs. We are excited that your child will be joining us this summer. Our camps are a relaxed time of fun and hands-on learning. We serve as an outreach of First Presbyterian Church, committed to integrating educational excellence with the teachings of Jesus Christ found in the Bible.

☞ CAMP SCHEDULE

6:45-7:30	Before camp care	Geneva Room
7:30-8:30	Before camp care	Roof playground
8:30-3:15	Camp Program	Varied (<i>see schedule</i>)
3:15-6:00	Afternoon extended care activities	Roof/Geneva Room

From 3:15 –6:00pm each day children will always be on site. Children will be in the Geneva Room (2nd floor) or on the roof/playground. Schedules will be posted on the bulletin board to the right of the office, just inside the stairwell area. Any change in schedule will be posted there as well.

KINDERCAMP (*for days that no special trips are planned*)

8:30-9:30	Classroom (Geneva Room)
9:30-9:55	Roof playground
9:55-11:10	Classroom (Geneva Room)
11:15-12:00	Play & Lunch on Roof Playground
12:00-1:00	Resting Time & Quiet Activities
1:00-2:30	Roof or Classroom
2:30-3:15	Classroom (Geneva Room)

ADVENTURE CAMP (*for times that no special trips or outings are planned*)

8:30-9:00	Classroom (Room 304)
9:00-9:30	Activities (Roof or Classroom)
9:30-9:55	Classroom (Room 304)
9:55-10:20	Roof playground
10:20-12:00	Classroom (Room 304)
12:05-1:00	Lunch/Play on roof
1:00-3:15	Classroom (Room 304)

SUMMER JAM TWENTY16 (*for times that no special trips or outings are planned*)

*8:30-9:55	Room 302
9:55-10:20	Roof playground
10:20-12:00	Room 302
12:05-1:00	Lunch/Play on roof
1:00-3:15	Room 302

*The student sign-in clipboard is outside the 2nd floor office near the mailboxes on the wall. Students should bring backpacks & lunches to the hooks outside of room 302.

City Tree Christian School
KinderCamp-Summer 2016
 (students entering Kindergarten or 1st grade)

CAMP	Monday	Tuesday	Wednesday	Thursday	Friday
Mad Scientists	June 27-July 1 A mind blowing week where little scientists will create galaxy goo, aqua sand, erupting rainbows, and more! Messy yet magical, we will learn the scientific method and expand our creativity through these hands on labs.				
Wild about Animals	July 4-8 (No Camp Monday, July 4) Lions, tigers, and bears. . .oh my! Go wild as we explore all there is to know about our favorite animals. Experience animals in action at the San Diego Zoo as we observe what plants and animals need to survive.				
In a Galaxy Far, Far Away. . .	July 11-15 Blast off as space explorers, on a quest to uncover the mysteries of the universe! Learn about the moon, planets, and space travel. The sky's the limit!				
Land of Make Believe	July 18-22 Let your imagination take you on an enchanting ride through classic fairy tales and folklore! Children will learn how to be good readers and use creative thinking to make and act out their own stories. Then run wild with us during an excursion to the New Children's Museum!				
Vacation Bible School: Cave Quest	July 25-29 Gear up for an over-the-top underground adventure! Crafts, games, lessons, and snacks will help us learn about the rock-solid foundation of God's love, a love that takes us through life's dark times. Join us as we discover how to follow Jesus, the light of the world.				
Happy Campers!	August 1-5 Enjoy a week of outdoor adventures! Our happy campers will trek to Balboa Park for fitness challenges and a scavenger hunt, plus we will explore our school garden and keep our minds and bodies busy with nature activities and games.				
I SPY	August 8-12 Calling all detectives! Your mission? Follow the clues, gather evidence, and solve the mysteries! This week includes cracking secret codes, navigating a laser maze, and making invisible ink!				
Spanish Immersion: Spanish for Every Season	August 15-19 We will expand our knowledge of Spanish language and culture by traveling through the seasons of the year through music and movement, cooking, and art. Join us as we explore winter, spring, summer, and fall in Español.				

City Tree Christian School

Adventure Camp - Summer 2016

(Children entering grades 2 and up)

Camp	Monday	Tuesday	Wednesday	Thursday	Friday
West Coast Explorers	June 27 Murphy Canyon Hike	June 28 Natural History Museum	June 29 Coronado Beach Day	June 30 Reuben H. Fleet Science Center	July 1 San Diego Zoo
Stars and Stripes	July 4 4 th of July Holiday, NO CAMP	July 5 Tye Dye	July 6 Junior Theatre, "Goodnight Moon"	July 7 Popsicles @ Waterfront Park	July 8 Kearney Mesa Bowl
Under the Sea	July 11 Birch Aquarium	July 12 Coronado Ferry	July 13 Coronado Beach Day	July 14 Maritime Museum	July 15 Living Coast Discovery Center
Crafty Kids	July 18 The Hot Spot & Liberty Station Park	July 19 Timken Museum	July 20 Waterfront Park	July 21 Mingei Museum	July 22 Claytime Ceramics
Vacation Bible School: Cave Quest	July 25-29 Gear up for an over-the-top underground adventure! Crafts, games, lessons, and snacks will help us learn about the rock-solid foundation of God's love, a love that takes us through life's dark times. Join us as we discover how to follow Jesus, the light of the world. Afternoon activities include Dance Party, Games at Sixth Ave Park, Wacky Wednesday, Movie Bash, Ice Cream Social.				
To Infinity & Beyond	August 1 Pump It Up!	August 2 Air & Space Museum	August 3 Waterfront Park	August 4 Star Wars Day	August 5 Ice Skating at Kroc Center
San Diego Fiesta	August 8 Old Town	August 9 Piñata Fiesta!	August 10 Coronado Beach Day	August 11 Spanish Village	August 12 Cabrillo National Monument
Spanish Immersion: Spanish for Every Season	August 15-19 We will expand our knowledge of Spanish language and culture by traveling through the seasons of the year through music and movement, cooking, and art. Join us as we explore winter, spring, summer, and fall in Español.				

City Tree Christian School

Summer Jam Twenty16

(Students entering grades 5-8)

Camp	Monday	Tuesday	Wednesday	Thursday	Friday
West Coast Explorers	June 27-July 1 No special Summer Jam Camp scheduled. Students are welcome to join Adventure Camp. Please see Adventure Camp calendar for specific trips scheduled.				
Indian Hills Camp OR Stars and Stripes	July 4 4 th of July holiday, NO CAMP	July 5-8 Students entering Grades 6-8: Join First Presbyterian youth for a 4-day overnight camp at Indian Hills, Tuesday-Friday for students entering 6-8. Stop by the office or visit citytree.org for registration forms. OR Students entering Grades 5-8: Students are welcome to join Adventure Camp. Please see Adventure Camp calendar for specific trips.			
From the Water to the Sky	July 11 Torrey Pines	July 12 Aquatica	July 13 Coronado Beach Day	July 14 Air and Space Museum	July 15 Sky Zone
Urban Adventures	July 18 Urban Jungle	July 19 Maritime Museum	July 20 Mission Bay Park	July 21 Natural History Museum	July 22 OB Beach and Pier
Vacation Bible School: Cave Quest	July 25-29 Gear up for an over-the-top underground adventure! Crafts, games, lessons, and snacks will help us learn about the rock-solid foundation of God's love, a love that takes us through life's dark times. Join us as we discover how to follow Jesus, the light of the world. Students entering Grades 5: Participate in Vacation Bible School (VBS) and Adventure Camp's afternoon activities. <i>Afternoon activities: Dance Party, Games at Balboa Park, Wacky Wednesday, Movie Bash, Ice Cream Social, and VBS Closing Lunch & Activities</i> Students entering Grades 6-8: Participate in VBS as Camp Assistants and join First Presbyterian Church's Student Ministries group for awesome afternoon activities. <i>Youth Group activities: Balboa Park, Laser Tag, Beach, Sky Zone, VBS Closing & Lunch</i>				
Body and Mind	August 1 Laser Tag - Atlantis	August 2 USS Midway	August 3 La Jolla Shores	August 4 Reuben H. Fleet Science Center w/ IMAX	August 5 Ice Skating at the Kroc Center
Fun in the Sun	August 8 Belmont – Mini Golf	August 9 Aquatica	August 10 Coronado Beach	August 11 Balboa Park Scavenger Hunt	August 12 Water Games with Preschool
Spanish Immersion: Spanish for Every Season	August 15-19 Join KinderCamp & Adventure Camp to expand our knowledge of Spanish language and culture by traveling through the seasons of the year through music and movement, cooking, and art. Join us as we explore winter, spring, summer, and fall in Español.				

☞ OFFICE HOURS

Our office hours are **7:30am-4:00pm**, Monday through Friday. However, to accommodate staff vacations, hours may vary on occasion. Any change of hours will be posted in advance. If you call during regular office hours and we do not answer, please leave a message, and we will call you back shortly.

☞ PARENT-SCHOOL COMMUNICATIONS

- Our Weekly Email Update is our main form of communication. It is the best way for you to stay informed about summer camp news and events. It is essential that every City Tree family receives and reads this weekly update. Please sign-up by going on the school website.
- Remember that our school website (www.citytree.org), is a great place to go for information about Summer Camps. Go to the “Our Programs” menu and then scroll down on the left side to “Summer Camps”.

☞ FIELD TRIPS

During the course of the summer camp, we take students on excursions to places of interest. Details for the trips will be placed on the clipboard or on the wall next to your child’s classroom door/sign-in area. We make every effort to post these trips by the Monday of each new session. Please make sure you look carefully for blue field trip forms at the beginning of each new session. No child of any age is allowed to leave the school grounds without parent authorization. Sign the blue permission slip so your child may participate. Transportation will most typically be via car, van, or walking. **Parents must have their children to camp by 8:30AM or they may be responsible for transporting the child to his/her field trip or activity location.**

Parent drivers and chaperones are sometimes needed for field trips throughout the summer. If helpers are not available, trips will be cancelled. Please let your child’s teacher know if you can help. Parents who drive on field trips will need to provide a copy of their driver’s license and proof of insurance to the school office. Children who are riding in cars must have seat belts and cannot ride in a seat with an air bag unless they are 13 years of age or older. KinderCamp & Adventure Camp students under the age of 8 years old & under 4 feet 9 inches tall, are required to use a booster seat when using transportation. Please make sure to leave your child’s booster seat each day there is a trip planned.

☞ SECURITY PRECAUTIONS

The safety of each child at City Tree is of paramount concern. Please help to make our building safe by remembering to “BE RUDE”. Do not hold the door open for someone that you do not know. The third floor door is an “exit only” door. Do not allow anyone to enter this door while you exit. As you enter and leave the building please make sure the door closes securely behind you.

There are two ways to access the City Tree main door:

- **Using your code:** On the black box located to the right of the double doors, press the “start” button, enter your six digit code, and then press “end.” Pull the door open after you hear a click. Remember that the digital numbers always scramble themselves on the grid and you have only a limited amount of time to enter your code. If your code will not work, use the buzzer and notify the office so we can solve the problem. **Do not use the buzzer if you already have a door code.**

- **Using the buzzer:** Briefly press the button located to the left of the double door. Wait for someone from the office to buzz you in or to speak to you. If you are speaking identify yourself loudly and clearly. Do not hold the buzzer while speaking!

Current City Tree families should continue to use their code from the regular school year. New families or families who only attend City Tree camps during the summer months should see the office to get a code.

☞ PARKING

Parents of CTCS may park along the curb in front of the school entrance using the 15-minute zone. Please note that the time limit is strictly enforced and tickets are frequently issued for uncurbed wheels. Parents may also park in the three First Presbyterian Church/ City Tree Christian School parking lots: the narrow lot directly across the street from the school entrance, the large lot on the southwest corner of 3rd and Elm, and the large lot on the northeast corner of 3rd and Elm. Please do not use the reserved spaces. Do not park in the small lot adjacent to the school as it belongs to our neighboring businesses; you will be towed. **When crossing the street from the parking lots to the school, please make sure to use the crosswalk.** If you are planning to stay for a longer visit or special event please put a note on your windshield saying you are at City Tree Christian School.

☞ SIGN-IN SHEETS

Signing in and out each day is required for every parent for students entering grades K-6. Before camp and during the day, sign-in sheets are located on clipboards at your child's camp room (Adventure Camp & KinderCamp) or for Summer Jam students in the sign-in area which is located outside the school office near the silver mailboxes. During the after camp (3:15-6:00pm) program the sign-in sheets are with the children. Employees can direct you to their specific location in each area. These sheets are the most useful tools we have to contact families in case of an emergency and are especially important when accounting for children during a fire or earthquake. It is critical that the emergency phone number is printed legibly each day. A parent or other adult must bring children entering grades K-6 into the building, sign your child in and write an emergency phone number for the day. Please sign your full name (not "mom" or "dad"). Children may not sign for themselves, unless they are entering grades 7 or 8. Sign out when picking up the child. The child cannot be released to anyone not listed on the application pick-up list or temporary authorization form (available in the office).

Students entering grade 7 or 8 may walk themselves into the building each day and sign themselves in on the clipboard, but an adult must pick them up and sign them out each day.

☞ LATE ARRIVAL

The teacher brings the students indoors at 8:30am each day, and that is typically when theme-related camp activities for the day begin. If you arrive later than 8:30am, just go directly to the room and sign your child in. Be aware that the teacher will be engaged with the students and may not be able to easily interact with you at that time. There are many field trips and outings throughout the summer. Make sure you get your child on site in time for these activities. If the group has already left, you will be responsible for transporting your child to the camp's field trip location. Due to space limitations they will not be placed in another camp or classroom for the day.

☞ **PARENTAL VISITOR POLICY**

It is the policy of CTCS that parents who visit their children during the day must first sign in at the school office and pick up a visitor's tag prior to entering the room. Parents are always invited to come and have lunch with their child. Just be sure to check in when arriving. City Tree Christian School welcomes and encourages parents to participate in the camp activities; however the teacher has the authority to determine the level of parental involvement in the camp.

☞ **CLOTHING AND SUPPLIES**

Although our students wear uniforms during the school year, we do not wear uniforms during our summer camp program. Children should wear comfortable, appropriate clothing that allows them to move easily. It is often warm so shorts are typically worn throughout the summer. If skirts or shorts are worn the length must be long enough to allow for activity while being appropriately modest. T-shirts may not depict anything involving drugs or alcohol, or contain violent or sexual connotations. No bare midriffs or halter-tops are allowed and no skin between the pants and shirts may show for any child. Summer Jam aged students (entering grades 5-8) may not wear spaghetti straps. We are very active so closed-toed shoes are appropriate and required, tennis shoes work best. Students need to wear shoes that are comfortable for walking. Please, no sandals, shoes with heels, or platform shoes. Children are often outside, so please apply sunscreen to your child each morning and also send sunscreen in your child's backpack. Because of the warm summer days, many children like to bring water with their name written on the bottle.

Clothing and Supplies for Water Days and Pool & Beach Days

- Pool and Beach Days: All students should wear a swimsuit under their clothes. Wear a swimsuit: one-piece or well-covered two-piece and a rash guard for girls. No two-pieces are allowed without a rash guard. No t-shirts are permitted per venue regulations. Bring flip flops/water shoes, and a towel. When you wear a swimsuit to camp, wear clothes over it. Students will need a change of clothes for after the pool or beach, don't forget undergarments! On beach days don't forget sand toys, hats, and lots of sunscreen.

☞ **KINDERCAMP NAP/QUIET TIME**

KinderCamp children have an hour each day for rest and quiet. They rest on floor mats. Please bring a towel or small blanket for your child. Make sure it is labeled with your child's name. Please keep in mind that the child's storage areas are not large. Please note: nap time is students entering Kindergarten ONLY.

☞ **SNACKS**

City Tree does NOT provide a morning snack, but Parent(s) may provide their child with a healthy morning snack. We suggest small, nutritious snacks such as cheese, fruit, vegetables, etc. Sweets are not appropriate snacks. We do provide an afternoon snack each day as part of our after camp program. This snack is typically served at about 3:30pm in the Geneva Room.

☞ LUNCHES

Parent(s) provide lunch for all students. You may use insulated lunch boxes, ice packs, etc. to keep your child's lunch at the desired temperature, as refrigerators and microwaves are not available for student use. When special outings are planned, it is often easier if parents send lunches in disposable sacks. There is no hot lunch or emergency lunch program during the summer.

Please minimize desserts (foods high in processed sugar) in your child's lunch. Gum, candy, sodas, and sunflower seeds in the shells are prohibited, and, if these items are found in lunches, they will be sent home. Do not send anything in glass containers. Please send foods your child likes in an appropriate amount. We want lunch time to be an enjoyable, relaxing experience and not a time of tears and stress. It is not possible for us to supervise what every child eats on a daily basis. Parents are best able to do this by sending a well-balanced lunch with nutritional food that you know your child will eat and enjoy.

☞ PERSONAL ITEMS

Toys, electronics, handheld games, cell phones, CD players, radios, iPods, and other similar items are not appropriate for camp. Please leave these items at home except when requested by a teacher. Please label all lunch boxes, backpacks, sweatshirts, and other items brought to school. Help your child remember to take home whatever he/she might have brought to camp. For missing items, please check the lost and found areas: at the stair landing near the playground entrance on the roof. Small or expensive items are usually kept in the office.

☞ SUMMER CAMP PAYMENT SCHEDULE

Session	Payment Due (by 6:00pm)
1: June 27-July 1	June 20
2: July 5-8 (No Camp Monday, July 4)	June 27
3: July 11-15	July 5
4: July 18-22	July 11
5: July 25-29, VBS Week	July 18
6: August 1-5	July 25
7: August 8-12	August 1
8: August 15-19	August 8

☞ TUITION PAYMENT POLICY

1. **All camp fees are due the Monday (one week in advance) prior to the beginning of each session.** *If payment has not been made by the Monday prior to the camp that starts the following Monday you will forfeit your spot to a child on the waiting list.
2. No student will be allowed to attend camp without payment made in full prior to the start of camp.
3. Camp must be paid with a check or cash. **Credit cards are not accepted for Summer Camp.**
4. Payment coupons are located in front of the school office. On each coupon please note the amount enclosed, date, and your child's name. Place this coupon along with the payment into mailbox #7 in the hallway outside of the school office.
5. **Cash Payments should NOT be put in the tuition box or the Summer Payment Mailbox.** Cash payments should be made directly in the school office.
6. If payment is not received by the Monday prior to the new session, your space may be given to a student on our waiting list and your deposit will not be refunded. If space is still available, a **\$10 late fee will be charged** in addition to the regular fees.
7. Deposits are non-refundable and non-transferable.
8. Any child with a notation by his/her name on the sign-in sheet **MUST** come to the office **BEFORE** attending camp to resolve any outstanding debt or other problems.

*Be aware that there are waiting lists for some camps, so to be fair to those students on the waiting list, we will adhere strictly to our policy. Due to summer vacations, our office staff is limited, and we will not be able to call you to remind you of payments due.

☞ AFTER-HOURS CHARGES/ADDITIONAL HOURS OF CARE

Parents who pick-up their children after their contracted pick-up time (3:15p.m., 5:15p.m., or 6:00p.m.) will be assessed overtime charges. The charges are \$1 per minute. Student habitually picked up late may be excluded from the after camp care program. Please do not attempt to leave your children after our 6:00pm closing time. It is inconsiderate to our employees who are tired and want to go home to their families.

Additional hours of care (before or after your contracted pick-up time) may be purchased at the rate of \$5.00/hour on a **space available basis**. No partial hours are available. This care must be arranged in advance by calling the school office the day before or **no later than 1:00pm** on the day needed. No exceptions!

☞ FIRE, EARTHQUAKE, AND LOCKDOWN PROCEDURES

School fire, earthquake, and lock down drills (called Safety Drills) are held at least every 6 months. We evacuate to the northeast corner parking lot at 3rd Ave. and Elm St. Each classroom is equipped with an earthquake/emergency backpack. Evacuation plans are posted in each room. Parents are urged to make family emergency plans which include making arrangements to pick up students as soon as it is safe to do so.

☞ EMERGENCY INFORMATION Emergency Documentation

Emergency medical forms including physician, contact, and insurance information, signed by the parents, must be on file in the school office on the student's first day of attendance. It is the parent's responsibility to keep the school informed so that names, addresses, and phone numbers on the student's application and medical forms are kept up to date.

Emergencies

First aid supplies are kept at school for simple cuts and abrasions. In case of an emergency, the parent will be called immediately. If the parent cannot be reached, the next step will be decided according to the circumstances or seriousness of the situation, which will include any or all of the following:

1. Attempt to contact person listed on the sign-in sheet.
2. Attempt to contact emergency contact listed on student data form.
3. Attempt to contact the student's physician.
4. Have the student transported to the most appropriate emergency medical center.



MEDICATION ADMINISTRATION POLICY

1. For safety reasons **NEVER** leave medicine in a lunch box, cubby, or backpack. Another student could get a hold of the medicine.
2. All medicine must be in the original container not in a baggy, Tupperware, or any other container.
3. The original container must not have an altered label.
4. The student's name must appear on the label. If medication is non-prescription, write the student's name on the container in permanent black ink, along with the dose and times to be given.
5. The medicine must not be expired.
6. When no longer needed, medicine shall be picked up in the office by the parent. Medicine left over a week past the last date of administration will be automatically discarded.

How to leave medicine to be given during camp:

- For temporary or indefinite use of medication, fill out a Medicine Authorization form (found in the form area of the school office) and give the form to the office.
- Bring medication to the office. **Do not leave in a backpack or on teacher's desk.** Please inform your child's teacher about the medication.
- Medication will be administered by an assigned staff member once per day only at the lunch hour.
- Pick up medication when it is no longer needed at school. If it is after 4:00 and the office is closed, you may enter through the back door of the office to retrieve medication stored in the cabinet over the sink (or in the refrigerator for perishable items). This door is open until 6:00pm.

IF THESE GUIDELINES ARE NOT FOLLOWED EXACTLY MEDICATION WILL NOT BE ADMINISTERED. STAFF IS NEVER ALLOWED TO ADMINISTER ANY OVER THE COUNTER MEDICATION OR OINTMENTS WITHOUT EXPRESS WRITTEN PERMISSION FROM THE PARENT.



ILLNESS POLICY

CTCS is responsible for ensuring that students showing signs of illness are not permitted to attend camp while symptoms persist.

CTCS provides an isolated resting-place in the office for students who become ill during the day. The parent will be notified once the student becomes ill enough to require isolation and asked to pick up the student as soon as possible. You must make arrangements to pick up your child within 30 minutes of being called. Students returning to camp after an illness must be well enough to actively participate in the normal routine.

Your child must be kept at home if he/she exhibits any symptom of a communicable disease, such as:

1. Fever within the preceding 24 hours
2. Vomiting or diarrhea in the preceding 24 hours
3. Unexplained rash or skin eruptions
4. Sore throat or earache
5. Swollen glands
6. Sneezing, running nose (yellow or green discharge which indicates infection), watery eyes (including pink eye), persistent cough. The first 3 days of a cold are considered contagious. Sinuses and coughing must be under control so as not to interfere with school activities or affect your child's physical being.
7. Flushed face, listlessness, headache, lack of appetite
8. Any behavior signs that are out of the ordinary for your child

Children sent home with a fever, vomiting, or diarrhea will not be allowed to return to school the next day. If you send your child to camp the day after they were sent home for any of the above listed symptoms, you will be called to return to camp and take your child home.

Children with communicable diseases should stay home until they are no longer contagious. Recommendations from the Centers for Disease Control and prevention are followed, and will be communicated to parents as needed. A doctor's note may be required. Parents are informed with an information letter any time their child is exposed to potentially communicable illnesses (chicken pox, strep throat, etc.). This helps parents to be on the look out for symptoms and get their child prompt medical attention.

❧ DISCIPLINE POLICY

OUR K-8 DISCIPLINE POLICY ALSO APPLIES DURING SUMMER CAMPS

The City Tree Christian School (CTCS) Behavior Management Program seeks to create a safe and nurturing environment that promotes learning and fosters a spirit of community and cooperation. We also strive to develop responsibility within our students. Positive self-esteem is promoted by providing students with opportunities to view themselves as capable, responsible, and worthy individuals.

We Believe That:

Each student has a right to learn.
Each teacher has a right to teach.
Respect for authority is essential.

In The Classroom Each Student Will:

Be on time and prepared to learn.
Be courteous, respectful and cooperative.
Respect personal and public property.
Respect the learning and teaching process so other class members will not be disrupted.

While At School, Each Student Will Also:

Not harm another child or staff member physically and/or verbally.
Eat in a healthy and courteous manner.
Use playground and classroom equipment safely.
Use the restroom properly.
Be polite to each other.
Be honest and accept responsibility for his/her actions.
Be responsible to use time wisely.
Observe all school guidelines when moving about the facility.

Bullying and Student Harassment Policy:

Bullying is an act of repeated harmful behavior in order to intentionally hurt another person, physically, or emotionally.

Bullying Behavior includes, but is not limited to:

Shoving, hitting, tripping, excluding someone, teasing or humiliating someone, insulting someone, rumor spreading, name calling, gossiping, cyber bullying, destruction of property, theft of possessions, demands for money or possessions, and sexual harassment.

City Tree students are expected to abide by the standard of behavior as outlined in our Discipline Policy both in and out of school. Student harassment and bullying of any kind are not tolerated. Harassment and bullying include, but are not limited to, inappropriate emails or internet postings (see Computer Use section), text messaging, and phone or in person interactions. School disciplinary action and potential law enforcement will be employed in any situation that is deemed harassment or bullying. City Tree's bullying and harassment policy applies both on and off school grounds.

Drugs, Tobacco, Alcohol, and Weapons Policy:

Students are not permitted to have in their possession during any school event or bring on to the campus alcohol, tobacco products or tobacco paraphernalia, drugs or drug paraphernalia, or weapons* of any kind. Possession of these items violates the school's Zero Tolerance policy and will result in immediate suspension or expulsion. Students and

families are encouraged to report violations of the Zero Tolerance policy to school administration.

***Note:** At times, Scout leaders may request that Scouts bring pocket knives to meetings. Pocket knives must be checked into the office by a parent and picked up by the Scout leader from the school office; they should not be sent in students' backpacks or Scout uniforms.

Student Speech and Interpersonal Communication Policy:

Students are not permitted to use foul language in any form at any time. Failure to comply with this policy will result in immediate disciplinary action including possible suspension and/or expulsion to be determined by school administration. Students are expected to speak to each other and the rest of our school community with respect and kindness. Please partner with us by modeling this type of speech to your student.

Middle School Physical Contact Policy:

Middle School students are experiencing a number of changes that peak their curiosity and increase their desire for contact with the opposite sex. In an effort to prevent undesired interactions and behaviors that do not belong in the school setting, students are not permitted to engage in any form of suggestive or romantic physical contact while on campus or at any school event. These behaviors include but are not limited to giving back rubs or massages, sitting on the lap of the opposite sex, hand-holding, kissing, fondling, and sexual activity. Any violation of this policy will result in a conference with the school administration as well as disciplinary action that may include detentions or other restrictions, suspension, and expulsion. Students in grades K-5 are also subject to similar limitations on physical contact, but any questionable student contact will be handled on a case by case basis depending the student's age, motive, etc.

Teachers will communicate the specifics of their classroom management program. It is expected that each student will abide by the guidelines set forth in the CTCS Behavior Management Program as well as the school wide policies set forth in this handbook. If a student chooses to disregard the rules, exhibits inappropriate behavior, or lacks responsibility, consequences that are logical, appropriate, and specifically designed for the individual student will result.

Consequences may include the following:

Please note: Some consequences only apply to academic year.

1. Verbal Warning:
 - A teacher or teacher's assistant verbally warns a student that he/she has broken a rule.
2. Time-Out:
 - The student will talk with the teacher or teaching assistant and then is separated from the group to regain self-control.
 - The student will conference with the teacher and be placed in a neighboring classroom or an area away from the group for a specified period of time. This might include missed recess or lunch time, or time in the office.
 - The teacher or teaching assistant will conference with the student, give a consequence and issue a Pink Slip. Pink Slips are issued by City Tree staff members who work with students in the lunchroom, playground, after school program, and special classes. Classroom teachers may also issue pink slips for certain offenses. Students who receive a pink slip have exhibited a pattern of

behavior that needs to come to the attention of parents, so both the parent and school can work together to bring about improved behavior. Once a pink slip is issued, a child is expected to return it to their classroom teacher the next morning. In addition to the pink slip, the child may receive other appropriate consequences for their behavior (missed recess, missed park time, etc.)

The following offenses will result in a pink disciplinary slip for grade K-5:

- Clear, intentional violation of playground, lunchroom and/or facility rules
- Disruptive behavior in the hallways or restrooms
- Going into another student's backpack, desk, or cubbie without permission
- Failure to follow directions issued by playground supervisors, lunch room monitors, after school group leaders or any staff member
- Inappropriate language
- 3 or more unexcused tardies in any quarter
- (Grades 6-8 only) Student sent to the Detention Room during recess, lunch, or after school, a form will be sent home stating the reason detention was given.

****Please note:** An excessive number of timeouts or detentions will result in a conference with the Middle School Director or Principal and potentially After School Disciplinary Service (see #4 below), and/or more severe consequences.

3. Office Counseling Session:

- The Middle School Director or Principal will counsel with the student.
- Consequences will be given to the student that may include: time outs as outlined above, time sitting in the office, service around the school, letters of apology, payment for damages caused, etc.
- Parents notified
- Parents contacted to schedule a conference

4. After School Disciplinary Service (grades 6-8 only):

The purpose of this disciplinary action is to serve as an intermediary step between detention and more severe action such as suspension for our middle school age students. It may be assigned as a consequence for excessive detention or other infractions at the discretion of the school administration.

- Students receiving more than 3 detentions per quarter may be assigned an After School Disciplinary Service time at the discretion of the Middle School Director.
- Students are supervised by a school staff member as they work from 3:15pm-6:00pm on a designated date doing jobs around the school.
- Families will be charged \$30.00 per session of service assigned. Payment is due to the school office on or before the date of service. Any service fees not paid will be added to tuition statements along with a service charge. (While families are responsible for this fee, we suggest you pass along the cost to your child whenever possible.)
- Students may NOT be picked up prior to 6:00pm on any service date.
- After School Disciplinary Service may be assigned more than once per quarter at the discretion of the school administration for excess detentions received.

5. Disciplinary Referral:

- The teacher, Middle School Director, or Principal will conference with the student, give a consequence and send a Disciplinary Referral home with the student to be signed and returned. The student cannot return to class the next day without the signed Referral. The referral will be kept on file in the office. Disciplinary referrals are issued for offenses that require immediate removal of the student from the situation in question. Referrals are also issued when a

student receives repeated Pink Slips or detentions in a specific area without showing improvement. In addition to the referral, the child will also receive other appropriate consequences for their behavior such as missed class time, missed recess/lunch, missed special events, in school suspension, at home suspension, etc.

The following offenses will result in a disciplinary referral for K-5 students:

- Use of foul/abusive language
- Student harassment /bullying as outlined in the K-8 parent handbook
- Purposeful destruction of school, staff, or peer property which includes, but is not limited to, writing on bathroom walls or school furniture
- Malicious theft of school, staff, or peer property
- Disrespectful, purposeful and/or repeated disregard for a staff member's instructions such that a student requires removal from the area as a direct result of his/her behavior.
- Fighting (hitting, punching, kicking, pinching, or other physical advances toward another student)
- Violation of school tobacco, alcohol and weapons policy as outlined in the K-8 parent handbook

6. Suspension:

- In-School Suspension: Parents will be called, student will be removed from classroom to serve suspension in office and may perform duties around the school such as cleaning lunch area, scrubbing walls, etc.
- Home Suspension: Parent will be called and asked to take the student home for a period of 1 to 5 days depending on the nature of unacceptable behavior
- In-School and Home Suspensions may last for a period of 1 to 5 days depending on the nature of unacceptable behavior.

7. Expulsion:

- Extreme unacceptable behavior, continued severe behavior problems, and/or the lack of parental support will result in asking the student to leave City Tree Christian School permanently.

You are the most important person in your student's life, and your support of our Behavior Management Program is essential. With your help, we as a staff will do everything we can to motivate and encourage students to do their best.

The Principal of City Tree Christian School is authorized to require a medical doctor's evaluation and written report and/or make a referral on any student with a significant behavior problem. The Principal may require that the parent(s) satisfactorily implement the recommendations of the medical doctor as a condition for continued enrollment. The Principal will be the final authority to decide the need for medical evaluation and the appropriateness of continued enrollment.

**STAFF**

Our camp has an excellent staff. Our K-8 school teachers and school year assistants make up the majority of our staff for summer camps. They are well qualified and have wonderful experience with children of all ages.

Mrs. Kelly Mullikin	KinderCamp Teacher (weeks 1, 3, 5, 7, & 8)
Ms. Lea Martinez	KinderCamp Teacher (weeks 2 & 4)
Ms. Katherine Gross	KinderCamp Assistant & After Camp Group Leader
Ms. Chelsea Williams	Adventure Camp Teacher
Ms. Elizabeth Kennedy	Adventure Camp Assistant & After Camp Group Leader
Ms. Sara Hooper	Adventure Camp Assistant & After Camp Group Leader
Mrs. Marisol Irwig	Summer Jam Twenty16 (City Tree Middle School Teacher)
Ms. Sarah Whitelock	Summer Camp Assistant
Ms. Caitlyn Keeve	Summer Camp Assistant
Ms. Cassie White	After Camp Group Leader
Mrs. Isabella Ruiz	Spanish Immersion Teacher (August 15-19) (Transitional Kindergarten Teacher)

Other substitutes may be present on occasion.

☞ **FIRST PRESBYTERIAN CHURCH**

First Presbyterian Church of San Diego (FPC) invites you and your family to come worship with us if you do not already have a church home. Our desire is to help people grow in Christ. The church has many ministries to become involved with, but perhaps the best place to start is with Sunday Worship. Programs offered on Sunday include:

5:00PM Saturday Jazz Vespers Service in the Chapel

8:30AM Sunday Worship Service #1

Informal atmosphere with praise band and children's sermon that meets in the main sanctuary, children (grades K-5th) may leave for a separate Kidz Worship part way through the worship service.

9:45AM Sunday School

Adults: May choose from a variety of classes that explore different aspects of the Bible or Christian life.

Children: A variety of classes are offered for all ages (infant to college). There is a great time of worship and singing as a group followed by age specific classroom study. There is also a strong memory verse program that many children enjoy participating in. K-5th grade classes meet in the Geneva Room. 6th grade - high school age meet in the 5th grade classroom (Room 307). Preschool children go to the "Loving Lights" room.

11:00AM Worship Service #2

This is a more traditional service also held in the main sanctuary with the Westminster choir and a children's sermon. Children (grades K-5th) may leave for a separate Kidz Worship part way through the worship service.

Nursery/Preschool Room

The nursery, for infants ages 0 – 2 years old, provides a safe and loving environment for your child between the hours of 8:15AM until the conclusion of the 11:00AM. Worship service. There is a private room for nursing mothers with a TV monitor for watching the service. The nursery is located on the 1st floor of City Tree in Room 105. There is also a special program for preschoolers (ages 3-5) during both worship services. Children meet in room 105.

Youth Group

The church youth group offers a wonderful time of fun and fellowship on Sunday morning and special activities throughout the summer, including a weekly Wednesday night gathering. City Tree students entering grades 6-8 are welcome and encouraged to participate. Contact Peggy Gross at 619-232-7513 or peggy.gross@fpcsd.org.