



*2018 Summer Enrichment Academy & Specialty Camps*

# Frequently Asked Questions

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## General

- **What is IPSF?**
  - Irvine Public Schools Foundation (IPSF) is a California non-profit 501(c)3 organization. Our mission is to enrich the educational experience of each child in every school. We achieve this by providing programs, raising funds, and uniting the community in support of educational excellence. We have a strong partnership with Irvine Unified School District and its schools, providing various programs for students. Summer Enrichment Academy K-12 is one of our largest programs that offered over 400 classes and served over 8,000 students in 2017.
- **Where are you located?**
  - Our main office is located at 1 Post, Suite 250, Irvine, CA 92618
  - Summer Enrichment Academy K-12 and Specialty Camps are held at various locations throughout Irvine. Please look at our flyer for locations and addresses.
- **What classes do you offer?**
  - We offer a variety of classes that include grade-level prep, technology, science, reading/writing, art, cooking, coding, math, engineering, sports, test prep (for high school students), and so much more. Each year that our program grows, we try to include even more subjects.
  - You can browse our full list of classes here:
    - [2018 K-12 Summer Enrichment Academy & Specialty Camps](#)
- **What sets your classes apart from other programs?**
  - Our program was created to help students get a head start for the next school year, enhance their learning experience by filling in the summer learning gap, and to reinforce concepts taught during the school year. Classes are collaborative, project-based, and designed to challenge students to discover new ways of thinking through problem solving and creativity. Each year, new and innovative classes are added in order to give your student the best experience!
  - Credentialed teachers develop curriculum, and classes are taught by IUSD teachers and IPSF-approved vendors.
  - Most classes are located on various IUSD campuses throughout Irvine for convenience. Pricing is one of the lowest in the county at approximately \$8 per hour!
  - Class times and program dates offer flexibility – half day and full day schedules are available, and our one-week specialty camps are a great option for families with a limited window of time in the summer.
- **Do classes with the same titles have the same content?**
  - Unless otherwise stated, classes with the exact same titles in different sessions, schools, or times of the day will be identical. We recommend that students enroll in different classes to have a better experience with the program.
- **Do you provide childcare before or after your program?**
  - No, but all of our school sites have an on-site childcare center. Please contact them directly to arrange childcare before or after our program. Childcare is only available for current IUSD students.

- **What is the capacity of your classes?**
  - Elementary school classes - capacities depend on grade level, but can vary from 18-24 students.
  - Middle school classes - capacities depend on content, but can vary from 16-28 students.
  - Other classes such as Oceans, musicals and some music classes can typically accommodate anywhere from 20-60 students for elementary and middle school.
  - High school classes – capacities are 25 students for most classes.
  - IPSF employs one instructor per class and multiple instructional assistants who float around throughout the day to support larger classes. Many hands-on classes for elementary school, such as art and science, will have two instructors.
- **Do you provide transportation to and from the locations?**
  - We do not provide transportation between student’s homes and our locations. Transportation is provided for classes that have field trips such as Oceans, Serve & Learn, Movie Makers Camp, and STEAM Camp.
- **Do you offer any overnight programs?**
  - No, we currently do not offer any overnight programs.

## Dates & Schedule

- **What are the dates of your program?**
  - Elementary and Middle School (incoming K-8 grades)
    - Session A: Thursday, June 14 - Tuesday, July 3
    - Session B: Tuesday, July 10 - Friday, July 27
  - High School (incoming 9-12 grades)
    - Wednesday, June 13 –Thursday, July 26
  - Specialty Camps (incoming preK-12 grades)
    - Monday, June 18 - Friday, August 17

- **What is the daily schedule?**

### Elementary School Schedule

8:20 a.m. – 8:30 a.m.	Student drop off
8:30 a.m. –12:00 p.m.	Period 1 class*
12:00 p.m.	Student pick up (for students only attending Period 1)
12:00 p.m. – 12:45 p.m.	Lunch and recess
12:35 p.m. – 12:45 p.m.	Student drop off (for students only attending Period 2)
12:45 p.m. – 4:15 p.m.	Period 2 class*
4:15 p.m.	Student pick up

\*Includes 15-minute recess break (times will vary by grades and location)

### Middle School Schedule

8:20 a.m. – 8:30 a.m.	Student drop off
8:30 a.m. – 10:10 a.m.	Period 1 class
10:10 a.m.	Student pick up (for students only attending Period 1) Student drop off (for students only attending Periods 2 and 3)
10:20 a.m. – 12:00 p.m.	Period 2 class
12:00 p.m.	Student pick up (for students not attending Period 3)
12:00 p.m. – 12:30 p.m.	Lunch
12:20 p.m. – 12:30 p.m.	Student drop off (for students only attending Period 3)
12:30 p.m. – 2:10 p.m.	Period 3 class
2:10 p.m.	Student pick up

### High School Schedule

7:30 a.m. – 9:45 a.m.	Period 1* class
10:00 a.m. – 12:15 p.m.	Period 2* class

*\*Does not apply to Dance Intensive: Ballet & Contemporary and Dance Intensive: Jazz & Hip-Hop. Please view class descriptions for more information.*

- **What are the drop off and pick up procedures?**
  - Students can be dropped approximately 10 minutes before classes begin. Staff will be outside directing traffic and students to their classrooms at all elementary and middle school locations.
  - Once class is dismissed, students can be picked up at the designated pick up location. More information on drop off and pick up procedures will be emailed approximately one week prior to the start of each session.
  - For elementary students participating in an all-day program, teachers will walk those students to the lunch area where students can pick up their pre-purchased lunch from Cater Tots, or enjoy their packed lunch from home. After lunch, students will line up according to their period 2 class and their teacher will escort them to their assigned classroom.

## Registration

- **How can I register my student?**
  1. Login or create an account at [www.ipsf.net/summer](http://www.ipsf.net/summer).
  2. Update your student's profile information. Make sure your student's grade level is current.
  3. Select session and location to browse available classes.
  4. Click "add to cart" to select a class and proceed to payment page.
  5. You will receive a confirmation email once payment has been processed.

**To register for Camp Galileo, Galileo Summer Quest, or The Young Americans, please visit their website directly as IPSF does not handle registration for these camps.**

- Camp Galileo and Galileo Summer Quest – [www.galileo-camps.com/ipsf](http://www.galileo-camps.com/ipsf)
- The Young Americans – [www.youngamericans.org/summercamps](http://www.youngamericans.org/summercamps)
- **When can I register?**
  - Registration opens Monday, March 19, 2018 at 7:00 a.m.
  - Last day to register:
    - K-8 Session A: Thursday, May 31, 2018
    - K-8 Session B: Wednesday, June 27, 2018
    - High School: Thursday, May 31, 2018
    - Specialty Camps: Wednesday, July 18, 2018
- **I need to update my profile. How can I do that?**
  - We always encourage updating student and parent profiles by logging into your profile at [www.ipsf.net/summer](http://www.ipsf.net/summer). Be sure you have the most current contact information in your profile so that we can reach you in case of emergency. You should also update your student's current grade, school, t-shirt size, insurance, and any important medical notes.
- **How do I know if a class is open for enrollment?**
  - All classes that are open for enrollment are listed as an option on the registration page and full classes will be noted in the class title. You will need to log into your account, click on “register for classes”, and select the student's name, program, and school location to see what is available.
- **The class I want is full. Do you have a waitlist?**
  - Classes that reach capacity during the enrollment period will have a waitlist. During the registration process, select the class you would like to enroll in, and confirm that you would like to be added to the waitlist. If an opening becomes available, you will be notified via email and phone and given a specific amount of time to enroll online. If you do not respond, or do not enroll by the given deadline, you will be removed from the waitlist.
  - If you do not see the option to add your student to the waitlist of a full class, then the waitlist has reached capacity and is closed. Each student can be on up to 5 waitlists each summer.

## Payment

- **What is the price for your classes?**
  - Classes are priced according to content, supplies, and age groups. Elementary classes can vary between \$350-\$450 for most classes, middle school can vary from \$150-\$250. High school classes can vary between \$250-\$425. You can view prices by browsing our classes online at [www.ipsf.net/summer](http://www.ipsf.net/summer).
- **Can I make payments rather than paying all fees at once?**
  - All classes must be paid for in full at the time of registration. We do not offer payment plans.

- **Do you offer scholarships or discounts?**
  - Scholarships are available for students residing in Orange County with limited financial means. For more information on requirements and how to apply, please visit: [www.ipsf.net/summer](http://www.ipsf.net/summer)
  - If you are a current IUSD K-8 student, you can use the code IPSF18 to receive \$25 off each class if you enroll by April 6, 2018. See more details under “policies”.
  - If you are a current IUSD High School student, you can use the code IPSFHS18 to receive \$25 off each class if you enroll by April 6, 2018. See more details under “policies”.
  - We do not offer sibling discounts.
- **I received a discount code. How do I use it?**
  - Discount codes must be applied at checkout. Please note that codes are case-sensitive and expire on April 6, 2018. See more details under “policies”.
- **Which credit cards are accepted?**
  - We accept US-issued Visa, Mastercard, and Discover credit/debit cards.
- **Flexible Spending Accounts**
  - Receipts for all classes taken are available only after the completion of the program. Please email the parent’s name, student’s name, address, daytime phone number, school site, and classes attended to [ipsfacademy@ipsf.net](mailto:ipsfacademy@ipsf.net) to request a receipt.
  - Receipts are provided for informational purposes only. IPSF does not provide tax, legal, or accounting advice and makes no representations regarding the deductibility of FSA eligibility of any program related expenses. Please consult your individual tax adviser to determine how much of your payment, if any, is deductible and/or FSA eligible.
- **What is your tax id number?**
  - 33-0733191

## Program Policies

- **What is your refund policy?**
  - We understand that summer plans can change so we have a tiered refund policy to accommodate as many families as possible. Here are the deadlines:
    - May 25, 2018 - last day for a refund (minus \$35 program fee) for all sessions
    - May 31, 2018 - last day for 50% refund for Session A and High School
    - June 27, 2018 - last day for a 50% refund for Session B
    - July 18, 2018 - last day for a 50% refund for Specialty Camps (excludes Camp Galileo Presented by IPSF and The Young Americans Presented by IPSF)
  - Any registration fees paid at the time of registration are non-refundable.
  - A refund form can be found under “Important Documents” for K-8 here: [www.ipsf.net/summer](http://www.ipsf.net/summer)
  - A refund form can be found under “Important Documents” for high school here: [www.ipsf.net/summerhs](http://www.ipsf.net/summerhs)

- **The refund deadline has passed and my student can no longer attend. Can I still get a refund?**
  - You can make a class change or change sessions to better accommodate your schedule. However, we do not issue refunds after deadlines have passed.
- **Can I transfer my student's enrollment to another student?**
  - No, we cannot transfer credit or classes between any students.
- **Can we receive a credit to use next summer or for another IPSF program?**
  - No, credits cannot be issued for future IPSF classes.
- **How can I make a class change?**
  - A class change form can be found under "Important Documents" for K-8 here: [www.ipsf.net/summer](http://www.ipsf.net/summer)
  - A class change form can be found under "Important Documents" for High school here: [www.ipsf.net/summerhs](http://www.ipsf.net/summerhs)
  - Fill out the class change form with all of the details requested and once submitted, you should receive an email copy of your request. While we will try to accommodate all requests, class changes are not guaranteed.
  - Please allow up to three business days for your request to be processed. We will email you once the change is complete. Please note that if the new class you requested is full, we will contact you for an alternative class.
- **Is there a fee for making a class change?**
  - No, but if you change to a higher priced class, you are responsible for paying the difference in price.
- **What are the eligible ages for your program?**
  - Please consult the grade level placement guide below:

Birthdate Criteria	Grade Level in Fall 2018	Summer Grade Level
Born after 12/02/13	Not eligible	Not eligible
09/02/13 - 12/02/13	Pre-K or TK	Camp Galileo only
09/02/12 - 9/01/13	Kindergarten	Kindergarten
09/02/11 - 09/01/12	1	1
09/02/10 - 09/01/11	2	2
09/02/09 - 09/01/10	3	3
10/02/08 - 09/01/09	4	4
11/02/07 - 10/01/08	5	5
12/03/06 - 11/01/07	6	6
12/03/05 - 12/02/06	7	7
12/03/04 - 12/02/05	8	8
12/03/03 - 12/02/00	9-12	9-12

- To develop classes suitable for a particular age and academic range, we specify grade levels for each class. Grade level placements indicated above refer to your student's grade in the fall of 2018 with their corresponding SEA grade assignment. You may not register your student in a class outside of his/her upcoming grade level. Students enrolled in an incorrect class will be removed from the program without an option for a refund. No exceptions.
- **My student is advanced/behind for their grade. Can I enroll them in a different grade for summer?**
  - Our classes are designed to group similar ages and levels together and all classes are for enrichment only. We do not allow students to register out of their appropriate grade/age level in order to maintain a positive learning environment.
  - Students enrolled in an incorrect class will result in being dropped from the class and will not receive a refund.
- **What are the rules for using the discount code?**
  - Discount is exclusive for current IUSD students only.
  - Cannot be combined with other discounts or promotions.
  - Discount is valid for the original class purchased and cannot be used retroactively (no refunds will be given for purchases made without the code).
  - Any class changes requested will result in paying the original price of the class.
  - Code can be applied to each class purchased during the promotional period.
  - Code expires on Friday, April 6, 2018 at 11:59 p.m. PDT.
- **Does IPSF ever have to cancel classes?**
  - To keep fees as low as possible, a minimum number of students must enroll for each class. If the minimum is not met, a class will be cancelled. Class locations may also change to an alternate location. If either occurs, you will be contacted and have the opportunity to enroll in an open alternative class or receive a full refund.

## Health & Accommodations

- **My student has a health condition. How can I communicate this information to staff?**
  - If your student requires medication or has any medical conditions that IPSF staff need to be aware of, please note this information in the "Critical Notes" section of your student's profile. You will be contacted prior to the start of the program if any documentation or further information is needed.
- **Who will administer any required medication to my student?**
  - The site clerk will handle all medication for students who need them. Please make sure this information is noted in the "Critical Notes" section of your student's profile. Documentation will be emailed to you to ensure all medications are administered properly.



- **Does IPSF work with my student's IEP or a 504?**
  - We do not work with IEPs or 504s, but are committed to serving students with disabilities and will make reasonable accommodations to meet their needs. Please note any details under the "Critical Notes" section of your student's profile and someone from IPSF will be in contact to discuss a reasonable accommodation.

## Preschool, TK & Kindergarten Students

- **My student is entering preschool or TK in the fall, can they take your kindergarten classes?**
  - Our kindergarten classes are designed for students entering kindergarten for the 2018-2019 school year. Our partner Camp Galileo has classes available for this age group: [www.galileo-camps.com/ipsf](http://www.galileo-camps.com/ipsf)
  - There are age requirements for all summer programs. Please see page seven of this document. Students enrolled in an incorrect class will result in being dropped from the class and will not receive a refund.
- **How does my Kindergartner know where their classes are?**
  - Parents are responsible for walking their student to their classroom each morning to ensure the student is in the correct classroom.
  - All students will receive a nametag on the first day of each session that lists their grade level and schedule. This will be used by staff to ensure all students are in the right place and will help during the transition between period 1 and period 2 classes.

## Out-of-State & International Students

- **Can out-of-state and international students participate in the program?**
  - Students who fit our age and grade requirements can attend no matter where they live.
- **Are there any additional fees for out-of-state and international students?**
  - A registration fee is assessed at the time of registration. For most elementary and high school classes, there is a \$75 per class fee. For most middle school classes, there is a \$35 per class fee.
- **Do you require documentation to register?**
  - You may be asked to submit student verification documentation after the registration process is complete. More information will be emailed to you if anything is needed.
- **Do you provide housing for out-of-state and international students/families?**
  - We do not provide housing for students and families in our program.
- **Do you assist with the visa process?**
  - No, we do not assist with the visa process.
- **Do you accept international credit cards when registering?**
  - No, we accept U.S.-issued Visa, Mastercard, and Discover credit/debit cards.

## Lunch, Snacks & Food Allergies

- **Do you provide lunches and snacks?**
  - Lunch is available for purchase through our lunch partner, Cater Tots for elementary students attending a full day only. If you do not wish to purchase, please pack a sack lunch each day. All students will need to bring a snack to enjoy during break.
- **How do I purchase lunch through Cater Tots?**
  - For information on how to order, please visit Cater Tots directly: [www.catertots.com/ipsf-summer-enrichment-academy-2018/](http://www.catertots.com/ipsf-summer-enrichment-academy-2018/)
  - All orders must be placed and paid for by:
    - Session A – Wednesday, June 13 at 9:00 a.m.
    - Session B – Monday, July 9 at 9:00 a.m.
  - You will need a school code to ensure your lunch is delivered to the correct location. Below are the codes for each school:
 

▪ Beacon Park: IPSF981	▪ Portola Springs: IPSF992
▪ Eastwood: IPSF990	▪ Stone Creek: IPSF994
▪ Oak Creek: IPSF983	▪ Stonegate: IPSF984
  - Visa & Mastercard accepted online.
  - No emergency or same day lunches are available through Cater Tots.
- **What is included in a Cater Tots lunch?**
  - All meals come with your choice of an entrée, two sides, and a drink.
  - Meals can be customized to your student’s preferences.
  - While all lunches are prepared in a peanut-free environment, Cater Tots Too, Inc. and IPSF cannot guarantee food is peanut-free. We are unable to accommodate any food allergies or special orders at this time. For any food-related questions, please contact Cater Tots Too, Inc. at 714.751.8500.
- **What is the cost of lunch?**
  - Junior portion (ideal for smaller appetites, or grades K-3) - \$6.80 per meal
  - Regular (ideal for average appetites, or grades 3-5) - \$7.65 per meal
  - Super (ideal for larger appetites, or grades 5-6) - \$8.30 per meal
- **Are your locations nut-free?**
  - We encourage families to pack nut-free items and do our best to accommodate nut allergies in our classrooms by providing antibacterial wipes for those with severe allergies. We cannot guarantee all locations will be nut-free.
  - If your student has a severe allergy, please make sure to include details and any medications required in the “Critical Notes” section of their profile on [www.ipsf.net/summer](http://www.ipsf.net/summer).

## Holidays & Student Absences

- **What is your attendance policy?**
  - Students are encouraged to arrive on time and attend all classes. IPSF understands that other activities arise during summer and students may be absent. Please report any absences directly to your school. For any extended vacations or absences, please include this information in the “General Notes” section of your student’s profile.
  - Students will not be dropped from their classes for absences.
- **Is there class on Independence Day?**
  - Our locations are closed July 4-6 in observation of the Independence Day holiday.
  - Camp Galileo and Galileo Summer Quest will be closed July 4 only.

## Expectations & Other Questions

- **What can I expect from your classes and camps?**
  - Summer Enrichment Academy and Specialty Camps are designed to offer a variety of classes for your student to receive an enriching educational experience during the summer. This means that no homework, tests, grades, or school credit will be given. On occasion, an instructor will require a take home project or additional outside research for a specific project they are working on in class. Instructors will communicate class specific curriculum and can be reached via email with questions during the course of the program.
- **What are the behavior expectations of students in the program?**
  - In order to maintain a safe, fun, and enriching environment, all students, parents/guardians, and IPSF staff are expected to behave in a respectful manner that promotes the safety and well-being of themselves and others. Inappropriate behavior includes, but is not limited to: foul language, hurting, teasing, threatening, tattling, name-calling, discussing mature subject matter, negative attitude, back talking to staff, not cooperating or participating, not listening or following directions, fighting, littering, stealing, and being in possession of weapons, alcohol, and/or drugs.
  - In cases when this is not followed, the person (or persons) may be removed from the program and will not be entitled to a class refund of any kind.
- **When will I be notified of my student’s classroom and teacher assignment?**
  - Curriculum details, classroom assignments, parking information, instructor information, etc. will be sent via email approximately one week before the start of each program. This information will also be posted on [www.ipsf.net/summer](http://www.ipsf.net/summer). Please check the website before calling.
- **How does staff know who my student is and what their classes are?**
  - All elementary students will receive a nametag on the first day of each session that lists their grade level and schedule. This will be used by staff to ensure all students are in the right place and will help during the transition between period 1 and period 2 classes.

- **What does my student need to bring?**
  - Our teachers provide supplies such as pencils and paper but your student is welcome to bring any school-related basic supplies if they prefer. A backpack could also be helpful for carrying lunch/snacks and completed projects. If you do provide anything, please make sure your student's name is labeled on everything.
  - Class prices include all materials but on occasion, students may be asked to bring special items from home for a particular performance or project. You will be notified via email if any of these items are needed.
  - Students should bring water and a peanut-free snack for their snack break each day.
  - If your student is attending all day and you did not purchase lunch from Cater Tots, you will need to provide a sack lunch as food is not sold on school grounds.
- **Does my student receive a t-shirt?**
  - All students will receive an IPSF t-shirt on the first day of class. Please indicate your student's size when registering. Youth and adult sizes are available:
    - Youth – XS, S, M, L, XL
    - Adult – S, M, L, XL
  - Students are encouraged to wear their shirt on Fridays.
- **My student is advanced for his/her grade level. Will this class be challenging enough?**
  - Classes are designed for a range of 1-2 grade levels, and our goal is to provide an opportunity for enrichment for all students enrolled. If a student is advanced for their grade level, we recommend enrolling in classes that are not grade preparation or academic (for example, cooking, computer programming, art, sports, etc.). Students cannot register for classes that are designed for older students, regardless of level.
- **My student is a bit behind in school. Will the class be too challenging?**
  - Grade level preparation and academic classes are designed to prepare the student for the next grade level, so a lot of the curriculum is review and builds upon that. Keep in mind that our program does not assign homework or tests, and classes are for enrichment. Grade level preparation classes have been effective in making the student feel more comfortable with the material when they enter the school year in the fall. If it is a concern, we encourage you to speak to your student's teacher at the beginning of the program.
- **What if my student doesn't like the class?**
  - IPSF takes a hands-on approach to handling any feedback from a class. While we do not offer class changes or refunds, we communicate any issues directly with teachers and school administrators, observe classes, and come up with solutions for how we can improve the experience of a class.
- **What if the class is too easy or too hard?**
  - We do not provide class changes or refunds in this situation. However, we encourage students and parents to communicate this concern with teachers early in the session so they can work with your student's level and skills to make this a better experience.