



2020 Summer K-12 & 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 K-12 is one of our largest programs that offered over 500 classes and served over 10,000 students in 2019.
- **Where are you located?**
 - Summer K-12 and Specialty Camps are held at various locations throughout Irvine. Please visit www.ipsf.net/summer for locations, schedule, and more information.
 - Our main office is located at 1 Post, Suite 250, Irvine, CA 92618.
- **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. New and innovative classes are added each year to give your student the best experience!
 - You can browse our full list of classes online at www.ipsf.net/summer beginning in March.
- **What sets your classes apart from other programs?**
 - Our program was created to help students get a head start for the next school year, discover a new interest or passion, enhance their learning experience by filling in the summer learning gap, and 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.
 - 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.
 - 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.
- **What is the difference between the classes for the K-8 Academy at Cadence Park vs. the classes at other locations?**
 - This program is designed to provide a more diverse and comprehensive summer alternative to traditional summer camps for a well-rounded summer experience. Students will explore a variety of grade appropriate academic skills (math, English language arts), interspersed with varied enrichment activities such as STEAM (science, technology, engineering, arts, and math), outdoor activities and games, life skills, and independent exploration. This program is perfect for students who can't decide on one class as they will rotate between different ones throughout the session.
 - Some nonacademic rotations will group students of different grade levels together, but most classes will be grouped as: grade K, grades 1-3, grades 4-5, and grades 6-8.
- **Do classes with the same titles have the same content?**
 - Unless otherwise stated, classes with the exact same titles offered in different sessions, locations, or times of the day will be identical. We recommend that students register 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 locations have an on-site childcare center. Please contact them directly to arrange care before or after our program if you are a current IUSD student.
- **What is the capacity of your classes?**
 - Elementary school (K-6) classes - capacities depend on grade level and can vary from 18-24 students.
 - Middle school (7-8) classes - capacities depend on content and 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 (9-12) classes - capacities depend on content and can vary from 20-30 students.
 - IPSF employs one teacher 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 teachers.
- **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 and will be noted in the class description.
- **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 grades K-8)
 - Session A: Thursday, June 11 - Tuesday, June 30
 - Session B: Tuesday, July 7 - Friday, July 24
 - High School (incoming grades 9-12)
 - Irvine High School: Thursday, June 11 - Thursday, July 23 (no classes July 3 & 6)
 - Lakeside Middle School: Thursday, June 11 - Friday, July 24 (no classes July 1-3 & 6)
 - Specialty Camps (incoming grades Pre-K-12)
 - Monday, June 15 - Friday, August 14 (no class July 3)
- **What is the daily schedule?**
 - Schedules can vary depending on location. See below for details.

Elementary School Schedule – Grades K-6	
Locations: Beacon Park, Brywood, Cypress Village, Eastwood & Oak Creek	
8:50 a.m. - 9:00 a.m.	Student drop off
9:00 a.m. - 12:15 p.m.	Period 1 class*
12:15 p.m.	Student pick up (for students attending Period 1 only)
12:15 p.m. - 12:45 p.m.	Lunch & recess (for students attending a full day)
12:35 p.m. - 12:45 p.m.	Student drop off (for students attending Period 2 only)
12:45 p.m. - 4:00 p.m.	Period 2 class*
4:00 p.m.	Student pick up

*Includes 15-minute recess break (times will vary by grade level and location).

Please note: Students of all grade levels who are registered for only one period are not permitted to be on campus for lunch.

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K-8 Academy Schedule - Grades K-8

Location: Cadence Park

8:50 a.m. - 9:00 a.m.	Student drop off (all students)
9:00 a.m. - 12:15 p.m.	Class rotations*
12:15 p.m.	Kindergarten pick up only
12:15 p.m. - 12:45 p.m.	Lunch & recess
12:45 p.m. - 4:00 p.m.	Class rotations*
4:00 p.m.	Student pick up (grades 1-8)

*Includes 15-minute recess break (times will vary by grade level and location).

Please note: Kindergarten students can only register for a Half Day.

Middle School Schedule - Grades 7-8

Locations: Beacon Park, Lakeside & Rancho

8:50 a.m. - 9:00 a.m.	Student drop off
9:00 a.m. - 10:30 a.m.	Period 1 class
10:30 a.m. - 10:45 a.m.	Transition to Period 2/snack break Student pick up (for students attending Period 1 only) Student drop off (for students attending Periods 2 and beyond)
10:45 a.m. - 12:15 p.m.	Period 2 class
12:15 p.m.	Student pick up (for students not attending Periods 3 and 4)
12:15 p.m. - 12:45 p.m.	Lunch
12:35 p.m. - 12:45 p.m.	Student drop off (for students attending Period 3 and beyond)
12:45 p.m. - 2:15 p.m.	Period 3 class
2:15 p.m. - 2:30 p.m.	Student pick up (for students not attending Period 4)* Student drop off (for students attending Period 4 only)* Transition to Period 4 (Beacon Park only)
2:30 p.m. - 4:00 p.m.	Period 4 class*
4:00 p.m.	Student pick up (for students attending Period 4)*

*Period 4 only available at Beacon Park

High School Schedule – Grades 9-12	
Locations: Irvine High School & Lakeside Middle School	
Irvine High School	
7:30 a.m. - 9:45 a.m.	Period 1 class
10:00 a.m. - 12:15 p.m.	Period 2 class
Lakeside Middle School	
12:45 p.m. - 2:45 p.m.	Period 3 class

- **What are the drop off and pick up procedures?**
 - Students can be dropped off no more than 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 a full-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. After lunch, students will line up according to their next class and their teacher will escort them to their assigned classroom.

Registration

- **How can I register my student?**
 1. Log in or create an account by selecting “Create/Update Account” on www.ipsf.net/summer
 2. Update your student’s profile information with special attention to current grade level, emergency contact information, phone number, and t-shirt size
 3. Select program, session, and school 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 Galileo Camps or The Young Americans, please visit their website directly:

- Galileo Camps – <http://www.galileo-camps.com/ipsf>
- The Young Americans – www.youngamericans.org/summercamps
- **When can I register?**
 - Registration opens Monday, March 16, 2020.
 - Last day to register:
 - K-8 Session A & High School: Wednesday, May 27, 2020
 - K-8 Session B: Wednesday, June 24, 2020
 - Specialty Camps: Wednesday, July 15, 2020
 - Galileo Camps and The Young Americans: Please visit their websites directly (listed above) for information about their summer camp deadlines

- **I need to update my profile. How can I do that?**
 - You can update your student and parent profiles by selecting “Create/Update Account” on 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 level, school, t-shirt size, insurance, and any important medical notes.
- **I am having trouble logging into my account or with my student profiles. Who can help me?**
 - For assistance with your account:
 - Email your issue to ipsfacademy@ipsf.net along with any important account information like the primary parent name/contact, student name, etc.
 - Call our Programs line (949) 812-7225 for assistance over the phone.
- **How do I know if a class is open for registration?**
 - All classes that are open for registration are listed as an option on the registration page and full classes will be noted as (FULL) 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 registration period will have a waitlist. During the registration process, select the class you would like to register for and confirm that you would like to be added to the waitlist. If an opening becomes available, you will be notified via email and given a specific amount of time to register online in the open spot. If you do not respond, or do not register 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 a maximum of 5 waitlists each summer.
 - Please note that adding a student to the waitlist does not guarantee the student will have a spot in the class. It is recommended to register in your second choice class as we will offer a class change if a spot becomes available.

Payment

- **What is the price for your classes?**
 - Classes are priced according to content, supplies, and age groups and can range from \$180-\$500 for most classes. Pricing is one of the lowest in the county at approximately \$8 per hour!
 - You can view prices by browsing our classes online at www.ipsf.net/summer or in our catalog.
- **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. A scholarship form with more information on requirements and how to apply can be found under “Important Documents” on www.ipsf.net/summer. Applications for any session must be received 5:00 p.m. on Friday, April 24 to be considered.
 - We do not offer sibling discounts.
- **Which forms of payment are accepted?**
 - We accept U.S.-issued Visa, Mastercard, and Discover credit/debit cards. Registration is only processed online and we are unable to accept cash or check payments.

- **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, location, and classes attended to 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 and class change policy?**
 - We understand that summer plans can change so we have a tiered policy to accommodate as many families as possible. Here are the deadlines (excludes Galileo Camps and The Young Americans – please contact them directly for deadlines):
 - May 22, 2020 - last day for a refund (minus \$35 program processing fee) for all sessions
 - May 27, 2020 - last day for 50% refund or class change for Session A and High School*
 - June 24, 2020 - last day for a 50% refund or class change for Session B
 - July 15, 2020 - last day for a 50% refund or class change for most Specialty Camps

*Includes School of Rock Camp
 - Any registration fees paid at the time of registration are non-refundable.
 - A refund form can be found under "Important Documents" on www.ipsf.net/summer.
 - There are no refunds, credits, or prorated fees if a student is removed from the program due to behavior, illness, incorrect grade level, or age ineligibility at the time of registration.
 - There are no refunds, credits, or prorated fees if a student does not attend the program due to illness or other reasons for absences, or for classes that experience poor weather conditions.
- **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 registration to another student?**
 - No, we cannot transfer credit or classes between 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" on www.ipsf.net/summer.
 - 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 on the next page.

Birthdate Criteria	Grade Level in Fall 2020	Summer Grade Level
Born in 2015	Pre-K or TK	Camp Galileo only*
09/02/14 - 9/01/15	Kindergarten	Kindergarten
09/02/13 - 09/01/14	1	1
09/02/12 - 09/01/13	2	2
09/02/11 - 09/01/12	3	3
10/02/10 - 09/01/11	4	4
11/02/09 - 10/01/10	5	5
12/03/08 - 11/01/09	6	6
12/03/07 - 12/02/08	7	7
12/03/06 - 12/02/07	8	8
Born on or before 12/02/06	9-12	9-12

*Contact Galileo Camps for questions on birthday criteria.

- 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 2020 with their corresponding summer grade assignment. You may not register your student in a class outside of his/her upcoming grade level. Students 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 register for 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 in an incorrect class will result in being dropped from the class and will not receive a refund.
- **Does IPSF ever have to cancel classes?**
 - To keep fees as low as possible, a minimum number of students must register 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 register 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 via email 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 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 504 goals?**
 - We do not work towards IEP or 504 goals, but are committed to serving students with disabilities. IPSF staff will work collaboratively with parents to determine reasonable

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accommodations. Please note any details under the “Critical Notes” section of your student’s profile and someone from IPSF will be in contact prior to your student’s first session.

- **My student is sick. Should I still send them to class?**
 - No. To ensure a healthy environment for all students and staff, students must be in good health for the duration of the program. Students who exhibit symptoms of illness will be sent home.

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 2020-2021 school year. We have Specialty Camps available for Pre-K and TK students through our partnership with Camp Galileo.
 - Camp Galileo: www.galileo-camps.com/ipsf
 - There are age requirements for all summer programs. Please see page 8 of this document. Students in an incorrect class will result in being dropped from the class and will not receive a refund.
- **How does my kindergartener 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 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 transitions between periods and recess.

Out-of-State & International Students

- **Can out-of-state and international students participate in the program?**
 - Students who fit our age and grade requirements may attend, no matter where they live.
- **Are there any additional fees for out-of-state and international students?**
 - A non-refundable registration fee is assessed at the time of registration for out-of-state and international students. For most elementary and high school classes, there is a \$100 per class fee. For most middle school classes, there is a \$50 per class fee.
- **My student has a limited understanding of English. Can they participate in the program?**
 - In order to maintain safety and create a positive experience, all students should have a basic understanding of English. It is recommended that students register in our English Immersion classes if they are learning English. Please contact us for other class recommendations.
 - You can note their English proficiency levels on their profile.
- **Do you require documentation to register?**
 - You may be asked to submit additional 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?**
 - No, 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 only.

- **Do you work with any agencies so international student groups can participate in IPSF summer programs?**
 - No, we do not work with any outside groups or agencies who bring international students to Irvine. Agencies are not permitted to register on behalf of a family as all students must be registered by their parent/guardian.
 - IPSF does not reserve space for these groups as registration for all students is on a first come, first served basis.

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 (for 2020, lunch will be available for purchase for full-day middle school students attending Beacon Park and Cadence Park only). If you do not wish to purchase, please pack a lunch each day.
 - All students need to bring water and a snack from home to enjoy during break.
- **How do I purchase lunch through Cater Tots?**
 - For information on how to order, please visit Cater Tots directly: <https://catertots.com/announcements/>
 - All orders must be placed and paid for by the below dates. Visa and MasterCard accepted online.
 - Session A: Sunday, June 14 at 9:00 a.m.
 - Session B: Friday, July 10 at 9:00 a.m.
 - You will need a school code to ensure your lunch is delivered to the correct location. School codes will be available prior to registration for:
 - Beacon Park – IPSF981
 - Brywood – IPSF220
 - Cadence Park – IPSF201
 - Cypress Village – IPSF985
 - Eastwood – IPSF205
 - Oak Creek – IPSF207
 - No emergency or same day lunches are available through Cater Tots. Lunches will not be available for purchase in person.
- **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 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 at 714.751.8500.
- **What is the cost of lunch?**
 - Junior (ideal for smaller appetites, or grades K-3) - \$7.15 per meal
 - Regular (ideal for average appetites, or grades 3-5) - \$8.05 per meal
 - Super (ideal for larger appetites, or grades 5-8) - \$8.70 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.

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Holidays & Student Absences

- **What is your attendance policy?**
 - Students are encouraged to arrive on time and attend all classes. IPSF understands that illness or 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.
 - Students who exhibit symptoms of illness will be sent home.
 - Class fees will not be refunded, credited, or prorated based on attendance.
- **Is there class on Independence Day?**
 - All of our locations are closed July 3 in observation of the Independence Day holiday. Please see specific dates each program is in session.

Expectations & Other Questions

- **What can I expect from your classes and camps?**
 - Summer Classes 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, a teacher will require a take home project or additional outside research for a specific project they are working on in class. Teachers 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 child (or children) 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?**
 - Classroom assignments, parking information, teacher information, etc. will be sent via email approximately one week before the start of each program. This information will also be posted under each location on 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 periods, recess, and lunch.
- **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. Please make sure that any and all items are labeled with your student’s name.

- 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 if you did not purchase lunch from Cater Tots, you will need to provide a sack lunch as food is not sold day of at any location.
- **Does my student receive a t-shirt?**
 - All students will receive an IPSF t-shirt at the beginning of each session. 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 spirit days (usually Fridays).
- **My student is advanced for his/her grade level. Will this class be challenging enough?**
 - Classes are designed for the grade levels listed, and our goal is to provide an opportunity for enrichment for all students. If a student is advanced for their grade level, we recommend registering in classes that are focused on enrichment (for example, cooking, computer programming, art, sports, etc.) rather than grade preparation or academic courses. 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 you have a specific 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, refunds, credits, or prorated classes, 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.
- **Do you offer credit for classes?**
 - No, our classes are for enrichment only.
- **I still have questions - who can I contact for more information?**
 - You can call our office at 949.812.7225 or email us at ipsfacademy@ipsf.net. Our hours of operation are Monday through Friday from 9:00 a.m. - 4:30 p.m. Due to a high volume of calls and emails during our registration period, there may be a delay in response time.