Welcome to summer camp at Atlanta International School. We are glad you have chosen to spend your summer with us. Please take a moment to review the camp policies listed below. These policies help ensure everyone has a wonderful summer experience.

Registration

How to Register: Camp registration can be done online through our website www.aischool.org/summercamps. Please be sure that all the information you include in the form is correct and updated.

Registration Deadlines: Registration for each camp closes the Monday prior to the first day of camp. For example, if you are registering for a camp beginning the week of June 15 registration will close June 8.

Changes in Registration: If you wish to change your registration from one camp to another you are welcome to do so any time prior to that camp’s closing deadline. We will apply what you have paid for camp toward the cost of the new program. You are responsible for any differences in the cost of the camp programs. All differences must be paid by the start of the camp date. There will be a $25 Administration Fee for all changes.

Payment: All payments must be made in full at the time of registration.

Refunds and Cancellations: Refunds should be made via written notice. All refunds will incur a $25 processing fee. 100% of tuition will be refunded if written notice has been received prior to 30 days before Camp start date. All refunds will be issued in the same manner payment was received. Cancellations received within 30 days of Camp start date forfeit full tuition (request for cancellation due to emergency require proper documentation if received prior to 7 days before the scheduled camp start date). Please allow 1-2 weeks for refunds to process.

Early Pick up and Late Arrival

Late Arrival: If you will be arriving late to camp please park and walk your child into the Summer Camp Office. We will check your child in and escort them to their activity.

Early Pick Up: If you need to pick up your camper prior to the 3:00 carpool time we ask that you send a note with your child in morning carpool or email us. Students will be brought to the Main entrance carpool area for dismissal. We ask that if you plan to pick up early you do so before 2:00 pm in consideration for the afternoon carpool queue.
Late Pick up Charge

Carpool runs from 3:00 p.m. to 3:30 p.m. If your child is not picked up by 3:30 p.m. you will be charged $5 per minute. At 3:45 p.m. we will take your child to the Afternoon Camp, and you will be charged a $25 drop-in fee. You will be asked to sign a form which will be sent to the business office for collections. Fees for daily afternoon charge are due by 3 p.m. the following day.

Afternoon camp is over by 6:00 p.m. If your child is not picked up by 6 p.m. you will be charged $5 per minute you are late. If you are more than 15 minutes late our staff might call you. After 30 minutes (if they failed to locate you) your emergency contact will be called to pick up your child. You will be asked to sign a form which will be sent to the business office for collections. Fees for late pick up are due by 3:00 p.m. the following day.

Meals

All campers receive a morning snack and lunch unless explicitly noted during the registration process. We have a commitment to healthy foods on campus and provide a healthy snack and lunch every day. If you have dietary concerns, please indicate these on your registration form under the section “Accommodations.”

AIS is a **NUT FREE** environment. We ask that you limit food sent to camp with your child due to the possible severity of other campers’ food allergies. We maintain a healthy environment for all our campers with well-balanced and dietitian approved menus. A daily lunch menu is provided via the website closer to the starts of the Summer. Please help us in this effort and remember all items should be nutritious. The menu for camp is available online at: www.aischool.org/summercamp. If you have any questions or comments about the menu, please let the Camp Director know.

Behavior

We want everyone to have a good time during camp. While here at AIS you are part of our community and therefore a part of our community principles.

The AIS Community Principles

We, the members of the AIS community, believe that there are certain principles upon which our community is based. We believe that all members of our school/camp community possess worth and dignity and should be treated accordingly. We believe that AIS should strive to be inclusive, compassionate, welcoming and non-hierarchical. We believe that all members of the AIS community, including students/campers, faculty, administration, staff, parents and Board members should try to:
Respect themselves and others irrespective of their differences; Develop their own personal values and respect the values of others; Value their own culture, respect and strive to understand the cultures of others and understand and support multiculturalism in our community; Be ethical, act with honor and integrity and above all, show concern and care for others in and outside our school community.

For our community to be effective, we believe that every member should do his or her best to support the principles upon which it is based. In short, all AIS constituencies are key to our Community Principles. Keeping these principles in mind our camp rules are very simple: Be Safe, Be Respectful, Be Responsible & Be Kind

We expect every camper to interact with others in a respectful, safe, kind, and responsible way. If a situation arises where a camper has not behaved in this manner, we will address it promptly. Counselors are the first to respond to an issue. If the issue persists or is of a serious nature, the Camp Director will have a conference with the camper and the parents will be notified. If, after the Parent-Director conference, the issue persists or a separate, very serious issue, arises the camper may be expelled from camp. Expulsion is at the sole discretion of the Director. No refunds are provided for expulsion from camp.