



2021 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 offers hundreds of classes and serves thousands of students each year.
- **Where are you located?**
 - Summer K-12 and specialty camps are held at various locations throughout Irvine and online. 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, coding, math, 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
- **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 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. Select classes are offered in an online format for convenience so that students can participate virtually.
 - Class times and program dates offer flexibility – morning and afternoon schedules are available, and our **specialty camps** are a great option for families with a limited window of time.
- **Do classes with the same titles have the same content?**
 - Unless otherwise stated, classes with the same titles within the same format (online or in-person) offered in different sessions or times of the day will be identical. Classes with the same titles but offered in different formats (online or in-person) will vary depending on the number of instructional hours and the ability to maintain the experience between formats. We recommend that students register in different classes for a fuller experience in the program.
- **Do you provide childcare before or after your program?**
 - No, but all of our 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 12-16 students.
 - Middle school (7-8) classes - capacities depend on content and can vary from 12-18 students.
 - High school (9-12) classes - capacities depend on content and can vary from 10-18 students.
 - IPSF employs one teacher per class for online and in-person formats and may include instructional assistants who support larger classes. Some hands-on, in-person classes for elementary school such as art and science may have two teachers.

- **Do you provide transportation to and from the locations?**
 - We do not provide transportation to our locations. Transportation is provided for classes with field trips and will be noted in the class description.
- **Do you offer any overnight programs?**
 - No, we do not currently offer any overnight programs.

Dates & Schedule

- **What are the dates of your program?**
 - Online and In-Person Elementary and Middle School (incoming grades K-8)
 - Session A: Monday, June 14 - Wednesday, June 30
 - Session B: Wednesday, July 7 - Friday, July 23
 - In-Person High School (incoming grades 9-12)
 - Session A: Monday, June 14 - Wednesday, June 30
 - Session B: Wednesday, July 7 - Friday, July 23
 - Online High School (incoming grades 9-12)
 - Monday, June 14 - Friday, July 23 (no classes July 2 - July 5)
 - Specialty Camps (incoming grades Pre-K-12)
 - Monday, June 21 - Friday, August 13
- **What is the daily schedule for in-person classes?**

In-Person Elementary and Middle School Schedule - Grades K-8	
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

*includes a short snack break (times vary by grade level and location)

In-Person High School School Schedule - Grades 9-12	
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

*includes a short snack break

- **What is the daily schedule for online classes?**

Online Elementary, Middle, and High School Schedule - Grades K-12	
9:00 a.m. - 10:30 a.m.	Period 1 class
10:30 a.m. - 10:45 a.m.	Break
10:45 a.m. - 12:15 p.m.	Period 2 class
12:15 p.m. - 1:15 p.m.	Lunch
1:15 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.

Online Classes

- **What system requirements are needed to take an online class with IPSF?**
 - Internet Connectivity DSL or Cable internet service - 1.5Mbps download/upload speed (per user)
 - Hardware - Computer, laptop, or tablet. Monitor/Display, keyboard, mouse, speaker, microphone, webcam, and printer. Headphones are encouraged.
- **Will online class content be the same as an in-person class?**
 - Curriculum for classes offered in both formats will be adapted to fit the number of instructional hours and supplies available. Please read class descriptions for more details.
- **Will materials be provided? If not, what materials will I need and how will the teacher communicate that information in time?**
 - Class materials for most online classes will not be provided. Any materials will be minimal and oftentimes can already be found in your home. Worksheets or documents required for class will be communicated in advance by the teacher. Any additional material needs can be found in the class description.
- **What if I experience technical issues? Who can I contact for assistance?**
 - Your student's teacher should be able to troubleshoot common technical issues. We also have an IT technician available to provide assistance as needed. They can be reached at ipsfacademy@ipsf.net. For issues with IUSD accounts, please contact ipsftech@iusd.org
- **Are classes live or pre-recorded?**
 - All classes are live during scheduled class hours. Students may be split into smaller breakout groups for independent work. A teacher will always be available during the class period.
- **How will IPSF ensure cyber security?**
 - Access to live classes will only be given to enrolled students and will be actively monitored by teachers.

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, and phone number
 3. Select program and session 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
- **When can I register?**
 - Registration opens April 12, 2021 at 9:00 a.m.
 - Last day to register:
 - K-12 Session A & High School online: Wednesday, May 26, 2021
 - K-12 Session B: Wednesday, June 23, 2021
 - Specialty Camps: Wednesday, July 14, 2021*

*for Budo Accelerator and Camp Galileo please see their specific details for deadlines and registration information
- **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, insurance, and any important medical notes.

- **I am having trouble logging into my account or with my student profiles. Who can help me?**
 - Email your issue to ipsfacademy@ipsf.net along with any important account information like the primary parent name/contact, student name, etc.
- **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 and program 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?**
 - You can view prices by browsing our classes online at 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?**
 - IPSF offers a limited number of partial and full scholarships for students residing in Orange County who demonstrate financial need. 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 Wednesday, May 12, 2021 for consideration.
 - We do not offer discounts of any kind, including 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.
- **Do you accept international credit cards when registering?**
 - No, we accept U.S.-issued Visa, MasterCard, and Discover credit/debit cards only.
- **How do I request a receipt for 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, 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:
 - May 21, 2021 - last day for a refund (minus \$35 program processing fee) for Session A, B, High School, and most specialty camps
 - May 26, 2021 - last day for a class change or 50% refund for K-12 Session A and High School online
 - June 23, 2021 - last day for a class change or 50% refund for K-12 Session B
 - July 14, 2021 - last day for a class change or 50% refund for specialty camps
 - 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. See COVID, Health & Accommodations section for additional information.

- **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.

- **What are the eligible ages for your program?**

- Please consult the grade level placement guide below:

Birthdate Criteria	Grade Level in Fall 2021	Summer Grade Level
Born in 2017 or later	None	Not eligible for enrollment
Born in 2016	Pre-K or TK	Camp Galileo only*
09/02/15 - 09/01/16	Kindergarten	K
09/02/14 - 09/01/15	1	1
09/02/13 - 09/01/14	2	2

09/02/12 - 09/01/13	3	3
09/02/11 - 09/01/12	4	4
09/02/10 - 09/01/11	5	5
09/02/09 - 09/01/10	6	6
09/02/08 - 09/01/09	7	7
10/03/07 - 09/01/08	8	8
12/03/03-10/02/07	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 2021 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 format may also change to an alternate format if it can no longer be offered as originally planned. If either occurs, you will be contacted and have the opportunity to register in an open alternative class or receive a full refund.

COVID, Health & Accommodations

- **My student has a health condition. How can I communicate this information to staff?**
 - If your student 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. For required documentation, please refer to the Health & Accommodations Information under “Important Documents” on www.ipsf.net/summer. You will be contacted via email prior to the start of the program if 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 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.
- **What precautions and procedures is IPSF implementing to keep students and staff safe from COVID?**
 - Smaller class sizes to accommodate social distancing
 - Students will remain with their same class throughout the day
 - Conduct visual wellness checks of all students upon arrival
 - Routine hand washing and surface cleaning
 - Hand sanitizer and tissues available in all classrooms
 - Limiting shared materials, to the extent feasible
 - Sanitizing any shared materials after each use
 - Signage will be posted, reminding all participants to wear a mask, social distance, and wash hands
 - Professional cleaning and sanitizing after class at the end of the day
 - Mandatory face coverings such as a mask for all staff, instructors, students, parents, and any other adults on campus. A Health Care Provider's note will be required for anyone requesting a waiver to this policy per the Orange County Health Care Agency Director
 - Outdoor time (if applicable) will be staggered so that classes do not co-mingle
 - To the extent feasible, social distancing and limited interactions during drop-off and pick-up
 - Non-essential visitors will not be allowed on campus
 - Students for in-person classes will be required to complete a COVID-related waiver/questionnaire prior to participating.
 - Students will not be allowed to participate if they have traveled outside of California within 10 days of the first day of the program.
- **What happens if a student or staff member exhibits symptoms of COVID after attending class?**
 - Students and staff will be required to contact the IPSF COVID Coordinator for further instructions regarding their condition and gathering any contact tracing information. They will not be allowed to return to the classroom until cleared by the Coordinator.
- **What happens if a student or staff member tests positive for COVID after attending class?**
 - Students or staff members with a positive COVID test exhibiting symptoms of COVID will not return to campus until all of the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - Must be cleared by the COVID Coordinator.
 - Students or staff members who tested positive but never developed COVID-19 symptoms will not return to class until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - The COVID Coordinator will gather information for contact tracing. If anyone is identified as a possible close contact, the COVID Coordinator will contact those individuals with further instructions.
- **What happens if multiple students or staff members test positive for COVID in a school?**
 - If a campus is identified by a local health department as the location of a COVID-19 outbreak, IPSF may need to either move the class to an online format, or cancel.
- **If my student cannot attend class due to symptoms of COVID, potential exposure, or a positive test result, can I request a refund?**
 - Please contact the COVID Coordinator to assess your case. Documentation will be required to determine if a refund can be given and the amount.

- **Who do I report COVID exposure or positive cases to?**
 - All COVID-related cases will need to be reported to our IPSF COVID Coordinator. Information will be included in your first day information email.
- **Who is considered a close contact?**
 - Close contact includes students or staff within 6 feet for a duration of 15-minutes or more.

Pre-school, 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 2021-2022 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 7 of this document. Students in an incorrect class will result in being dropped from the class and 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.

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 in-person or online classes, 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 classes, there is a \$100 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 non-Academic focused classes including Art, Sports/Fitness, and STEAM if they are learning English. Please contact us for other class recommendations.
 - Please note your child's English proficiency level on their profile.
- **Do you require documentation to register?**
 - Students for in-person classes will be required to complete a COVID-related waiver/questionnaire prior to participating.
 - Students will not be allowed to participate if they have traveled outside of California within 10 days of the first day of the program.
 - 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 US-issued Visa, MasterCard, and Discover credit/debit cards only.

- **Do you work with any agencies so international student groups can participate in specialty camps?**
 - 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.

Snacks & Food Allergies

- **Do you provide snacks?**
 - We do not provide snacks. All students need to bring water and a snack from home to enjoy during break.
- **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.
- **How long is the snack break?**
 - Classes will take a short snack break (under 15 minutes) outdoors each day, supervised by staff. Students will be socially distanced and break times will be staggered.

Holidays & Student Absences

- **What is your attendance policy?**
 - Students are encouraged to be 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 teacher. 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 5 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 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 class information and teacher assignment?**
 - Class-related information will be sent via email before the start of each program. Please check with your teacher for questions.
- **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.
- **What does my student need to bring?**
 - For in-person classes, 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 snacks and completed projects. Please make sure that any and all items are labeled with your student's name.
 - Class prices for in-person classes 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.
- **Does my student receive a t-shirt?**
 - All in-person students will receive an IPSF t-shirt at the beginning of each session. Please indicate your student's size when registering. You and adult sizes are available:
 - Youth - XS, S, M, L, XL
 - Adult - S, M, L, XL
- **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 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?**
 - Since we are working remotely, **for the fastest response please 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 emails during our registration period, there may be a delay in response time.