



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.
- **Are there any program changes due to COVID-19?**
 - **Classes for Session A, B, and High School will be held exclusively online** due to state laws and regulations regarding large gatherings. Select specialty camps will be held in-person as scheduled at various locations throughout Irvine. Please visit www.ipsf.net/summer for classes, schedule, and more information.
- **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.
 - Class times and program dates offer flexibility – morning and afternoon schedules are available, and our one-week 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 exact same titles offered in different sessions or times of the day will be identical. We recommend that students register in different classes for a fuller experience in the program.
- **What is the capacity of your classes?**
 - Elementary school (K-6) classes - capacities depend on grade level and can vary from 8-12 students.
 - Middle school (7-8) classes - capacities depend on content and can vary from 10-15 students.
 - High school (9-12) classes - capacities depend on content and can vary from 10-20 students.
 - IPSF employs one teacher per class.
- **Do you offer any in-person programs?**
 - In the past, our program has only been in-person, but due to COVID-19, we shifted all classes online for Session A, B, and High School. As of May 2020, specialty camps are planned to be held in-person as scheduled.

Online Classes

- **Where can I see your online class offerings?**
 - You can browse our full list of online classes at www.ipsf.net/summer

- **What grade levels are you offering online classes for?**
 - Online classes are available for incoming K-12th grade students.
- **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?**
 - Yes, curriculum that would have been taught in person will be adapted online. 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 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.
- **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.
- **Are classes live or pre-recorded?**
 - All classes are live during scheduled class hours.
- **How will IPSF ensure cyber security?**
 - Access to live classes will only be given to enrolled students and will be actively monitored by teachers.

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)
 - Thursday, June 11 - Friday, July 10 (no classes July 3 & 6)
 - Specialty Camps (incoming grades K-12)
 - Monday, July 20 - Friday, August 14
- **What is the daily schedule?**
 - The following is the schedule for grades K-12:

Daily Schedule	
9:00 a.m. - 10:30 a.m.	Period 1 class
10:45 a.m. - 12:15 p.m.	Period 2 class
12:15 p.m. - 1:00 p.m.	Break
1:00 p.m. - 2:30 p.m.	Period 3 class

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 May 6, 2020.
 - Last day to register:
 - K-8 Session A & High School: Wednesday, June 3, 2020
 - K-8 Session B: Wednesday, July 1, 2020
 - Specialty Camps: Wednesday, July 15, 2020
- **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?**
 - 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.
- **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 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 20, 2020 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 22, 2020 - last day for a refund (minus \$35 program processing fee) for Session A, B, High School, and specialty camps
 - June 3, 2020 - last day for class change for Session A and High School*
 - June 24, 2020 - last day for a 50% refund for Session B
 - July 1, 2020 - last day for class change for Session B
 - July 15, 2020 - last day for a 50% refund or class change 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.
- **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 below:

Birthdate Criteria	Grade Level in Fall 2020	Summer Grade Level
Born in 2015	Pre-K or TK	Not Eligible
09/02/14 - 9/01/15	Kindergarten	K
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

- 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 format may also change to an alternate format. 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 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? (specialty camps only)**
 - The teacher 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? (specialty camps only)**
 - 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.

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.
- **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 be at an intermediate level of English (reading, writing, and speaking).
 - 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 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.

Lunch, Snacks & Food Allergies

- **Do you provide lunches and snacks for specialty camps?**
 - Lunch and snacks are not provided for specialty camps. For full-day camps, families are required to provide a shelf-stable, nut-free lunch and snack.
 - 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.

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.
 - Class fees will not be refunded, credited, or prorated based on attendance.

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.
- **What supplies does my student need to have for class?**
 - Our teachers will provide a supply list prior to the class starting. Students should have access to a reliable wifi, computer or device with camera and microphone, and headphones. Basic supplies such as pencils, pens, paper, art supplies, etc. should be readily available.
- **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, computer programming, art, 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 will build 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 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, you can 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.