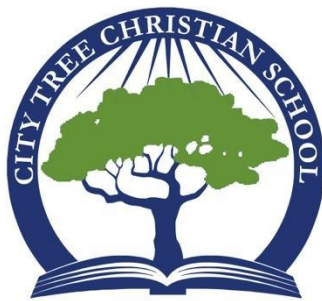


# City Tree Christian School

## *Summer Parent Handbook 2025*



### *KinderCamp Adventure Camp*

*Updated May 1, 2025*

*The latest edition is posted on our website:  
[citytree.org](http://citytree.org)*

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## ☞ **WELCOME**

Welcome to City Tree Christian School's Summer Camp Programs. We are excited that your child will be joining us this summer. Our camps are a relaxed time of fun and hands-on learning. We serve as an outreach of First Presbyterian Church, committed to integrating educational excellence with the teachings of Jesus Christ found in the Bible.

## ☞ **STUDENT SUPPLIES NEEDED DAILY FOR CAMP**

- Each student should have a labeled refillable water bottle for regular use.
- Each child should bring both sunscreen (spray sunscreen is preferred) and a towel in their camp backpacks each day. Hats are optional.
- Students must wear closed toed sneakers to camp each day. Please no Crocs, sandals, flip flops, boots, heels, etc.) Water shoes recommended for water days (Wednesdays).
- Each student should bring a healthy lunch and 2 snacks to camp each day.
- Please keep items in a labeled backpack to be easily contained and transported.
- Please label everything clearly.

## ☞ **CAMP HOURS AND AFTER HOURS CHARGES**

Camp Day Only:	8:30am-3:15pm	\$270 per week
Camp with Extended Care A:	7:30am-3:15pm	\$295 per week
Camp with Extended Care B:	8:30am-5:15pm	\$300 per week
Camp with Extended Care C:	7:30am-5:15pm	\$335 per week

Please do not attempt to leave your children after our 5:15pm closing time. In addition to being inconsiderate to staff who have a designated departure time, it compromises the safety of the program. Parents who pick-up their children after their contracted time (3:15 or 5:15) will be assessed overtime charges. The charges are \$1 per minute. The drop-off and pick-up window for off campus is 15 minutes before the start/end time. For 3:15pm pick-up, you will be assessed \$1/minute fee after 3:30. Students habitually picked up late may be excluded from the summer camp program.

## ☞ **CAMP SCHEDULE**

Week 1: June 23 -June 27

Week 2: June 30 – July 3 (Closed July 4th)

No CTCS Camp July 7 – 11 – Forest Home Camp Available for 2<sup>nd</sup>-8<sup>th</sup> graders

Week 3: July 14 - July 18

Week 6: July 21 - July 25

Week 7: July 28 - August 1

Week 8: August 5 - August 9

Week 9: August 11 - August 15

## City Tree Kindercamp

**Children entering Kindergarten or 1<sup>st</sup> Grade**

**(Subject to change)**

1	June 23 – June 27 <b>VBS Week</b>	Join us for Egypt–Joseph's Journey from Prison to Palace. In Vacation Bible School the Bible comes to life right before your eyes! In Egypt, everyone gets to explore first-hand the culture of Joseph's world. Alongside Joseph, they'll experience the heartbreaking trials, joyous victories, and tear-filled celebrations of this unique Bible hero. God's Word comes alive as families enjoy traditional Bible-times customs, occupations, food, and even games.
2	June 30 – July 3 <b>USA Road Trip</b>	Join us on a road trip around the country! Campers will learn about different celebrations and traditions around the country and play games related to different states. There will be lots of red, white and blue crafts and activities to get ready for Independence Day!
3	July 14–July 18 <b>Adventure Under the Sea</b>	Come along with us under the sea as we learn about our oceans, sea life, and what it's like to live at sea. We will create our own artistic aquarium and learn the music and games that sailors used to play at sea.
4	July 21 - July 25 <b>Journey into our Imagination</b>	This week we get to become super heroes, princesses, mermaids, and Jedi as we journey into our imagination. We will have a costume day, lightsaber battles, a fairy tea party in the garden, and much more! Campers will also celebrate comic con by creating their own graphic novels.
5	July 28 – August 1 <b>Around the World and to the Olympics</b>	This week will be packed with activities as we learn about different countries and cultures around the world, including France, host country of the summer Olympics. Campers will hear what it's like to be an Olympic athlete, and will get to have their own Olympic competition, complete with self-made flags and medals.
6	August 4 – August 8 <b>Kingdom Builders</b>	This week will feature a special guest, Ms. Jennifer McCain! All week long, she will be hosting our summer camp, activities and events! Her passion is to teach kids of all ages what it means to be the hands and feet of Jesus! This will be a very spiritually uplifting week as we get a chance to serve, grow closer to each other and Jesus!
7	August 11 – 15 <b>Blast Off to Space</b>	3,2,1 blast off! Campers will learn about our planets, the stars, and what life is like to be an astronaut at the international space station. We will make our own planet mural and play space games.

## City Tree Adventure Camp

Children entering 2<sup>nd</sup> – 8th Grade

(Subject to change)

1	June 23 – June 27 <b>VBS Week</b>	Join us for Egypt-Joseph's Journey from Prison to Palace. In Vacation Bible School the Bible comes to life right before your eyes! In Egypt, everyone gets to explore first-hand the culture of Joseph's world. Alongside Joseph, they'll experience the heartbreaking trials, joyous victories, and tear-filled celebrations of this unique Bible hero. God's Word comes alive as families enjoy traditional Bible-times customs, occupations, food, and even games.
2	June 30 – July 3 <b>USA Road Trip</b>	Join us on a road trip around the country! Campers will learn about different celebrations and traditions around the country and play games related to different states. There will be lots of red, white and blue crafts and activities to get ready for Independence Day!
3	July 14-July 18 <b>Adventure Under the Sea</b>	Come along with us under the sea as we learn about our oceans, sea life, and what it's like to live at sea. We will create our own artistic aquarium and learn the music and games that sailors used to play at sea.
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7	August 11 – 15 <b>Blast Off to Space</b>	3,2,1 blast off! Campers will learn about our planets, the stars, and what life is like to be an astronaut at the international space station. We will make our own planet mural and play space games.

## **CAMP OFF CAMPUS SCHEDULE – EVERY TUESDAY BOTH CAMPS WALK TO BALBOA PARK**

Session	Location
Week 1: June 23 -June 27	VBS – No Off-Campus Activities
Week 2: June 30 - July 3	Short Week – No Off-Campus Activities
Week 3: July 14 - July 18	TBD
Week 4: July 21 - July 25	TBD
Week 5: July 28 - August 1	TBD
Week 6: August 4 - August 8	Kingdom Builders – No Off-Campus Activities
Week 7: August 11 - August 15	TBD

## **SUMMER CAMP PAYMENT SCHEDULE**

Session	Payment Due
Week 1: June 23 -June 27	Monday, June 16
Week 2: June 30 - July 3	Monday, June 23
Week 3: July 14 - July 18	Monday, June 30
Week 4: July 21 - July 25	Monday, July 14
Week 5: July 28 - August 1	Monday, July 21
Week 6: August 4 - August 8	Monday, July 28
Week 7: August 11 - August 15	Monday, August 4

## **TUITION PAYMENT POLICY**

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1. **All camp fees are due the Monday (one week in advance) prior to the beginning of each week.**

\*If payment has not been made by the Monday prior to the camp that starts the following Monday you will forfeit your spot to a child on the waiting list. Be aware that there may be waiting lists for most camps, so to be fair to those students on the waiting list, we will adhere strictly to our policy. Our office staff is limited, and we may not be able to call you to remind you of payments due.

2. No student will be allowed to attend camp without payment made in full prior to the start of camp.
3. Camp must be paid with a debit or credit card online via Planning Center. If payments cannot be made online, they can be mailed to or made in the school office, but payments must be **received** at least 1 week prior to the first day of a camp session. If questions arise regarding payment, contact Kelly Tompkins at [kelly.tompkins@citytree.org](mailto:kelly.tompkins@citytree.org) or 619-232-3704.
- 4.. If payment is not received by the Monday prior to the new session, your space may be given to a student on our waiting list and your deposit will not be refunded. If space is still available, a **\$20 late fee will be charged** in addition to the regular fees.
5. In the event that City Tree is not able to provide summer camp for your child due to government restrictions, any paid balances will be refunded. Registration fees and \$30 session deposits are non-refundable except in the event that City Tree is not able to offer summer camp.
6. On the Monday of each new session, any parent with outstanding debt, incomplete paperwork, or other issues will be asked to go to the school office with their child to resolve the issue. Camp staff will let parents know at drop-off time if this applies to you. Issues must be resolved BEFORE child can attend camp.



## **REQUIRED REGISTRATION FORMS FOR NON-CITY TREE STUDENTS**

Prior to the start of camp, the following forms are required for any student not currently enrolled at City Tree during the regular school year:

- Summer Registration Form
- Medical Information Form
- Walking Permission Slip
- Photo, Audio, and Video Policy (review only)

\*Forms are sent to parents with confirmation of summer camp registration. Contact Kelly Tompkins at [kelly.tompkins@citytree.org](mailto:kelly.tompkins@citytree.org), if you have questions or need additional forms.



## **OFFICE HOURS**

Our office hours are 8:00am-3:30pm, Monday through Friday. However, to accommodate staff vacations, hours may vary on occasion. Any change of hours will be posted in advance. If you call during regular office hours and we do not answer, please leave a message, and we will call you back shortly.

## ☞ CHECK-IN PROCEDURES

Students will be checked in and out via Brightwheel, which is an app that allows parents to quickly check their students in and out and communicate with teachers. All families will need to sign in and out via Brightwheel before drop-off / pick-up each day.

### **Dropoff and pick up location and procedure by time:**

**7:30am-8:25am:** bring campers to the roof via the main gate on 3<sup>rd</sup> Avenue.

**8:25am -8:30am:** bring campers to their classroom via main gate on 3<sup>rd</sup> Avenue

**8:30am or later:** Check in at the school office.

**3:15pm-3:30pm:** Kindercamp classroom pick-up via 3<sup>rd</sup> Ave / Adventure Camp pick-up on roof.

**3:30pm – 5:15pm:** Pick up on campus at the location outlined on the after camp schedule on the bulletin board in the stairwell to the right of the office. In general, students will be on the roof or on the 307 patio.

Remember to check your Adventure Camp schedule to know if you are off campus.

## ☞ LATE ARRIVAL

The arrival window ends at 8:30am each day, and that is typically when theme-related camp activities for the day begin. If you arrive later than 8:30am, please check in at the school office.

## ☞ LUNCH, SNACK, AND WATER

Parents are responsible for providing lunch, snacks, and water for their child each day. If your child participates in the after-camp program, please ensure they have enough snacks for the afternoon. City Tree does not provide snacks, hot lunch, or emergency lunches. Please label all of your child's belongings, including their water bottle, to prevent items from being misplaced.

Each child should bring a water bottle clearly labeled with their name. Please pack your child's lunch in an insulated container with ice packs or similar items, as refrigerators and microwaves are not available for student use. For special outings, disposable sack lunches are recommended for convenience. Please do not send glass containers as they can break and pose a safety risk.

We encourage parents to send small, nutritious snacks such as cheese, fruit, and vegetables. Sweets and desserts (foods high in sugar) are discouraged, and processed foods should be kept to a minimum. The following items are **prohibited** and will be sent home if found in your child's lunch:

- Gum
- Candy
- Sodas
- Sports drinks
- Caffeinated beverages
- Peanuts, sunflower seeds, or other nuts or seeds in the shell

Please pack foods that your child enjoys in appropriate amounts, aiming to make lunch time a pleasant and relaxed experience rather than a stressful one. While we cannot monitor each child's food choices daily, parents can best support their child's nutrition by sending a balanced lunch with foods that are nutritious and your child will eat and enjoy.



## ☞ **BEDDING AND NAPS (KINDERCAMP ONLY)**

Kindercamp children who are entering kindergarten have an hour each day for rest and quiet. They rest on floor mats. Please bring a towel or small blanket for your child. Make sure it is labeled with your child's name. They may also bring a small stuffed animal to nap with if they choose. When the child is not napping, the sleep friend will be stored with nap supplies. Please keep in mind that the child's storage areas are not large. Nap towels/blankets should be labeled and kept in a labeled bag to ensure personal items are separate from others. Bedding will be sent home each Friday to be laundered and returned to school in a well-labeled bag each Monday. Please note: nap time is ONLY for students entering kindergarten.

## ☞ **CLOTHING AND SUPPLIES**

Although our K-8 students wear uniforms during the school year, we do not wear uniforms during our summer camp program. Children should wear comfortable, appropriate clothing that allows them to move easily. It is often warm so shorts are typically worn throughout the summer. If skirts or shorts are worn the length must be long enough to allow for activity while being appropriately modest. T-shirts may not depict anything involving drugs or alcohol or contain violent or sexual connotations. No bare midriffs or halter-tops are allowed and no skin between the pants and shirts may show for any child. We are very active so closed-toed shoes are appropriate and required, tennis shoes work best. Students need to wear shoes that are comfortable for walking. Please, no Crocs, sandals, shoes with heels, or platform shoes. Children are often outside, so please apply sunscreen to your child each morning and also send sunscreen (spray is preferred) in your child's backpack. Adventure Camp students are asked to bring sunscreen in their camp backpacks each day. Please label them with your child's name.

## ☞ **PERSONAL ITEMS**

Toys, electronics, handheld games, cell phones, iPads, Air Pods or headphones, and other similar items are not appropriate for camp. Please leave these items at home except when requested by a teacher. Please label all lunch boxes, backpacks, sweatshirts, and other items brought to school. Help your child remember to take home whatever he/she might have brought to camp. For missing items, please check the lost and found area at the stair landing near the playground entrance on the roof. Small or expensive items are usually kept in the office.

## ☞ **ILLNESS POLICY**

CTCS is responsible for ensuring that students showing signs of illness are not permitted to attend camp while symptoms persist. When your child is sick, they should stay home until symptoms resolve. Please notify the school office. When a student gets sick at camp, they will be required to go home until their symptoms improve.

CTCS provides an isolated resting place in the office for students who become ill during the school day. The parent will be notified once the student becomes ill enough to require isolation and asked to pick up the student as soon as possible. You must make arrangements to pick up your child within 30 minutes of being called.

Your child must be kept at home if he/she exhibits any symptom of a communicable disease, such as:

1. Fever over 100 degrees F or higher within the preceding 24 hours
2. Vomiting or diarrhea in the preceding 24 hours
3. Unexplained rash or skin eruptions
4. Sore throat or earache
5. Swollen glands
6. Sneezing, running nose (yellow or green discharge which indicates infection), watery eyes (including pink eye), persistent cough. The first 3 days of a cold are considered contagious. Sinuses and coughing must be under control so as not to interfere with school activities or affect your child's physical well-being.
7. Flushed face, listlessness, headache, lack of appetite
8. Any behavior signs that are out of the ordinary for your child
9. COVID-like symptoms

**Children sent home with a fever, vomiting, or diarrhea will not be allowed to return to camp the next day. If you send your child to school the day after they were sent home for any of the above listed symptoms, you will be called to return to school and take your child home.**

Children with communicable diseases should stay home until they are no longer contagious. Recommendations from the Centers for Disease Control and Prevention are followed and will be communicated to parents as needed. A doctor's note may be required. Parents are informed with an information letter any time their child is exposed to potentially communicable illnesses (chicken pox, strep throat, etc.). This helps parents to be on the lookout for symptoms and get their child prompt medical attention.

## ∞ MEDICATION ADMINISTRATION POLICY

1. For safety reasons NEVER leave medicine in a lunch box, cubby, locker, or backpack. Another student could get a hold of the medicine.
2. All medicine must be in the original container not in a baggy, or any other container.
3. The original container must not have an altered label.
4. The student's name must appear on the label. If medication is non-prescription, write the student's name on the container in permanent black ink, along with the dose.
5. The medicine must not be expired.
6. When no longer needed, medicine should be picked up in the office by the parent. Medicine left over a week past the last date of administration will be automatically discarded.

### **How to leave medicine to be given during school:**

1. For temporary or indefinite use of medication, fill out a Medicine Authorization form (found in the form area of the school office) and give the form to the office.
2. Bring medication to the office. **Do not leave in a backpack or on the teacher's desk.**
3. Please inform your child's teacher about the medication.
4. Medication will be administered by an assigned staff member.
5. Pick up medication when it is no longer needed at school.

***IF THESE GUIDELINES ARE NOT FOLLOWED EXACTLY MEDICATION WILL NOT BE ADMINISTERED. STAFF IS NEVER ALLOWED TO ADMINISTER ANY OVER THE COUNTER MEDICATION OR OINTMENTS WITHOUT EXPRESS WRITTEN PERMISSION FROM THE PARENT.***

## ☞ PARENT-SCHOOL COMMUNICATIONS

- Our Weekly Email Update is our main form of communication. It is the best way for you to stay informed about summer camp news and events. It is essential that every City Tree family receives and reads this weekly update. The registering parent has already been signed up, if you'd like another parent to receive the email update please sign-up by going on the school website or email [kelly.tompkins@citytree.org](mailto:kelly.tompkins@citytree.org) to be added to the weekly update email list.
- For information about summer camps, please visit the [Summer Camp](#) page on our website. Camp Leaders will communicate to parents using Brightwheel, please make sure to check your messages often. Details for off-campus and any changes will be communicated via Brightwheel.

## ☞ FIELD TRIPS

### **Kindercamp**

Kindercamp will remain on-site except for neighborhood walks that may include Balboa Park and Waterfront Park. Parents give permission for all walking trips when they register their student for camp or for school.

### **Adventure Camp**

During the course of the summer, Adventure Camp will take excursions to places of interest. There will be a calendar of off campus trips available for parents.

Adventure Camp goes off campus every week and may walk to nearby locations such as Little Italy, Waterfront Park, Seaport Village, San Diego Bay, Balboa Park, etc.

Parents give permission for all walking trips when they register their student for camp or for school. If a student arrives at camp later in the day, and the group has already left, the parent will be responsible for connecting their child to the group.

Adventure Camp will spend time on campus, but also have special activities off site. Most trips will be walking trips but occasionally outings will take students a little further away from City Tree. On those days we plan to provide transportation to the off-site location. If parents are required to drop-off or pick-up at alternative locations they will be provided with exact dates, times, locations, and contact numbers. Parents will be provided a calendar in advance, so they know what adventures are in store for their children each day.

**WATER DAYS****Kinder Camp (K-1<sup>st</sup>) & Adventure Camp (2<sup>nd</sup> – 8<sup>th</sup>)**

Wednesdays on campus

**Please wear:** Swimsuit with clothes over suit. Wear close toed shoes to camp.

**Please Bring:** towel, under clothes to change into after water play, water shoes (a 2<sup>nd</sup> pair of shoes for the water that can get wet), sunscreen (spray preferred) A hat and/or sunglasses are optional. Please no water guns.

## ☞ **FIRE, EARTHQUAKE, AND LOCKDOWN PROCEDURES**

School fire, earthquake, and lock down drills (called Safety Drills) are held at least every 6 months. We evacuate to the northeast corner parking lot at 3<sup>rd</sup> Ave. and Elm St. Each classroom is equipped with an earthquake/emergency backpack. Evacuation exit routes are posted in each room. Parents are urged to have a plan in place to be able to pick up students as soon as it is safe to do so, if there is an emergency.

## ☞ **EMERGENCY INFORMATION**

**Emergency Documentation**

Emergency medical forms including physician, contact, and insurance information, signed by the parents, must be on file in the school office on the student's first day of attendance.

**For students who are enrolled at City Tree during the school year:**

It is the parent's responsibility to update emergency contact names, addresses, and phone numbers in our Student Information System on the FACTS Family Portal. Parents can login to FACTS Family Portal via [factsmgt.com](http://factsmgt.com) and update the information at their convenience. If you need assistance, cannot remember your username, or need your password reset, please contact the school office.

**For students who only attend for summer camps:**

It is the parent's responsibility to keep the school informed of any changes on the students medical and emergency contact information. Email Kelly Tompkins ([kelly.tompkins@citytree.org](mailto:kelly.tompkins@citytree.org)) to notify the school of any changes.

**Emergencies**

First aid supplies are kept at school for simple cuts and abrasions. In case of an emergency, the parent will be called immediately. If the parent cannot be reached, the next step will be decided according to the circumstances or seriousness of the situation, which will include any or all of the following:

1. Call, email, and/or text emergency contacts provided by parents.
2. Call 911 to have the student evaluated by EMS and transported to the most appropriate emergency medical center if needed.

## ∞ **PARKING**

Parents of City Tree students may park along the curb around the school campus to briefly drop off and pick up. Parents may also park in the three First Presbyterian Church/ City Tree Christian School parking lots: the narrow lot directly across the street from the school entrance, the large lot on the southwest corner of 3rd and Elm, and the large lot on the northeast corner of 3rd and Elm. Parking is free during drop off and pick up times, parents do not need to register their vehicle for drop off or pick up. **When crossing the street from the parking lots to the school, please make sure to use the crosswalk.** If you are planning to park longer than 15 minutes, please make sure to come to the office and enter your license plate number in the kiosk.

## ∞ **DISCIPLINE POLICY, BEHAVIOR MANAGEMENT PROGRAM**

The City Tree Christian School (CTCS) Behavior Management Program seeks to create a safe and nurturing environment that promotes learning and fosters a spirit of community and cooperation. We also strive to develop responsibility within our students. Positive self-esteem is promoted by providing students with opportunities to view themselves as capable, responsible, and worthy individuals.

### ***We Believe That:***

Each student has a right to learn.  
Each teacher has a right to teach.  
Respect for authority is essential.

### ***In The Classroom Each Student Will:***

Be on time and prepared to learn.  
Be courteous, respectful and cooperative.  
Respect personal and public property.  
Respect the learning and teaching process so other class members will not be disrupted.

### ***While At School, Each Student Will Also:***

Observe all school guidelines when moving about the facility.  
Be polite to each other.  
Be honest and accept responsibility for his/her actions.  
Be responsible to use time wisely.  
Not harm another child or staff member physically and/or verbally.  
Use playground and classroom equipment safely.  
Use the restroom properly.  
Eat in a healthy and courteous manner.

### **Bullying and Student Harassment Policy:**

*Bullying* is an act of repeated harmful behavior in order to intentionally hurt another person, physically, or emotionally. *Bullying Behavior* includes, but is not limited to:  
Shoving, hitting, tripping, excluding someone, teasing or humiliating someone, insulting someone, rumor spreading, name calling, gossiping, cyber bullying, destruction of property, theft of possessions, demands for money or possessions, and sexual harassment.

City Tree students and campers are expected to abide by the standard of behavior as outlined in our Discipline Policy both in and out of school. Student harassment and bullying of any kind are not  
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tolerated. Harassment and bullying include, but are not limited to, inappropriate emails or internet postings, messaging, and phone or in person interactions. School disciplinary action and potential law enforcement will be employed in any situation that is deemed harassment or bullying. City Tree's bullying and harassment policy applies both on and off school grounds.

**Drugs, Tobacco, Alcohol, and Weapons Policy:**

Students are not permitted to have in their possession during any school event or bring on to the campus alcohol, tobacco products or tobacco paraphernalia, drugs or drug paraphernalia, or weapons\* of any kind. Possession of these items violates the school's Zero Tolerance policy and will result in immediate suspension or expulsion. Students and families are encouraged to report violations of the Zero Tolerance policy to school administration.

**Student Speech and Interpersonal Communication Policy:**

Students are not permitted to use foul language in any form at any time. Failure to comply with this policy will result in immediate disciplinary action including possible suspension and/or expulsion to be determined by school administration. Students are expected to speak to each other and the rest of our school community with respect and kindness. Please partner with us by modeling this type of speech to your student.

**Middle School Physical Contact Policy:**

Middle School students are experiencing a number of changes that peak their curiosity and increase their desire for contact with the opposite sex. In an effort to prevent undesired interactions and behaviors that do not belong in the school setting, students are not permitted to engage in any form of suggestive or romantic physical contact while on campus or at any school event. These behaviors include but are not limited to giving back rubs or massages, sitting on the lap of the opposite sex, handholding, kissing, fondling, and sexual activity. Any violation of this policy will result in a conference with the school administration as well as disciplinary action that may include detentions or other restrictions, suspension, and expulsion. Students in grades K-5 are also subject to similar limitations on physical contact, but any questionable student contact will be handled on a case-by-case basis depending on the student's age, motive, etc.

**Expectations:**

Teachers will communicate the specifics of their classroom management program. It is expected that each student will abide by the guidelines set forth in the CTCS Behavior Management Program as well as the school wide policies set forth in this handbook. If a student chooses to disregard the rules, exhibits inappropriate behavior, or lacks responsibility, consequences that are logical, appropriate, and specifically designed for the individual student will result.

**Consequences may include the following:**

1. Verbal Warning:
  - A teacher or teacher's assistant verbally warns a student that he/she has broken a rule.
2. Time-Out:
  - The student will talk with the teacher or teaching assistant and then is separated from the group to regain self-control.
3. Student/Staff Conference with or without Pink Slip
  - The student will conference with the teacher and be placed in a neighboring classroom or an area away from the group for a specified period of time. This might include missed recess or lunch time, or time in the office.

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- The teacher or teaching assistant will conference with the student, give a consequence and issue a Pink Slip. Pink Slips are issued by City Tree staff members who work with students in the lunchroom, playground, after school program, and special classes. Classroom teachers may also issue pink slips for certain offenses. Students who receive a pink slip have exhibited a pattern of behavior that needs to come to the attention of parents, so both the parent and school can work together to bring about improved behavior. Once a pink slip is issued, a child is expected to return it to their classroom teacher the next morning. In addition to the pink slip, the child may receive other appropriate consequences for their behavior (missed recess, missed park time, etc.)
3. Removal from Summer Camp Program
- Removal from camp at the discretion of administration for patterns of inappropriate behavior and/or major infractions that compromise the safe of the camper or other students or staff.

You are the most important person in your student's life, and your support of our Behavior Management Program is essential. With your help, we as a staff will do everything we can to motivate and encourage students to do their best.

The head of school of City Tree Christian School is authorized to require a medical doctor's evaluation and written report and/or make a referral on any student with a significant behavior problem. The head of school may require that the parent(s) satisfactorily implement the recommendations of the medical doctor as a condition for continued enrollment. The head of school will be the final authority to decide the need for medical evaluation and the appropriateness of continued enrollment.

## ☞ **CAMP STAFF**

Our camp has an excellent staff. Our K-8 school teachers and school year assistants make up the majority of our staff for summer camps. They are well qualified and have wonderful experience with children of all ages.

Ms. Zoe Merrick Kindercamp Lead

Ms. Catherine Penrose Camp Counselor

Mr. Andrew Michel Camp Counselor

Ms. Maria Varela Camp Counselor

***Other substitutes or volunteers may be present on occasion***

## ☞ **FIRST PRESBYTERIAN CHURCH**

First Presbyterian Church of San Diego (FPC) invites you and your family to come worship with us if you do not already have a church home. Our desire is to help people grow in Christ. The church has many ministries to become involved with, but perhaps the best place to start is with Sunday Worship.

Please visit [www.fpcsd.org](http://www.fpcsd.org) for a list of services and programs currently available.