



2022 Summer K-12 & Specialty Camps

Frequently Asked Questions

Table of Contents

General	2
Dates & Schedule	3
Registration	4
Payment	5
Program Policies	6
COVID, Health & Accommodations	7
Pre-school, Pre-K/TK & Kindergarten Students	8
Out-of-State & International Students	8
Lunch, Snacks & Food Allergies	9
Holidays & Student Absences	9
Expectations & Other Questions	10

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, 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 a separate, fee-based on-site childcare center open to IUSD students. Please contact them directly to inquire about availability and arrange care before or after our program.
- **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 16-25 students.
 - IPSF employs one teacher per class 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?**
 - Elementary, Middle, and High School (incoming grades K-12)
 - Session A: Monday, June 13 - Friday, July 1 (in-person and online)
 - Session B: Monday, July 11 - Friday, July 29 (in-person only)
 - Specialty Camps (incoming grades Pre-K-12)
 - Monday, June 20 - Friday, August 12
- **What is the daily schedule for in-person classes?**

In-Person Elementary Schedule - Grades K-6	
Locations: Alderwood, Beacon Park, Brywood, Eastwood & Stone Creek	
8:20 a.m. - 8:30 a.m.	Student drop off
8:30 a.m. - 11:30 a.m.	Period 1 class*
11:30 a.m.	Student pick up (for students attending Period 1 only)
11:30 a.m. - 12:15 p.m.	Lunch & recess (for students attending a full day)
12:05 p.m. - 12:15 p.m.	Student drop off (for students attending Period 2 only)
12:15 p.m. - 3:15 p.m.	Period 2 class*
3:15 p.m.	Student pick up

*Includes 20-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.

In-Person Middle School Schedule - Grades 7-8	
Locations: Sierra Vista	
8:40 a.m. - 8:45 a.m.	Student drop off
8:45 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 Period 2 only)
10:45 a.m. - 12:30 p.m.	Period 2 class
12:30 p.m.	Student pick up

In-Person High School Schedule - Grades 9-12**	
Locations: Rancho San Joaquin Middle School	
8:20 a.m. - 8:30 a.m.	Student drop off
8:30 a.m. - 12:00 p.m.	Class*
12:00 p.m.	Student pick up

**Select classes for 8th grade students only.

*Includes 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*

*Period 3 available for grades 9-12 only.

- 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 (or designated drop off area) 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 to 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?

To continue to improve the user experience for our families, we are excited to share IPSF's new online enrollment system. **Please note that all users will need to create a new parent/guardian account and student profile(s), even if you have taken classes with us in the past. Data from any accounts on our old system (prior to April 1, 2022) has not been carried over.**

1. Take a tour of the new features with our [quick start guide](#).
2. Create an account by selecting "Create/Update Account" on www.IPSF.net/summer.
3. To create an account, select "New Account" from the sign in page. Fill in Personal Information fields and click on the orange "Create Account" button.
4. You will receive an email to verify your email address.
5. After you have verified your email address, sign in to your account to create a profile for your student(s) under the "Manage Students" tab.
6. Click the "Add Student" button to add a student profile with information from the current school year and save the profile. **Note that you will not be able to add classes to your cart without a student profile added to your account.**
7. Explore classes using filters such as class subject, location, day of the week, time of day, and more.
8. If the class is open for registration, has seats available, and one or more of your students meet the grade requirements, you will see an orange button to "Add Class." Click "Add Class" to add the selected class to your cart. If more than one student meets the requirements for the class, you will be given the option to select one or multiple students to add to the class and register.
9. Once you have added all desired classes to your cart, complete the registration process by selecting "Checkout" and following the billing instructions to complete the checkout process.
10. You will receive a confirmation email once payment has been processed

- **When can I register?**
 - Registration opens April 13, 2022 at 9:00 a.m.
 - Last day to register:
 - K-12 Session A: Wednesday, June 1, 2022
 - K-12 Session B: Wednesday, June 29, 2022
 - Specialty Camps: Wednesday, July 13, 2022*

*Rock Band Camp deadline is June 29. For Budo Accelerator and Galileo camps, please see their specific details for deadlines and registration information.

- **I am having trouble logging into my account or updating my account. Who can help me?**
 - Email your issue to programs@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?**
 - Select “more filters” from the bottom of the filters navigation and set class “status” as open to see all classes that are currently open for registration. Full classes will be noted as FULL in the class title.
- **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 select the “Add to Waitlist” button. Note that you must complete the checkout process in order for your student to be added to the waitlist. You can view your student’s waitlist under “My Schedules.” If an opening becomes available, you will be notified via email or text and given 24 hours to register online for 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.
 - 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. Classes are priced according to content, supplies, and age groups and can range from \$285-\$625 for most classes. Pricing is one of the lowest in the county starting at approximately \$10 per hour!
- **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 IUSD students demonstrating 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 Friday, May 13, 2022 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 programs@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 policy to accommodate as many families as possible. The deadlines for a full refund minus \$35 per class non refundable program processing are:
 - June 1, 2022 - last day for a class change or refund for K-12 Session A
 - June 29, 2022 - last day for a class change or refund for K-12 Session B
 - July 13, 2022 - last day for a class change or refund for most specialty camps
 - Any registration fees paid at the time of registration are non-refundable.
 - To process a refund, sign in to your [IPSF account](#) and select “My Schedules” from the top navigation. Locate the student and class you wish to cancel and select the orange “x” on the right side of the class details. A box will appear. Confirm that you are withdrawing from the correct class, select your reason for withdrawal, and select the orange “yes” button to submit your request for a refund.
 - 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.
- **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.
- **The refund deadline has passed and my student can no longer attend. Can I still get a refund?**
 - 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.
- **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 2022	Summer Grade Level
Born in 2018 or later	None	Not eligible for enrollment
Born in 2017	Pre-K or TK	Camp Galileo only*
09/02/16 - 09/01/17	Kindergarten	K
09/02/15 - 09/01/16	1	1
09/02/14 - 09/01/15	2	2
09/02/13 - 09/01/14	3	3
09/02/12 - 09/01/13	4	4
09/02/11 - 09/01/12	5	5
09/02/10 - 09/01/11	6	6
09/02/09 - 09/01/10	7	7
10/03/08 - 09/01/09	8	8
12/03/04-10/02/08	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 2022 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 canceled. If this 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 Information” 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 Information” 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 Information” 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?**

IPSF is monitoring state and local COVID-19 guidelines and understands that circumstances will continue to evolve that will affect students and staff. IPSF is following all IUSD guidelines and will reevaluate as more information is available.

 - Encourage routine hand washing and surface cleaning
 - Hand sanitizer and tissues available in all classrooms
 - Sanitizing any shared materials after each use
 - Professional cleaning and sanitizing at the end of the day
 - Non-essential visitors will not be allowed on campus
 - Dedicated COVID Coordinator to contact regarding any symptoms, exposure, and group tracing
 - COVID testing will not be provided by IPSF
- **What happens if a student or staff member exhibits symptoms of COVID after attending class?**
 - Students and staff will be required to contact the COVID Coordinator for further instructions regarding their condition and gathering any additional information. They will not be allowed to return to the classroom until cleared by the Coordinator based on the current guidelines set by Orange County.
- **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.

Pre-school, Pre-K/TK & Kindergarten Students

- **My student is entering preschool or Pre-K/TK in the fall, can they take your kindergarten classes?**
 - Our kindergarten classes are designed for students entering kindergarten for the 2022-2023 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?**
 - 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.

Lunch, Snacks & Food Allergies

- **Do you provide lunches & snacks?**
 - We do not provide lunch or snacks. All students need to bring water and a snack from home to enjoy during break. Students attending a full day must pack and bring lunch each day.
- **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 Information” section of their profile on www.IPSF.net/summer.

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.
 - 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 4 for 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. Due to the nature of some classes, homework may be assigned but will not be required to be completed. 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.
- **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.
- **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 the 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 lunch/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.
 - If your student is attending all day, you will need to provide a sack lunch as food is not sold at any location.
- **Will materials be provided for online classes? 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.

- **Are online 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.
- **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.
- **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. Youth and adult sizes are available:
 - Youth - XS, S, M, L, XL
 - Adult - S, M, L, XL
 - Students are encouraged to wear their shirts on Fridays.
- **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?**
 - For the fastest response please email us at programs@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.