

Summer Program Policies

Please download, print and review in detail.

Registration, Payment & Deposits

- Online registration is required for all programs, courses and sessions. Please visit our website at www.prairieschool.com/summerprograms/
- Hawks Haven Day Camp, Summer Workshops and Athletic Camps require a 10% non-refundable deposit at time of registration. The balance is charged automatically in two installments per the required auto-billing payment plan.
- Registration is not completed until a confirmation email with confirmation number is received.

Confirmation Policy

The Summer Program online registration generates an email confirmation as soon as an enrollment is processed. The confirmation will list the course\ s your child has been registered for and the total fees paid, as well as any additional required documents for download. Please save the email confirmation and login information for your records. You can access help with the Active website anytime at <<https://help.active.com>>.

**If a class is full, the child will be added to a “wait list” for that class, if desired, without fee.*

Absences

To report an absence, call 262.752.2500. Please leave your child’s name and the class or program that they will be missing so we can notify the instructor.

Medication Note

Summer Program personnel must have a parent/guardian consent and physician’s order to administer prescription and over-the-counter medication. This permission must be in written form and on record in the school office. For all medication, the most current, appropriately labeled original container must be provided.

All medication must be maintained in the school office and administered according to label instructions and at the discretion of the Summer Program staff. If it is necessary for the student to retain possession of medication (i.e. inhalers), the procedure must be discussed with the Director of Summer Programs in advance. Please do not send any medication with your child to keep on his or her person to self-administer. This policy is for the safety of all of our students, and we appreciate your cooperation. Please direct further questions regarding medication to the Director of Summer Programs.



Refund Policy

The Prairie School reserves the right to change or cancel any course or program. Efforts are made to assign the students affected by such a change or cancellation to other available programs or to apply fees to other programs. A complete refund will be given in cases where other program placement is not possible. The Summer Program is unable to offer a 100% REFUND if a student withdraws from any of our summer programs after registration. The Summer Program REFUND schedule is as follows:

- Withdraw by May 31, Full refund, less non-refundable deposit
- Withdraw by June 1, No refunds

Online Registration and Active Support

Our online registration and ongoing program support is managed through the Active Network. This safe and secure system allows parents to register online but to also manage schedules and student information. If you are having difficulty with the online system, we encourage you to contact an Active support team member at 1.877.228.4881.

All classrooms/locations are subject to change.

Important Must-Read Hawks Haven Guidelines

- Dates & Times: June 15 - August 7; 7:15 a.m. to 6:00 p.m.
- Children must be fully potty trained.
- Lunch: All Hawks Haven campers should bring a lunch and a drink daily.
- Tuition: \$950 for 4 weeks, \$1,100 for 5 weeks, \$1,250 for 6 weeks, \$1,400 for 7 weeks, \$1,550 for 8 weeks
- Directors: Debra Morrall, Barbara Hoppa Swanson and Meagan Moore
- Location: Primary School (use entrance: #6)

Hawks Haven & Summer Program Activity Scheduling

Hawks Haven campers often enroll in additional Prairie Summer Program activities. While we will always do what we can to assist, staff obligations prevent us from offering dropoff and pickup service at all times. In addition, please note that some Prairie Summer Program activities conflict with camp activities and field trips. Hawks Haven cannot make special accommodations for those enrolled in summer programs and other activities.

Deposit & Payment

To reserve a spot, parents may choose to pay in full at time of registration or submit a 10% non-refundable minimum deposit. Those who elect to submit a 10% deposit, will be enrolled in an automatic payment plan that will split the balance in three equal payments to be paid: June 16, July 1, and August 1.

Discounts

We are pleased to offer a 10% multi-student discount with our Hawks Haven camps! This discount applies to each additional child (after 1) enrolled in Hawks Haven camps.

Registration Guidelines

When registering for Hawks Haven Day Camps, a 4-week minimum (per child) is required. These do NOT need to be consecutive weeks. Please make every effort to register your child for all the weeks they will be attending Hawks Haven Day Camps. Please indicate which weeks your child will attend on the Hawks Haven registration form. Additional weeks can be added during the summer, at a cost of \$150 per week.