



Little Flock Christian School
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SUMMER CAMP 2026 FAMILY HANDBOOK, FINANCIAL RESPONSIBILITY, AND LIABILITY WAIVER



Little Flock Christian School welcomes campers 2 years old through rising 3rd graders to learn about the Miracles of Jesus while enjoying all kinds of Olympic games. Everyday will include daily Bible stories, fun sports, music, exciting in-house events, hands-on learning, and fun theme days, your camper is sure to have a blast!

The aim of the handbook is to provide you with relevant policies, procedures, and other information concerning your child's Christ centered education at Little Flock Christian School (LFCS). This handbook answers basic questions and provides information about policies and procedures relevant to the operation of the summer camp and the participation of you and your child in our Christian community at LFCS. However, it cannot cover every situation. LFCS reserves the right to interpret and apply this handbook and to address each situation as it determines appropriate in its sole discretion. LFCS further reserves the right to change any provision in this handbook at any time and for any reason in its sole discretion.

Daily Themes

Mobile Monday: Bring your bike or scooter (with helmet) to school. Helmets must be labeled with the child's name. **NO Helmet No Riding** (Starting June 22)

Tasty Snack Tuesday: Students make their own tasty snack provided by the school

Water Wednesday: Students arrive with sunscreen applied and swimwear on! (Make sure to bring a towel and a change of clothes. Towels must be labeled with child's name))

Thrilling Art Thursday: Students create an Art project related to the weekly theme

Fun Friday: Theme Special activities every Friday!!!

*** We recommend hanging this up in a visible area at home as a daily reminder for what is going on each day*

OPERATIONAL POLICIES AND PROCEDURES

PARENT/SCHOOL/TEACHER COMMUNICATION

For general communication, the school will communicate all information of interest to the parents in an effective and timely fashion through e-mails and Brightwheel. Please be in the habit of checking for messages daily. Parents who read these communications will be well informed of all developments in a timely manner.

EARLY WITHDRAWAL

The last day to cancel with no tuition penalty fee is May 31st. The registration fee is not refundable. For cancellation after June 1st, we will only refund 50% of the total summer camp tuition fee.

ABSENTEEISM

If your child is going to be absent please notify the school with the "absent" option on the brightwheel app and send a brief message about why they will be absent and when they will return to camp.

EARLY DISMISSAL

Please notify us ahead of time regarding any early dismissal times so that we can have the child ready to go at the appropriate time.

DAILY SCHEDULE - OVERVIEW

The camp day promptly begins at 8:30am. Drop off begins at 8:15am at the front entrance. Please check your child in through brightwheel using the QR code at the front entrance. *Students who are not in school by 8:45am are considered late.*

Extended Care

Morning: 7:00am – 8:30am in K2 Room (Drop off at back Entrance)

Afternoon: 3:05pm – 6:00pm. Students not picked up by 4:30 pm (part time) or 6:00 pm (full time) are subject to a late fee charge. **A charge of \$1/ minute will be charged when a student is picked up after their designated time.**

Camp Hours

Half-day program: 8:30am– 12:30pm

Full-day program: 8:30am- 3:00pm

ARRIVAL AND DEPARTURE PROCEDURES

Drop-off and pick-up is supervised by Camp Staff each day. Camp drop off is from 8:15 - 8:30 at the front entrance. (Morning care drop off is at the first classroom by the back entrance.)

ALL parents must use the Brightwheel app to use their unique code to check-in students.

No personal toys will be allowed at summer camp. If a child is dropped off with a personal item we will ask the parent to take it with them at drop off.

PICK UP

- **Full Day pick-up time is 2:55-3:05pm.** All students should be checked out and picked up at the front entrance.
- **Half Day pick-up time is 12:30pm.** All students should be checked out and picked up at the front entrance.
- **Aftercare pick-up is 4:30pm or 6:00pm.** All students should be checked out and picked up at the front entrance by their designated time .

We would greatly appreciate your strict commitment to the operation hours. Pick up after your designated time will incur a fee of \$1 per minute that you are late. This fee is waived only in case of an emergency situation reported by the parent to the school. In order to avoid late fees please plan ahead to have someone else pick your child up if you are running late due to reasons such as work, Dr. appointments, traffic, etc.

ATTIRE

Students are to dress appropriately for all summer camp activities. If a girl wears a dress, shorts must be worn under the dress. Comfortable play shoes (sneakers or tennis shoes) must have enclosed heels and toes and must be worn with socks at all times. Velcro shoes are preferred for their tighter fit and no laces. **Crocs, sandals, flips flops, ballet flats, or boots (including rain boots) are NOT permitted.** If your child(ren) comes to camp wearing inappropriate shoes, parents will be contacted and asked to bring a change of shoes. If a child's shoes are deemed hazardous, children will not be allowed to participate in the activities. Children should wear proper attire for the weather. All campers will receive a summer camp t-shirt that they are asked to wear every Friday for our special activities.

DISMISSAL PROCEDURES FOR EARLY DISMISSAL DUE TO INCLEMENT WEATHER OR POWER OUTRAGE

All parents are to be alert during predicted bad weather for early closings. When there is an early dismissal due to weather or power outage, the following procedures should be followed:

- There is no afternoon Extended Care to ensure that all children and staff arrive home safely.
- Children will be dismissed from their classrooms.
- Parents may use both front and back parking lots to avoid congestion. Be prepared for more traffic than usual because there is no Extended Care and all students are being picked up at once.
- Please call the main office if you are delayed or send your emergency contact person to pick up your child. Our goal is to get all children and staff members home as soon as possible to avoid injury or accidents due to bad weather.

LUNCH/SNACK

Snacks are provided for all students in the morning and in the afternoon extended care program provided by LFCS at no extra charge. **Please provide a reusable (labeled) water bottle for your child.**

- Students may bring lunch from home. **Please note that LFCS is a NUT FREE school.** Please pack a nutritious lunch for your child. **Parents should not send any candy, gum, or soda in their child's lunch.** There is no heating or refrigeration provision available for lunches; therefore, consider putting a reusable ice pack or thermos in your child's lunch box. **Clearly label your child's lunch box.** There must be a separate lunch box for each child if you have more than one child in the school. **Please include napkins and disposable cutlery.**
- **Hot lunches can be ordered through School House Grill on Mondays to Thursdays.** Visit Schoolhouse Grill website at www.schoolhousegrill.com. The school registration **code is 49330.** Orders/payments MUST be made online before or on the deadline set by School House Grill. If paid lunch orders that happen to fall on a day the school is closed due to inclement weather conditions will NOT be reimbursed, since the school will not be credited by the vendors for those orders. If a student misses a day of school for sickness or other reasons, no refunds/credits will be issued. Please contact School House Grill for any other questions.
- **LFCS offers Pizza or Chick-fil-a each Friday.** Parents can order through the school order form and will be billed through brightwheel. *(No changes or refunds will be issued after the cut off date for ordering.)*

If a child comes to school without a lunch, the parent will be notified by the school office so that a lunch can be brought in. If the parent cannot be reached, the child will be given chicken nuggets and a healthy side for lunch. This lunch will be billed through the Brightwheel app.

EMERGENCIES

In the event of an accident or a medical emergency, the parent/guardian or the designated emergency contact person will be notified immediately. **If your contact numbers change during the summer camp program, contact the main office.** Individuals chosen to be the emergency contact persons must be local to the school and able to pick your child up if you are unable to be contacted.

POTTY TRAINING REQUIREMENTS

All students in **K3 and up are required to be potty trained by the beginning of Summer Camp.** LFCS defines potty trained as able to do the following:

- Able to use the bathroom independently
- Able to pull pants up and down by themselves
- Able to wipe themselves
- Able to wash hands independently
- Wearing underwear only, no pull ups.

While accidents do occur, they should be the exception, and not the rule. We schedule frequent bathroom breaks during the day to ensure bathroom success.

SPARE CLOTHING

All students must have season-appropriate spare clothing kept at school in case a change of clothing is needed. This includes a shirt, pants or shorts, socks and shoes. **Parents/guardians should label all articles and place them in a plastic bag marked with the child's name.** If the child's clothing is sent home for any reason, it must be replaced with appropriate clothing **the next day.** If your child does not have a change of clothing, parents will be called to bring in clothing.

NAPMATS

For K2 to K4, ALL nap mats will be returned home every Friday to be washed and brought back to school the following day. Please do not send crib sheets and blankets for nap time.



LABELS

Please label ALL clothing, lunch boxes, water bottles, towels, and nap mats. **If something is not labeled, we will use a permanent marker to label it.**

VOLUNTEERS/VISITORS

Visitors must check-in and out at the front desk and wear a visitor sticker while in the building.

LOST AND FOUND

All lost items will be secured in plastic bins. Parents should contact reception to arrange a time to search for lost items.

PROGRAM OBJECTIVES

To maintain a Christ-centered environment that is conducive to learning by guiding students to learn appropriate ways to interact with their peers and adults with Christ-like attitudes, habits, and character. We want to teach our students to be respectful, be responsible and be safe in all environments so that we are educating both the heart and head knowledge of each child. Our goal is to teach the students to be self-disciplined and act as ambassadors for Jesus Christ. With your support, we will work together in providing the best environment that maintains love, order, and discipline.

During the early years, we must establish the appropriate guidelines and policies concerning a child's behavior. As parents and educators, we must plant the seeds of obedience so that each child may mature by God's grace. Our three objectives at the school are as follows:

- 1) **Be Respectful-** *"He answered, "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind; and, 'Love your neighbor as yourself"
- Luke 10: 27*
- 2) **Be Responsible-** *"Nevertheless, the one who receives instruction in the word should share all good things with their instructor. Do not be deceived: God cannot be mocked. A man reaps what he sows. Whoever sows to please their flesh, from the flesh will reap destruction; whoever sows to please the Spirit, from the Spirit will reap eternal life. Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers." – Galatians 6:6-10*
- 3) **Be Safe-** *"Those who trust in themselves are fools, but those who walk in wisdom are kept safe." – Proverbs 28:26*

DISRUPTIVE BEHAVIOR

Disruptive Behavior will be addressed in an incident report through Brightwheel. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved.

If a child has difficulty managing his/her behavior on a recurring basis, the teacher will communicate with the parent that we will send a daily or weekly behavior chart

for the parent to sign and return. If behavior does not improve, parents will be asked to meet with the child's teacher and the director and may request an assessment to be conducted. If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the camp altogether.

BITING

Biting is a behavior that occurs in some children, particularly those under the age of three. It is usually a phase, and children typically grow out of it quickly. We recognize that it is a normal and age appropriate behavior for many children under the age of 3. However, we do take every biting incident very seriously.

If a child bites, we will remove him/her from the situation and explain that biting hurts. We will strive to teach empathy and understanding that our actions can hurt our friends. An incident report will always be sent to the both children involved, and we will treat the injury with basic first aid.

If a child repeatedly bites, and all attempts to stop the biting are not working, we may ask for a phone call or meeting with the parent. In that meeting we will determine that the next time a bite occurs, the parent will be asked to pick the child up for the rest of the day. This is not to punish the child, but is for the safety of the other students. The biting child will always be given a fresh start the next day.

ANTI-BULLYING POLICY

All members of the LFCS community—including employees, volunteers, parents, and students—are called to obey Jesus' command, "love your neighbor as yourself." Any conduct that meets the definition of "bullying" under this policy is therefore out of place, and LFCS does not tolerate any "bullying" behavior by any student, employee, volunteer, parent, or other member of the school community. (Psalm 82: 3-4 "Give justice to the weak and the fatherless; maintain the right of the afflicted and the destitute. Rescue the weak and the needy; deliver them from the hand of the wicked.")

For purposes of this policy, the term "**Bullying**" is defined as aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including, without limitation:

- Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.

- Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can include (without limitation):
 - Sending mean, vulgar, or threatening messages or images.
 - Posting sensitive, private information about another person.
 - Pretending to be someone else in order to make that person look bad.
 - Intentionally excluding someone from an online group.
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who witnesses or hears of an act of bullying is responsible for immediately reporting it to the LFCS Director or a teacher. In addition, anyone who witnesses an act of bullying and who then encourages it, is also engaging in bullying. Anyone found to have engaged in bullying will be subject to appropriate discipline up to and including expulsion in the case of a student and up to and including administrative leave and termination in the case of an employee.

TOYS

No toys are permitted inside the facility from home. The only exception is a small soft toy, such as a stuffed animal, that a child may sleep with at naptime. The toy should remain in the child’s backpack and is only taken out during nap.

SPECIAL NEEDS/ACCOMODATIONS

LFCS does not have any resource staff to provide for children with special needs. Parents are to provide copies of assessments and IEP’s that result from outside testing. If a child is identified as having special needs, plans must be made to make sure that these needs are being met. Parents are to keep the school informed of all outside testing, tutoring or other assistance so that we may fully understand the child’s needs and work cooperatively to ensure the best for the child.

During the course of the summer camp, if LFCS deems that we are unable to meet a child's needs in a way that is best for the child, we reserve the right to dismiss the child from the program.

HEALTH AND SAFETY

FIRE AND EMERGENCY DRILLS

Fire drills will occur once a month during camp. Lock down drills will be practiced to establish the procedure necessary but in a way that does not alarm the children.

CHILD HEALTH AND SAFETY/SICK POLICY

Parents and guardians have the primary responsibility for the health and well-being of their children. **Parents are not to bring sick children to school.** The school does not have an infirmary or medical personnel to care for sick children.

In general, individuals should remain at home if they experience fever, cough, runny nose/congestion not associated with known allergies, recent vomiting or diarrhea, sudden fatigue, chills, and muscle aches that are new/unexplained.

Children with a fever may not be given fever reducers and brought to school. In case of a fever of 100.4 or higher, the parent will be called and asked to pick up the child immediately.

Children who are vomiting are not to be brought to school. A child who vomits during the school day will be removed from the classroom and parents will be called to pick up the child immediately. According to Fairfax County law, a child who vomits has to be symptom free for 24 hours before returning to school. Observations of these procedures will protect children and staff from infection.

If a child has diarrhea while at school, we will inform the parent. If the child has diarrhea a second time at school, we will ask that the child be picked up.

In order to protect the health of our LFCS community, LFCS will act with an abundance of caution.

Parents who are contacted by the school because their child has been injured or is ill, are expected to come to the school within one hour to pick up their child. If parents work at a location that is too far from the school to be able to pick up a sick child, they are to have **emergency contact** persons who are authorized to pick up the child. Health and state regulations require these procedures to be in effect. Violations will require the school to take action. Parents who continually violate health and safety guidelines may be asked to remove their child(ren) from the school.

INFECTIOUS/COMMUNICABLE DISEASES

The protection and welfare of each individual child is of importance at LFCS. All children must be immunized and/or tested according to the current Virginia State Board of Health requirements found in the Virginia School Health Guidelines.

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Please contact the admin team or call the school for any further questions.

Lydia Iskandar, Summer Camp Director
Liskandar@littleflockschoo.org

Sherry Girguis, School Director
Sgirguis@littleflockschoo.org

CHRONIC MEDICAL CONDITIONS

The parent of any child having any chronic condition or allergy must inform the school in writing or at registration about the condition and the name of the child's supervising physician. Parents should also discuss the condition with the school. In an emergency situation, LFCS staff will try to contact the parent and any of the student's emergency contacts. If none of the parent or emergency contacts can be reached, LFCS reserves the right to call 911 for assistance.

ADMINISTRATION OF MEDICINE

The parent/guardian of any child that needs administration of medicine during the school hours must complete a *Medication Administration Form* which includes specifics for administration of the medicine and leave all medications with the front office for administration during the day. **Students are not allowed to keep medications in their possession – all medications must be kept in the office. Never send medications (of any kind) in the child's backpack or lunch bag. Medicine must be brought into school in its original prescription container. Antibiotics must be taken home at the end of each school day.** The Medication Administration Form can be obtained from the office.

ADMINISTRATION OF SUNSCREEN

Sunscreen should be applied **BEFORE** students arrive at school. If you want a teacher to apply **ADDITIONAL** sunscreen, LFCS requires parents to provide written permission. The Medication Administration Form can be obtained from the office or under shared files in Brightwheel. Please bring brand new unopened sunscreen with the completed authorization form.

ACCIDENTS AND FIRST AID

The parent/guardian, or other authorized persons, will be notified of the accident/injury by the LFCS staff as soon as it is reasonably possible. This will be done through phone or message through Brightwheel. Parents are to make sure that all phone numbers are kept current so that they may be immediately contacted in case of illness or accident.

In case of injury, if you want LFCS to apply ointment on the scratches or small cuts, please submit a *Medication Administration Form* and an ointment in its original packaging.

All staff have current yearly physicals in compliance with the State of Virginia licensing. There is always a certified CPR/ First Aider on the premises if not in each classroom.

Little Flock Christian School is fully insured.

Summer Camp 2026 Financial Terms and Conditions

Tuition and extended care will be billed through brightwheel. Parents can pay their invoices via bank transfer by connecting their bank account to their brightwheel account, or by check or cash.

Brightwheel billing set up instructions

To set up your billing account you'll need to sign into your account and click "Set Up Billing"

- Click the Add Payment Method button under the Payment settings tab on the brightwheel website.
- Enter your banking information and verify your account if needed.
- Begin paying invoices. Enroll in Autopay to pay future invoices automatically by the due date and avoid late payments. Please note micro-deposit verification can take up to 48 hours.

We are so excited to have your child(ren) at LFCS for the 2025 Summer Camp. Our goal is to provide a structured fun summer camp program! Please review the financial guidelines:

1. All tuition and extended care payments are due by the last day of the registration's date: Early Registration due by May 1st, Regular Registration due by June 5th, and Late registration due upon registration. No attendance will be allowed if the payment is not made on time. Non-attendance due to circumstances not caused by camp is not grounds for any discounts or refunds of payments made for that session.
2. Registration fee is non-refundable. Payment of the Registration/Activity fee reserves your child(ren)'s spot(s) at LFCS for the corresponding summer camp. The spot will not be guaranteed until Registration/Activity fee, tuition, and extended care fees are paid in full by the specified due dates.
3. LFCS will charge non-recurring fees and charges for summer camp (lunch, drop in after care, and other miscellaneous charges) through Brightwheel. Parents will be notified of their other options whenever applicable. All miscellaneous payments are due 7 days after invoicing. Accepted forms of payment include: checks (payable to Little Flock Christian School), credit card payments, and ACH processed via brightwheel.
4. There will be a cancellation fee equaling 50% of the tuition for any cancellations made after May 31. (This includes extended care cancellations.) Parents can make any changes or cancellation before May 31st without tuition penalties.
5. In the event of canceling one week or more after signing up for the full camp, the regular (not the discounted full summer) rate will apply to all weeks of

attendance and the 50% tuition cancellation fee will apply for the week(s) canceled.

6. Requests for any additional weeks of enrollment must be submitted to the administration before that week starts. Walk-ins are not accepted throughout the camp period.
7. Any additional week(s) that are added after April 30th, will be charged the regular or the late fee.
8. By enrolling your child(ren) at LFCS, you are reserving a spot and you become financially committed to paying the full tuition dues in a timely manner on the date agreed between the parent(s) and LFCS.
9. LFCS is committed to informing parents of all applicable fees as soon as possible and providing adequate notice prior to debiting the parents' bank account. Invoices will be sent via email to the parent's email address on file or invoices can be accessed anytime through the Brightwheel program.
10. All payment deadlines should be respected.
11. If LFCS does not receive tuition dues before the first date of summer camp, LFCS has the right to prohibit the student(s) from attending the summer camp until the balance is cleared and/or take necessary steps to preserve LFCS's financial rights.
12. Applicable extra charges are as follows and will be enforced:
 - \$30 for each returned transaction
 - \$50 for each past due or late payment made through brightwheel
 - \$50 for any changes to the payment plan as established on your tuition agreement form
 - There will be a charge of \$1/minute for late pick up. Payment will be due 7 days after the invoice date through brightwheel. Aftercare students with unpaid balances due to late pick up will be prevented from using the extended day service until the payment is received.
 - \$40 for replacing cots that are damaged by students.
13. LFCS may be closed due to national disaster, inclement weather, COVID, or other emergencies. Tuition dues will continue as scheduled during these closures.
14. Extended care walk in service rates are as follows*:
 - Walk-in Before care: \$15 per day per student.
 - Walk-in After care: \$30 per day for full day students. \$40 per day for half day students.

*** These rates apply only to walk-in services. Need for any of these services must be requested at least 2 days prior to the actual date unless it is an emergency. Failure to do so cannot guarantee there will be availability as staffing may be short on the chosen day(s).**

Non-Discrimination Policy

Little Flock Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Little Flock Christian School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, summer camp, and any school-administered programs.

WAIVER AND RELEASES OF LIABILITY

1. MEDICAL EMERGENCIES

The undersigned(s) being the lawful parent(s) and/or guardian(s) of the above child, hereby consent to the participation by the child in activities conducted by Little Flock Christian School (LFCS) and to the participation of the child in all events related to said activities.

In the event of an emergency, as determined by LFCS, the undersigned hereby further authorize(s) any of the staff, employees, agents and representatives of LFCS to provide for, approve and authorize any health care at any hospital, emergency room, doctor's office or other institution, employ any physicians, dentists, nurses or other person whose services may be needed for such health care, review and if necessary disclose the contents of any medical records, execute any consent form required by medical, dental or other health authorities incident to the provision of medical, surgical, or dental care to the child. Health care shall include, but not be limited to the administration of anesthesia, x-ray, examination, performance of operations, diagnostic and other procedures.

The undersigned(s) hereby further authorize(s) emergency transportation by either LFCS personnel or if necessary by ambulance or other emergency vehicle.

If there is no medical emergency, LFCS staff will first use reasonable efforts to contact the parent(s) and /or guardian(s) before administering or authorizing any treatment.

Notwithstanding other provisions in this consent form, LFCS shall not have the authority to withhold or withdraw life-sustaining procedures for the child.

2. ACCIDENTS AND INJURY

LFCS is well child-proofed and children are consistently well supervised. LFCS employees are well trained and will exercise due care in their supervision of children. However, accidents do happen. The undersigned(s) assume(s) all risk of injury or harm to the child associated with participation in LFCS and agree(s) to release, indemnify, defend and forever discharge LFCS and its staff, employees, and

agents of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to the child, or by the child, howsoever caused, arising or to arise by reason of or during the child's participation in LFCS.

3. COMMUNICATION WITH OUTSIDE PARTIES

From time to time LFCS may be called upon to communicate with outside institutions in reference to a child's attendance, behavior, aptitude, or fitness for matriculation to an outside educational institution, not associated with LFCS (hereinafter collectively referred to as "requested information" or "requests for information"). It is the policy of LFCS to provide requested information only when a parent or guardian has initiated the request for information by an outside educational institution.

The undersigned(s) assume all risk of an adverse decision by any institution not associated with LFCS potentially arising from an LFCS response, whether written or oral, to a request for information initiated by a parent or guardian. The undersigned(s) agree to hold harmless, and forever discharge LFCS its staff, employees, volunteers, and agents from any liability, claims, demands, damages, costs, expenses, actions, and causes of action with respect to a response to a request for information from an outside educational institution.