

St. Timothy Summer Day Camp 2017

Checklist & Initial Registration Forms

Welcome! To register, please submit the following:

- Registration Fee** (Register early & save!)
 - \$60 per child before March 31st
 - \$75 per child after March 31st

- Summer Planning Sheet** (See back of this sheet)

- Initial Registration Form and Camp Policies Sheet** (All sides)
 - Complete all sides of **Registration Form**
 - Review, sign and return the top portion of **Camp Policies** sheet
 - Keep the bottom portion

- Summer Payment Envelope**
 - Turn in with appropriate first week's payment on the Friday BEFORE camp
 - Your child will not be able to attend camp without prior payment

- Refer a friend** and when they enroll their child, you get \$10 off your child's next week's camp fees

- Sibling discount** of 10% for second child and subsequent children

Thank you! We're looking forward to a great summer!

Enriching Your Whole Child through Summer Fun!

St. Timothy Summer Day Camp 2017

Planning Sheet

Please return this sheet with your registration.

Thank you for helping us in our planning!

Names of your child(ren) and age group:

_____ 6mos-1yr; 2yrs-Rising Kindrgtrnr; Rising 1st grade-age 12

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Which weeks do you anticipate your child attending camp?

- Week 1: May 29 – June 2 *Camp closed on Monday May 29
- Week 2: June 5-9
- Week 3: June 12-16
- Week 4: June 19-23
- Week 5: June 26-30
- Week 6: July 3-7 *Camp closed on Monday July 3 and Tuesday July 4
- Week 7: July 10-14
- Week 8: July 17-21
- Week 9: July 24-28

FEE PAYMENT: To allow for proper planning, **fees are due the Friday BEFORE your child begins camp.**

FORMS OF PAYMENT: Cash, credit cards (**during school Business Office hours**), money orders and checks (payable to "St. Timothy School") accepted. **(\$35 fee for returned checks.)** Thank you.

- Older Camp (Rising 1st graders – Age 12) @ \$115.00/week
- Younger Camp (Ages 2 – Rising Kindergarten) @ \$130.00/week
- Nursery Camp (Ages 0 – 2) @ \$135.00/week

St. Timothy School
5365 Memorial Drive
Stone Mountain, GA 30083
Phone 404.297.8913
Fax 404.292.3396
www.sttimothyschool.com



OFFICE USE ONLY

- \$60.00 Camp Reg. per child before Mar 31st
- \$75.00 Camp Reg. per child after Mar 31st

Date Paid: _____

**2017 Initial Registration Form for
ST. TIMOTHY SUMMER DAY CAMP**
Both sides of this form must be completed for your child to participate.

Student Information

Student's Full Name _____ **Circle:** Male or Female
Last First
Age Today _____ Date of Birth _____ Email Address _____
Address _____
Street, Apt. City State Zip
Home Phone _____ Mom's Cell Phone _____ Dad's Cell Phone _____
Last School Attended _____ Grade (This Fall) _____
Name and City

Parent/Guardian Information Marital Status: Married Divorced /Separated Other **Child Resides with** _____

Father's Full Name _____
Last First Middle
Father's Place of Employment _____ Work Phone _____
Father's Address & Phone (If different from child's) _____
Father's Email Address _____

Mother's Full Name _____
Last First Middle
Mother's Place of Employment _____ Work Phone _____
Mother's Address & Phone (If different from child's) _____
Mother's Email Address _____

Emergency Contact if unable to reach parent/guardian:

Name _____ Relationship _____ Phone _____

Authorization for Medication and Medical Considerations I understand that I must complete a **St. Timothy School Administration of Medication Request Form** before my child will be given any medication while at St. Timothy School. I understand that any change in the dosage will require a new form. I also understand that I may not send any medication to school with my child or in my child's backpack. I understand that I must bring all medication to a camp director or staff designee. **Initial here** _____

List any allergies, medical conditions, limitations or any other special considerations:

(Continued from front of sheet)

Authorization and Consent for Medical Treatment Understanding that my child may need emergency medical treatment during activities while he/she attends a camp at St. Timothy School, I authorize the School to administer such first aid or other minor treatment as shall be deemed best under the circumstances, and I consent for my child to receive such treatment. I understand that the School will attempt to notify me (or my spouse) in the event of an emergency requiring immediate medical care for my child, and if the School is unable to notify me, it will have my child treated by a duly qualified physician at the nearest emergency clinic.

Initial here _____

Off Campus Field Trips (Rising 1st Graders-Age 12 Only) I understand that my child may be going on field trips during the summer camp program and that I will be notified prior to any field trip as to the date, time, and place of the field trip. I give my permission for my child to participate in field trips. **Initial here** _____

Change in Enrollment Information I understand that I must provide St. Timothy School with updated enrollment information as soon as possible. This includes changes in phone numbers, living arrangements, addresses, and emergency contact information.

Initial here _____

Permission to Use the Internet I give permission for my child to use the Internet. (Students will not be allowed to check their email, "chat" or IM while on the Internet.) **Initial here** _____

Media Release I give consent for my child(ren) to appear in any publication, film, interview, web page, video for summer camp or St. Timothy School. **Initial here** _____

Financial Obligations for Camp (Accepted Forms of Payment: Cash, Check, Credit Card (during Business Office hours), and automatic draft available through Tuition Express) **All camp payments are due the Friday before the camp starts.** No camper may stay in camp if payments are not received before the selected camp starts. *Credit card or debit card payments must be made by noon on Friday in the Business Office.* If it is not paid by noon on Friday, then cash, check, or money order will be the method of payment accepted. We will accept cash, check or money order payments on Monday morning, but no camper may stay in camp if the payment is not made that Monday. **There will be a \$5.00 late fee if camp fees are paid on Monday morning.**

ATTN Parents with FACTS Accounts: Summer fees will *not* be billed through FACTS.

Please make checks payable to "ST. TIMOTHY SCHOOL". (Include your child's full name on the check and the name of the selected camp(s).) I also understand that there is a **\$35.00 fee for checks which are returned "Insufficient Funds"** and that **after one such check** and due to the fact that this is a weekly program, I must make all future payments with a MONEY ORDER or in CASH.

I understand that the cost of the camp will not be adjusted for days missed due to illness, holidays, or inclement weather. Small additional fees may be collected with notice.

Hours and Pick-up: I understand that the Summer Camp hours begin at 7:00 a.m. and end at 6:00 p.m. I will be escorting my child in and out of the building for the Summer Camp Program and **signing them in and out when dropping off and picking up.** St. Timothy Summer Day Camp understands that there may be emergencies that delay pick-up, however, parents are accountable for on-time pick-up. **I will call the school in advance any time I am going to be late. Late pick-up fees (after 6:00 p.m.) are \$1.00 per minute per child to be paid upon pick-up.**

Parent Signature _____ **Date** _____

ST. TIMOTHY SUMMER DAY CAMP Policies 2017

Please cut off this top portion and return with Initial Registration Form. Keep bottom portion.

We acknowledge that we have reviewed the following policies for St. Timothy Summer Day Camp.

Date _____

Camper's Name (Print) _____ Camper's Signature _____

Parent's Name (Print) _____ Parent's Signature _____

ST. TIMOTHY SUMMER DAY CAMP Policies 2017

Welcome! We are happy that you have chosen St. Timothy Summer Day Camp this summer for your child. An exciting program has been planned for our summer camp. The following is important information for you and your child. Please read both pages carefully and go over it with your family. **Sign and return the bottom portion upon enrollment.**

Sign In and Out Parents are to escort their children into and out of camp everyday and sign the appropriate form. This is for the safety of all our campers. A written note or phone call to the director is required if someone other than a parent is to pick up your child.

Payment Policies All payments for camps are due the Friday before the camp starts. **Credit card or debit Card payments must be made by noon on Friday.** If it is not paid by noon on Friday, then cash, check, or money order will be the method of payment accepted. We will accept cash, check or money order payments on Monday morning, but no camper may stay in camp if the payment is not made that Monday. **There will be a \$5.00 late fee if camp fees are paid on Monday morning.**

Daily Camper Clothing & Supplies Campers should wear comfortable play clothes that can get dirty and in which they can participate in outside play activities. They should wear sneakers or other shoes that protect the foot during open play in the gym. On swimming days campers are to bring a swimsuit, a towel, water shoes, and a change of clothes that they can change into themselves. If they need sunscreen they are to supply their own and be able to apply it themselves. Please label all of their items.

Breakfast, Lunch, & Snack Breakfast and snack are included in your fees. Your child needs to bring a lunch that requires no refrigeration or heating. Pizza will be provided on Fridays. Optional purchase of ice cream will be available daily for \$1.00.

Camper Illness/Accidents In the event the camper becomes ill or has an accident, the Camp Director will notify the parent or guardian. For minor accidents/illness, the camp staff will provide appropriate first aid and will notify the parent upon pick up. An accident form will be furnished if first aid is given.

Camper Emergencies For camper emergencies, the Camp Director will notify the parent or guardian of the situation. If the parent/guardian is unavailable or cannot be reached the camp staff, we will seek emergency medical treatment from qualified medical professionals. In the event emergency medical treatment is necessary, the physician is authorized to provide necessary medical care as needed unless otherwise indicated on the Child's Parental Consent and Emergency Medical Release Form. If the parent or guardian is still unable to be reached, the camp staff will notify the authorized emergency contact.

Camper Medication If a camper is required to take any form of medication during the day, **the Administration of Medication Request** form should contain the information. The parent/guardian of the camper should provide the Camp Director with the medication in the original clearly labeled container with exact directions for administration. I also understand that I may not send any medication to school with my child or in my child's backpack. **I must bring all medication to a camp administrator upon arrival.** Asthma inhalers or injectable medication must be provided by the parent/guardian, and will be under the direct supervision of the child's teacher. The Camp Director will have a copy of each child's medical needs as noted in the Administration of Medication Request form. **Campers will apply sunscreen when needed unless the parent has made prior arrangements with the Camp Director.** For safety reasons, campers may not maintain possession of their medication while in camp. *(Continued on back of sheet)*

(Continued from front of sheet)

Field Trips Field trips will be announced as scheduled. We will post a reminder on the board by the sign in area. **Campers must wear their camp T-shirt on field trip days.** Campers will receive their t-shirts at the beginning of camp. Please note that campers receive one free t-shirt per summer, if they lose the shirt they are given, the parent will have to purchase the second one.

Camper Discipline Please talk to your child about respect and obedience when given instructions by camp staff. There may be times during camp when it becomes necessary to administer discipline to a camper. We encourage positive actions through positive reinforcement and close supervision. Our main goal is to keep the children safely involved in activities so the inappropriate behavior is limited. The following steps are followed if inappropriate behavior occurs.

1. The camper will be spoken to privately, in a firm but gentle manner regarding the unacceptable behavior.
2. If the said behavior continues, the camper will be removed from the activity for a cool down until the teacher feels the camper is ready to return.
3. If the said behavior still continues, the camper will be sent to the director and will have to write a statement as to why the behavior was not acceptable.
4. If necessary the camper's parent will be called or spoken with before the camper departs for the day.
5. A second incident of the same behavior by the same camper will cause staff to skip the first steps, and the camper will be immediately sent to the director and a call will be made to the parent for guardian.
6. The third incident of the same behavior by the same camper will require an immediate suspension with the camper being sent home.
7. A child may be terminated from camp without prior notice to the parents under the following conditions:
 - a. A child injures another individual requiring medical attention
 - b. A child displays violent, uncontrollable behavior that will put others in the program at risk.

Toys and cells The camp staff requests that you do not send any toys (e.g. Game Boys, PSP's, iPods, cell phones, etc). **Cell phone use is not permitted.** Campers may use the camp phone. The toys from home tend to provide an unnecessary distraction for the other campers when the staff is trying to implement a game or activity. The camp will not be held responsible for lost, stolen, or damaged items. Parents and/or guardians will be notified should the child need to bring other items to camp.

Lost and Found The camp will maintain a lost and found area near the sign in table. Please follow the following guidelines:

1. Please label **everything** your child brings to camp, with their full name.
2. We are not responsible for the loss or damage of any items that your child may bring to camp.
3. At the end of each week all lost and found that is not claimed will go to a charity.

Behavior Guidelines Appropriate behavior is essential to learning and growing and should be based upon mutual respect for the rights and property of others, respect for those placed in authority, and respect for every student. No one will be allowed to jeopardize the health, safety, or learning environment of other children. Children will be expected to display responsible behavior when they are attending Camp. Emphasis is placed upon each student for taking responsibility for his/her own behaviors. **The following are general expectations of all campers:**

- Keep hands, feet, and all objects to yourself.
- Listen and follow directions the FIRST time given.
- Respect others and camp equipment.
- Use words to solve problems. If that doesn't work, ask a counselor or CIT for assistance.

Thank you and we are looking forward to a great summer!