



Summer Camp Registration Form

Register Early! If a camp has not met the minimum number of enrollment five (5) days prior to the start date, the camp may be cancelled. Camps have a maximum enrollment and are open on a first come, first serve basis. There will be no refund unless the camp does not fill. Camps are NOT pro-rated.

Registration for residents of Meadows Place will begin March 5th 2018 (proof of residency will be required). Non-residents will be added to a waitlist and will be contacted one week prior to camp in the event a spot is available.

Meadows Place Parks & Recreation Department reserves the right to cancel, combine, or change the time, date, or location of any program at any time.

\$125 Resident / \$150 Non-Resident; Entering Grades 1st – 5th
\$135 Resident / \$160 Non-Resident; Entering Grades 6th – 8th
 Early Drop-off and/or Late Pickup Program-\$10 per session, per child
 Multi Sibling Discount

City of Meadows Place Summer Day Camps is not a licensed child care facility

Please Print – Complete both front & back of this form for each child

*Name of Camper: _____ Age: _____ DOB: _____

Parent/Guardian's Name: _____

Home #: _____ Work #: _____ Cell# _____

Home Address: _____ Email Address: _____

Preferred method of contact: **HOME** **WORK** **CELL**

In case of medical emergency contact:

	Name	Phone #	Relationship to Child
Contact #1			
Contact #2			
Contact #3			

Please list any medical problems, including any requiring maintenance medication (i.e. Diabetic, Asthma, Seizures).

<u>Medical Problem</u>	<u>Required treatment</u>	<u>Should paramedic be called?</u>
_____	_____	Yes/No
_____	_____	Yes/No

Please list any allergies your child may have:



Camp Week	Amount Paid	Check Number	Date Paid
Week 1- Incredible Superhero June 4 - 8			
Week 2- Artful Antics June 11 - 15			
Week 3- Animal Planet June 18 - 22			
Week 4 - Chef In the Making June 25 - 29			
Week 5 - Stars & Stripes; <u>NO CAMP JULY 4th</u> July 2 - 6			
Week 6 – H2O and Go July 9 - 13			
Week 7 – Hunger Games July 16 - 20			
Week 8 – Detective Duties July 23 - 27			
Week 9 – Makin Music July 30 – Aug 3			
Week 10 – Wild Wild West August 6 - 10			
Week 11 - Wacky Week August 13 - 17			



Camp Discovery Summer Day Camp

Policies and Procedures

Camp Discovery is not a licensed day care.

Location

Discovery Center
11983 Amblewood Dr

Hours of Operation

Mon – Fri 8am – 5pm w/ extended care hours
Camp will be closed on Wednesday, July 4th 2018.

Registration Information

Registration for residents of Meadows Place (proof of residency will be required) will begin March 5th 2018. Non-residents will be added to a waitlist and will be contacted one week prior to camp in the event a spot is available. Space is limited. Please contact 281-983-2935 or lylanan@cityofmeadowsplace.org for more information.

Fee

\$125 Resident / \$150 Non-Resident; Entering Grades 1st – 6th
\$135 Resident / \$160 Non-Resident; Entering Grades 6th – 9th includes offsite field trips
Early Drop-off or Late Pickup Program-\$10 per session, per child
*Lunch is **NOT** provided*

Discounts

\$10 off for 2nd sibling, \$15 off for more than 3 siblings.
If registered for all 11 weeks, \$50 off. In the event of a cancellation, it will be taken out of overall pay.

Refund Policy

Full refund will be issued 14 days prior start of session. 50% refund will be issued 7 days prior start of session. Refunds will **not** be given once camp has started except in the event of an emergency. If

your child leaves early or is not able to attend due to illness, behavior problems or camper/parent request, there will be no refunds or prorated fees.

Drop off

Morning Drop off time is 7:45am to 8am. Staff will greet campers in front of the Discovery Center to check them in. Campers brought before 7:45am that are not part of our Early Drop Program will need to stay at their car, supervised by the adult who brought them.

Early Drop Program

Early drop off starts at 7:15am. Staff will greet campers in the parking lot in front of Discovery Center to check them in. Campers must be pre-registered for this portion of the camp program. **Additional fee of \$10 per session will be added to your registration.**

Late Arrivals

You must sign in your camper(s), and then leave them with the supervisor in charge.

Picking Up Your Child From Camp During the Camp Day

Campers who need to be picked up early **MUST BE PICKED UP** before 4:00pm. We must ensure the safety of every camper. Please give us plenty of warning. You must sign your child out at the office desk. This procedure ensures camper safety.

Pick up

Registered Camp Pick up in the afternoon is 5:00pm-5:15pm. Staff will send off campers in the parking lot of the Discovery Center to check them out.

Late Pickup & Fees

Campers must be picked up by the end of the day, at 5:15pm, who are not registered for the Late Pickup Program. Late fees will be charged for pick up after this time. A **\$10 fee** will be assessed for the first 1 to 15 minutes late, after 15 minutes, an additional **\$1.00 per minute** will be assessed. Failure to pay additional fee by the next camp day may result in termination of care.

Camp staff will contact parent/guardian if camper is not picked up within the 15 minutes after 5:15pm. A consistent pattern of late pick-ups may be grounds for dismissal from program.

Late Pickup Program

Late pickup program runs until 6:00pm. Campers must be pre-registered for this portion of the camp program. **Additional fee of \$10 per session will be added to your registration.** Late fees will be charged for pick up after 6:00pm. A **\$10 fee** will be assessed for the first 1 to 15 minutes late, after 15 minutes, an additional **\$1.00 per minute** will be assessed. Failure to pay additional fee by the next camp day may result in termination of care.

Field Trips for Grades 6th – 8th

Field trips will have 4 chaperones and will be transported in city vehicles. Field trip information will be given on the 1st day of each week. Permission slip required to participate in field trips. Camper(s) who do not partake in the field trips or who do not have a signed permission slip will remain with the Grade 1st – 5th camp group.

Accidents and Emergencies

In the event of an accident, first aid will be administered and an incident report will be completed. Parent/Guardian will be notified as soon as possible after the child's immediate need. In case of an emergency, 911 will be called and contact the parent/guardian.

Swim Policy

Campers must be able to swim the length of the pool before swimming in the deep end or using the diving board and/or slide of that pool. Any camper with hair to their shoulders or longer will be required to have their hair pulled back for safety. All campers MUST follow all pool rules.

Things from Home

Parents are asked to help keep personal items at home: Books, toys, trading cards and electronics. (Occasionally there may be a special event or opportunity to bring an item, but you will be made aware.) All campers are to be individually responsible for their personal items. Keeping track of personal items will be supported by camp staff, but responsibility is upon the camper. ALL weapons or gun style items must remain at home.

Sun Exposure

Our staff is vigilant and wants to help our campers protect themselves by doing the following:

- Wear a hat!
- Wear protective clothing – light colored and loose.
- Wear waterproof sunscreen to camp each day – minimum SPF 15 and apply 30-60 minutes before exposure. Remember ears, tops of feet, and the neck. Use sunscreen in hazy, cloudy, and foggy weather. Reapply sunscreen regularly.

Our staff help reapply sunscreen regularly to campers 1st-5th grade, we will verbally remind older campers throughout the day.

Dressing for a Day at Camp

A Few Tips to Make it a Great Day

- Dress your child(ren) in comfortable clothing that can get dirty!
- **LABEL EVERYTHING WITH FIRST AND LAST NAME!**
- Campers should wear their bathing suit to camp daily, girls under underneath their clothing, boys as their shorts.
- We require all campers to wear gym shoes everyday. They are safe for running and the variety of camp activities we enjoy.
- Please send a bag/backpack daily, clearly marked with first and last name.
- The bag should contain underwear and clothing to change into after swimming, a towel, a hat, and sunscreen. The sunscreen must be labeled with camper name, and we suggest it be in a Ziploc type bag. Please apply sunscreen to your camper in the morning and we will reapply throughout the day. Due to allergies and sun sensitivities you must send sunscreen each day.
- Dress appropriate for weather (i.e. windbreaker, sweaters, sweatshirts for cold windy days- packed if not worn; and a raincoat for rainy days- we have indoor facilities, but we move about camp).
- **DON'T FORGET YOUR WATER BOTTLE!**
- **LABEL EVERYTHING!!!**
- If you choose to send insect repellent it must be in lotion form and labeled with your camper's first & last name.

Medications

Except under unusual circumstances medication should not be sent to camp. If medication is to be administered at camp or held at camp for emergency purposes (ie. Epi Pens, inhalers, Benadryl), please follow these guidelines:

Prescription and nonprescription medication shall be given only with a completed written authorization form. All medications must be in their ORIGINAL CONTAINER with the current prescription label or direction label attached. Medication must be labeled with the child's name. No loose or unpackaged meds will be given.

Allergies

Any camper with known allergies that could lead to a severe reaction must bring an appropriate treatment kit to camp. Food allergies must be indicated on the registration form.

Proactive Communication

If you know that your child(ren) will not be attending camp on a specific day, prior to that day please let us know via email. If your child wakes up ill, please let us know your child is not attending as soon as possible via email. **Email lylanan@cityofmeadowsplace.org.**

We will do our best to communicate issues that occur at camp to you in the most timely manner. We would appreciate the same from camp families. If there is a change in your household situation, family routine, etc. please let us know so we can help your camper adjust

Discipline Policy

If a camper is disrupting the program, creating unsafe conditions, or displays disrespect to staff and/or peers, the camper may be removed from the program. Typically, we follow a 3-occurrence system to help determine dismissal.

Discipline Procedure

1st Major Occurrence-warning from staff and parent/guardian will be contacted to discuss behavior

2nd Major Occurrence-2nd warning from staff and parent/guardian will meet with Camp Director to discuss problematic behavior. Possible suspension for remainder of camp day or remaining week of camp.

3rd Major Occurrence- Camper will be withdrawn from the program and will not be allowed to return. Parent/guardian will be contacted.

Camp Discovery has a zero-tolerance policy for violence. If your child engages in a violent act causing harm to another or self, they may be immediately suspended or dismissed from camp. **No refunds will be given for discipline related suspension or dismissals.**