



## 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 the 1<sup>st</sup> Monday in March (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.

### Entering Grades 1<sup>st</sup> – 5<sup>th</sup>

**FULL DAY: \$130 Resident / \$155 Non-Resident**

**Week 1 & 6: \$105 Resident/ \$120 Non-Resident;**

**HALF DAY: \$70 Resident / \$95 Non-Resident;**

**Week 1&6: \$55 Resident / \$70 Non-Resident**

**Early Drop-off and/or Late Pickup Program-\$10 per session, per child**

**Multi Sibling Discount: \$5 off for 2<sup>nd</sup> child and \$10 off for 3<sup>rd</sup> child**

*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: \_\_\_\_\_ EmailAddress: \_\_\_\_\_

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
<b>Week 1- Wacky Week</b> May 28 – 31 (Tuesday – Friday)			
<b>Week 2- Bug’s Life</b> June 3 - 7			
<b>Week 3- Fun-N-Fitness</b> June 10 - 14			
<b>Week 4 – Hogsworth’s Halls</b> June 17 - 21			
<b>Week 5 – Survivor Week</b> June 24 -28			
<b>Week 6 – Stars &amp; Stripes; <u>NO</u></b> <b><u>CAMP JULY 4<sup>th</sup></u></b> July 1 - 5			
<b>Week 7 – Water Works</b> July 8 - 12			
<b>Week 8 – Inventor’s Workshop</b> July 15 - 19			
<b>Week 9 – Adventureland</b> July 22 - 26			
<b>Week 10 – Reptiles &amp; Amphibians Wranglers</b> July 29 – Aug 2			
<b>Week 11 - Movin n Groovin</b> Aug 5 – 9			





## **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 Thursday, July 4<sup>th</sup>, 2019**

#### **Registration Information**

Registration for residents of Meadows Place (proof of residency will be required) will begin March 4<sup>th</sup> 2019. 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 346-754-5873 or [lylanan@cityofmeadowsplace.org](mailto:lylanan@cityofmeadowsplace.org) for more information.

#### **Fee-** Entering 1<sup>st</sup> -5<sup>th</sup> Grades

FULL DAY: \$130 Resident / \$155 Non-Resident

HALF DAY: \$70 Resident / \$95 Non-Resident;

Early Drop-off or Late Pickup Program-\$10 per session, per child

\*Lunch is **NOT** provided\*

#### **Discounts**

\$5 off for 2nd sibling, \$10 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.

## 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](mailto: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**

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

**2<sup>nd</sup> Major Occurrence**-2<sup>nd</sup> 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.

**3<sup>rd</sup> 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.**