



**Summit Afterschool Care**

*Helping Kids Reach New Heights*

**Summer Camp  
Registration Packet  
2011**



## General Information

- Dates: June 24 – September 2
- Days/Hours: Monday – Friday  
7:30a.m. – 5:30p.m.
- Location: Parkside Church  
14 Jarose Place  
Clifton Park, N.Y. 12065
- Eligibility: For children entering kindergarten thru sixth grade in the fall for the 2011-2012 school year
- Registration Ends: **June 10<sup>th</sup>**

### Note

Summit Afterschool Care and Summer Camp is a licensed program with the NYS Office of Children and Family Services (OCFS).

## Camp Description

Your kids will enjoy fun activities such as sports, crafts, games, movies, outdoor play, character building lessons and much more. They will participate in an outdoor water fun activity at least one day per week and one off site field trip per week.

### Field Trips

Campers will attend trips such as museums, bowling, mini-golf and more! Additional costs and details to follow. A field trip permission form will need to be completed and submitted in order for your child to participate.

### Items Needed Daily

- Swimsuit
- Towel
- 2 snacks
- Bag lunch
- Water bottle with name on it
- Sunscreen with name on it
- Sneakers with socks
- Flip-flops or comfortable shoes



## **Camp Cost and Due Dates**

The normal cost to participate in Summit Summer Camp is \$140.00 per week except for June 24<sup>th</sup> and the week of July 4<sup>th</sup> (see attached "Week Registration Form").

One week's fee is due at registration. This will be applied to your child's first week at camp. All additional weeks are due the Monday one week prior to your registered week.

There will be a charge of \$5.00 per every 10 minutes you're late for pick-up.

There will be a \$20.00 fee for all returned checks.

Checks should be made out to Parkside Church with the date of the week you're registering in the memo section.

### Special Note

For those seeking less than 5 days of coverage in any given week of camp, we will accept your registration under following conditions: 1) you notify us of the exact days your child will and will not be at camp when you submit your registration forms and 2) you understand that if we determine that Summit cannot accommodate a partial week registration, due to staffing or other considerations, that you will need to pay the full cost for that week in order to reserve your child's place in camp even if you choose not use all of the days. Summit will give one month's notice if we are unable to accommodate a partial week registration prior to the beginning of the summer and at least two weeks before the first week of camp.

## **Completing Your Child's Registration**

In order to complete your child's registration for summer camp, you will need to return the following items before June 10<sup>th</sup>:

- Summer Camp Registration Form (3 pages)
- Sunscreen Permission Form
- NYS – OFCS Day Care Registration Card
- Deposit – check or cash

To return these items, you can drop by Parkside Church during our afterschool care hours of 2:30-5:30, Monday-Friday. Please ring bell for entrance to the church. Or, you can send them to Parkside Church, 14 Jarose Place, Clifton Park, N.Y. 12065.



## **STUDENT RULES**

The children that attend summer camp are to expect respect, patience, courtesy, and caring from all staff. In turn, staff can expect the children to follow some specific rules. The following are the rules that you should review with your child before the first day.

Student Rules:

- Respect other children, staff, and property
- Use inside voices
- Keep your hands and feet to yourself
- Sit on the chairs and not on the tables
- Listen to all staff
- Quiet down when counselors use the quiet signal
- Stay with a staff member at all times and NEVER leave the room or area where the activity is without a staff escort
- Adhere to rules regarding building and playground safety
- Refrain from using foul language or other forms of verbal abuse
- No fighting or other physical altercations

If inappropriate behavior becomes consistent, a parent staff meeting may be required to develop a behavior plan. If the behavior does not cease, Summit reserves the right to suspend or terminate services.

If a child exhibits more severe behavior, such as fighting, verbal abuse, unprovoked physical altercations, endangering the welfare of others, assault, vandalism, running away from the program, hiding from staff or leaving the program area without staff supervision, a suspension of 3 to 5 days will be issued. If severe behavior continues upon returning to the program, services will be terminated.



## **POLICIES**

### **Notification Policy**

You are expected to notify the director of Summit of your child's absence or early dismissal from camp as soon as you are aware that he/she will not be attending.

### **Check-In Policy**

A Summit staff member will check-in your child at the facility each day.

### **Pick-up Policy**

Parents or guardians picking up children must be registered on file with Summit, provide proper identification and sign out their child at the time of pick-up each day in the presence of a Summit staff person.

### **Sick Child Policy**

Children who develop symptoms of illness, headaches, fever, stomach aches, vomiting, etc. will be allowed the opportunity to rest in an area away from the rest of the group, yet in full view of staff. You will be notified of their child's illness asked to pick up your child up as soon as possible. Your child cannot return to the program for 24 hours from the time he or she leaves the program.

### **Severe Weather/Natural Disasters Policy**

When the weather is severe enough to cause cancellation of the summer camp, you will be notified by a messaging service that will place a call to the phone number you provide.

In the event of a natural disaster or any occurrence in which the program cannot remain in the center's building, children will be escorted and/or transported to our designated alternate location at 16 Jarose Place, and 17 Jarose Place if necessary, both of which are next to the facility, and parent phone calls will be made from there.



## **POLICIES (Continued)**

### **Discipline Policy**

The purpose of discipline is to guide and assist children to resolve their own conflicts and to regain control of themselves. Each day, some children will have a difficult time following the rules or controlling their temper, etc. Minor behavior problems will be talked about with that child. We will ask the child if everything is okay. It may be that the child is just having a bad day. If, after speaking with the child, the problem does not subside, it may be necessary to redirect and separate the child until such time as the child regains self-control and can return to the group.

Redirecting and separating a child from their group is only be used as a last resort. Before and after every redirection and separation time, staff will talk with the child and be sure that they understand why they are being separated from the group. There are several guidelines that staff must follow when redirecting and separating a child:

- Use this procedure only when a child is out of control
- This procedure should be used as a time for a child to regain their composure.
- The separation area **MUST** be in full view of a staff person.
- Before and after this time, the child must be spoken with.
- Whenever a child has to be redirected and separated, be sure to make a note of it in the logbook.

At times, behavior problems may become continuously disruptive or more serious. Examples of this type of behavior may include children physically hurting other children, property damage, continual fighting, verbal abuse toward staff, and constant use of abusive or foul language. In extreme situations, it may be necessary to remove a child from the program if the behavior does not improve. The Summit director will make this decision.

### **Communication Policy**

It is our goal to keep you properly informed about the program and your child's progress. To achieve this, we provide you with this enrollment packet, post items of interest on the bulletin board for you to review, and will hold conferences with you upon request. At times, we will send information home with your child.

As the child's parent or guardian, you are encouraged to observe the program and are welcome at any time. We also encourage you to bring your questions, suggestions and complaints to the attention of our director.



## Summer Camp Registration Form (Page 1 of 3)

Date\_\_\_\_\_

NAME OF PARENT or GUARDIAN\_\_\_\_\_

ADDRESS\_\_\_\_\_

CITY\_\_\_\_\_STATE\_\_\_\_\_ZIP\_\_\_\_\_DATE OF BIRTH\_\_\_\_\_

HOME PHONE\_\_\_\_\_CELL PHONE\_\_\_\_\_WORK PHONE\_\_\_\_\_

E-MAIL\_\_\_\_\_

Please provide us with an indication of your anticipated drop off and pick up times.  
Thank you. Drop off time \_\_\_\_\_ Pick up time \_\_\_\_\_

CAMPERS(S): Name\_\_\_\_\_Grade: \_\_\_\_\_

Check child's t-shirt size: \_\_\_\_\_youth small 6/8  
\_\_\_\_\_youth medium 10/12  
\_\_\_\_\_youth large 14/16

Name\_\_\_\_\_Grade: \_\_\_\_\_

Check child's t-shirt size: \_\_\_\_\_youth small 6/8  
\_\_\_\_\_youth medium 10/12  
\_\_\_\_\_youth large 14/16

Name\_\_\_\_\_Grade: \_\_\_\_\_

Check child's t-shirt size: \_\_\_\_\_youth small 6/8  
\_\_\_\_\_youth medium 10/12  
\_\_\_\_\_youth large 14/16

Note: All children are required to wear the camp T-shirt on all field trips. The t-shirts will be provided by Summit Summer Camp.



## **Summer Camp Registration Form (Page 2 of 3)**

### **GENERAL TERMS**

I understand that under the terms of this agreement, Parkside Church obligates itself to furnish me with a competent program and suitable facilities.

It is understood that reductions in payment are not to be made based upon whether or not my child was in attendance on certain days unless agreed upon in advance. I understand that my child is to faithfully comply with all the rules of the program and that Parkside Church reserves the right to revoke or terminate any participation at any time. In the event that Parkside Church terminates an agreement, a pro rated refund of tuition will be made if applicable and no further payments will be required.

I understand that before my child engages in any physical fitness program that I should consult with my personal physician and advise them of the nature of the program and agree that all exercises are undertaken at our own risk. I understand that there is a risk of personal injury involved in any program and agree that Parkside Church, its staff, employees or representatives shall not be held liable or responsible for personal injuries or damaged or stolen articles inside or outside of the facility.

I further irrevocably authorize the school, its successors and assigns, and those under its authority, to copy, use, publish for art advertising, or any other lawful purpose whatsoever, photographic portraits or video of my child, in which he/she may be included in whole or in part.

### **NOTICE OF CANCELLATION RIGHTS**

You have the right to cancel this contract within seven (7) days from the date of this agreement. Notice of cancellation shall be in writing and delivered to Summit in person or mailed by registered or certified mail. This notice of Consumer's Rights is an integral part of this Application and Contract for Membership.

### **AUTHORIZATION**

I understand and am in agreement with the all of the terms listed in this Student Enrollment agreement.

Date: \_\_\_\_\_ Signature of parent or guardian: \_\_\_\_\_



**Summer Camp Registration Form  
(Page 3 of 3)**

<b>Select Week</b> (Place an X)	<b>Camp Dates</b>	<b>Cost per week</b>	<b># of Campers</b>	<b>Name(s) and Grade(s) of Campers</b>
	June 24th	\$28.00		
	June 27- July 1	\$140.00		
	July 5 - July 8	\$112.00		
	July 11-July 15	\$140.00		
	July 18-July 22	\$140.00		
	July 25-July 29	\$140.00		
	Aug 1 - Aug 5	\$140.00		
	Aug 8- Aug 12	\$140.00		
	Aug 15-Aug 19	\$140.00		
	Aug 22-Aug 26	\$140.00		
	Aug 29-Sept 2	\$140.00		



## Sunscreen Permission Form

Name of child: \_\_\_\_\_

Just a few serious sunburns can increase a child's risk of skin cancer later in life. Since children in the Summit Camp regularly participate in outdoor and water related recreational activities, we strongly recommend adherence to the sunscreen policy.

1. All campers should wear sunscreen with a SPF of 15 or greater on all exposed skin daily.
2. Parents or legal guardians will be responsible for providing their children with enough sunscreen to take with them for later day applications. Children will not be allowed to use any other product or share. One container per child with their name clearly indicated on the bottle.
3. Children will need to be instructed by parent or guardian on how and where to apply the sunscreen.
4. Camp staff will routinely remind campers to apply their sunscreen.
5. Camp staff will be responsible for ensuring thorough follow-up applications after one hour in the water, after two hours of activity in the sun and any other time as needed. Camp staff may need to assist in the application of the sunscreen in the case the camper is not able.
6. Should camp staff need to assist in the application of sunscreen it will be done in the following manner:
7. Camp staff will confirm that a parent permission form has been signed.
8. Camp staff will use camper's sunscreen.
9. Camp staff will use protective gloves to apply sunscreen. A fresh pair of gloves per camper will be used.
10. Camp staff will do this in the presence of others and will not apply sunscreen to any area that a bathing suit covers.

I verify that I have read and understood and agree to comply with the Summit Summer Camp Sunscreen policy.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Yes, camp staff may apply sunscreen to my child \_\_\_\_\_.