



Summit Child Care

Helping Kids Reach New Heights

**Summer Camp
Registration Packet**



GENERAL INFORMATION

- Dates: 1st Monday of Summer Vacation thru the Friday before Labor Day
- Days/Hours: Monday – Friday
6:30a.m. – 6:00p.m.
- Location: Parkside Church
14 Jarose Place
Clifton Park, N.Y. 12065
- Eligibility: For children entering kindergarten thru middle school in the fall for the upcoming school year

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 go on trips to water parks, zoos, baseball games, amusement parks and more! Additional costs apply. Contact us at 557-2690 for a detailed trip schedule with times and costs. 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 RATES

\$150.00 per week / \$30.00 per day

Special Note

For those seeking less than 5 days of coverage in any given week of camp for school age children, 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.

REGISTRATION

In order to complete your child's registration for summer camp, you will need to return the following items:

- Summer Camp Registration Form (2 pages)
- Summer Camp Weekly Enrollment Form (1 Page)
- Sunscreen Permission Form
- NYS – OFCS Day Care Registration Card
- Deposit – check or cash

One week's fee is due at registration. This will be applied to your child's first week at camp. Checks should be made out to **Parkside Church** with the date of the week(s) you're registering for in the memo section.

To return these items, you can drop by Parkside Church during our afterschool care hours of 2:30-6:00, 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 Summit of your child's absence or early dismissal from camp as soon as you are aware that he/she will not be attending by calling 557-2690.

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.

Evacuation Plan

In the event of an emergency where children and staff need to relocate, parents will be notified after all persons are evacuated and safe. Our primary evacuation site is 514 Grooms Road Clifton Park, NY (walking distance); our secondary evacuation site is 344 Moe Road Clifton Park, NY (walking distance).

Finger Printing Back Ground Check Policy

All summer camp staff are required by New York State law to be fingerprinted before their employment.



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, place correspondence in your program mailbox 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.



POLICIES (Continued)

Payment Policy

All payments for each week of summer camp must be made at least one week prior to the Monday of the week when the care of your child will be taking place. A payment calendar is available for all parents to aid in understanding the amounts to pay each week along with payment deadlines.

All payments must be either sent in the mail directly to our facility, or placed in the secure, drop off safe. No Summit staff person is allowed to receive any payments from parents or guardians. Any cash payments must be sealed in a secure envelope labeled with your full name and your child's name(s). We do not recommend sending cash payments in the mail.

In the event that payment is not received in advance, we cannot guarantee care for your child for the week toward which the payment applies due to staffing requirements and scheduling. If we can accommodate your child, he or she will be allowed to attend the first day, but payment is expected upon your arrival to pick up your child that day. If payment is not received, your child will not be permitted to return the next day.

If you have submitted payment for care, but need to cancel and would like to receive a refund, you need to provide notice at least one week prior to the Monday of the week when the care of your child would have been taking place. Any refund requests received after the above deadline cannot be guaranteed due to staffing requirements and scheduling. No reductions in payment are to be made based upon whether or not your child was in attendance on certain days unless agreed upon in advance.

Late Pick-Up Policy

In the event that you find you are going to arrive after 6:00pm, please contact Summit by calling (518) 557-2690 immediately. A Summit staff person will remain with your child until you arrive. There will be a charge of \$5.00 per every 10 minutes you're late for pick-up. It is understood, though, that emergencies arise (highway accidents, etc.) that occasionally prevent the timely pick of one's child. In these instances, please contact the afterschool program director to request having the charge waived.



Summer Camp Registration Form (Page 1 of 2)

Date _____

NAME OF PARENT or GUARDIAN _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ DATE OF BIRTH _____

HOME PHONE _____ CELL PHONE _____ WORK PHONE _____

PRIMARY PHONE NUMBER FOR SUMMIT TO USE FOR ALL EMERGENCY NOTIFICATIONS
AND/OR SEVERE WEATHER UPDATES _____

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: 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, which will be provided by Summit Summer Camp. All children can take their shirts home at the end of their time at Summit Summer Camp.



Summer Camp Registration Form (Page 2 of 2)

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.

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: _____



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. Please send one container per child with their name clearly indicated on the bottle.
3. If a child is to run out of their sunscreen at any time during the day, they are allowed to use the Summit Sunscreen.
4. Children will need to be instructed by parent or guardian on how and where to apply the sunscreen.
5. Camp staff will routinely remind campers to apply their sunscreen.
6. 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.
7. Should camp staff need to assist in the application of sunscreen it will be done in the following manner:
 - Camp staff will confirm that a parent permission form has been signed.
 - Camp staff will use camper's sunscreen.
 - Camp staff will use protective gloves to apply sunscreen. A fresh pair of gloves per camper will be used.
 - 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.

Yes, camp staff may apply sunscreen to my child _____

Parent's Signature: _____ Date: _____