

KIDS OF GRACE PROCEDURES & INFORMATION 2010



CAMP DATES

June 7 to August 6, 2010

CAMP HOURS

8:00 a.m. – 4:00 p.m.

EXTENDED HOURS

(additional fees)

6:30 a.m. – 8:00 a.m.

4:00 p.m. – 6:00 p.m.

ADMISSION

The summer program is open to children ages 4 to 13, and all children are accepted on a trial basis. Campers will be grouped according to age.

REGISTRATION FEE

\$40.00/1 child
\$55.00/per family

The registration fee is a non-refundable, one-time fee, which is required for each child at the time you register for camp. The registration fee(s) includes the cost of one camp T-shirt per child. **(Camp T-shirts must be worn for off-campus trips. Additional T-shirts may be purchased.)**

WEEKLY RATES

Fees for Kids of Grace Summer Camp 2010

1st Child/Additional Child

\$180/ \$160	(8:00 – 4:00)	Camp ONLY
\$210/\$190	(6:30 – 6:00)	Camp + AM/PM Care
\$195/\$175	(6:30 – 4:00)	Camp + AM Care
\$200/\$190	(8:00 – 6:00)	Camp + PM Care

Please Note: If you have not signed up and paid for AM or PM care, you will incur an **early drop-off fee** or **late pick-up fee**, which is **\$10.00 per 15 minutes**, per family. Early drop-off is anytime before 8:00 a.m., and late pick-up begins at 6:01 p.m. This fee must be paid at the time of early drop-off or late pick-up.



REGISTRATION PROCEDURES

- Complete and sign **all** registration forms
- Attach a copy of **immunization records (Includes GBCS students)**.
- Submit registration fee with registration packet. You may also submit first week's payment with registration. Otherwise, first week's payment is due no later than **June 2nd**.
- **Payments after June 2nd** may cause you to lose your spot in camp. Payments after **June 2nd** for the first week of camp will only be accepted in **cash or money order** if a spot is available.
- **Please put the child's name and the week number that you are paying for on the memo portion of check.**
- Checkmark dates camper will attend.
- **All changes must be made in written form by June 2nd in order to hire enough staff.** A cancellation fee will be charged for any changes after this date. This fee will be \$100.00 per child per week.
- Registration will not be accepted without the **date of last Tetanus shot, physician's name and phone number**, and your four-digit ID code. (You may use the last four digits of your primary phone number or Social Security #.)
- **Beginning Monday, February 1, 2010, all registrations will be accepted at the Student Services office between the hours of 7:00 a.m. and 4:00 p.m.**
- **DO NOT SEND REGISTRATIONS TO SCHOOL WITH YOUR CHILD.**
- **REGISTRATIONS WILL NOT BE ACCEPTED IF ANY PORTION IS UNSIGNED OR INCOMPLETE.**

WEEKLY PAYMENT PROCEDURES

After initial registration is complete, weekly payments are due every **WEDNESDAY**, prior to the week of attendance. We cannot promise a spot for your child if payment procedures are not followed. We appreciate your help in this matter. It allows for us to properly staff our camp in advance.

NOTICE:
***** POLICY CHANGE *****

IF YOU PUT A PAYMENT IN THE DROP BOX, YOU MAY PICK UP A RECEIPT THE NEXT BUSINESS DAY.

Payments made after Wednesday's due date must be paid by cash or money order ONLY

☺

PAYMENTS WILL BE RECEIVED
EVERY WEDNESDAY
AT THE REGISTRATION DESK
6:30 a.m. - 6:00 p.m. for your convenience

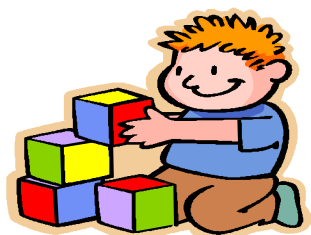
Weekly Fee Includes:

Arts & Crafts materials, awards, fees for all field trips, waterparks, swimming, special day activities, Moonbounce, contests, nature park permits, transportation fees, etc.

Weekly Fee Does Not Include:

- Daily Snack Shoppe
- **Spending money**
- Hot lunch (\$4.00 per day)
- **Extra T-shirts (\$10 each)**





SCHEDULE

Summer camp begins Monday, June 7, and runs through Friday, August 6, 2010. Hours with extended day care are 6:30 a.m. – 6:00 p.m. Regular camp hours are 8:00 a.m. – 4:00 p.m. **The early drop-off fee or for late pick-up is \$10.00 per 15 minutes per family, which is payable in cash at the time of pick-up.**

CHECK IN

Beginning at 6:30 a.m., campers may be checked-in by a parent or legal guardian for morning care. All other campers should be checked in by 8:00 a.m. at their designated room by the parent or legal guardian. **Do not drop your camper off in the parking lot.** You MUST bring your child into the building and sign him/her in with the counselor. Please note: **Arriving late may cause your child to miss the activity for that day.**

CHECK OUT

Parents may begin picking up campers at 4:00 p.m., or upon arrival back at camp from a field trip. We will make every effort to return from each field trip by 4:00 p.m., however, unforeseen circumstances could cause a delay in our return. **(Please have your four-digit code and picture ID ready when checking out your child.)** *If you pick your child up after 6:01 p.m., you will incur a \$10.00 per 15 minute late (per family) fee.

CAMP	WEEKS	PAYMENT DUE DATES
Week	Date	Payment Due (Final)
Week #1	June 7 – 11	Wednesday, June 2
Week #2	June 14 – 18	Wednesday, June 9
Week #3	June 21 – 25	Wednesday, June 16
Week #4	June 28 -July 1	Wednesday, June 23
Week #5	July 5 - 9	Wednesday, June 30
Week #6	July 12 – 16	Wednesday, July 7
Week #7	July 19 – 23	Wednesday, July 14
Week #8	July 26 – 30	Wednesday, July 21
Week #9	August 2 – 6	Wednesday, July 28 Final Payment ☺

****When you have asked someone else to pick up your child, make sure the person has your four-digit code, a picture ID, and is listed on the pick-up list.**

**** We cannot leave a child behind from an off-campus activity in order to be picked up for an appointment. Please schedule all appointments accordingly.**



FINANCIAL POLICY

- The registration fee is **non-refundable**. It insures that children will have a spot in camp, covers the cost of processing their application, and provides one camp T-shirt.
- **Pre-registration and tuition for the first week of camp (June 7-11) must be paid no later than June 2.**
- The camp fee is \$180.00 per week for the first child and \$160.00 per week for each additional child. **(Additional fees for daycare)**
- Weekly payments after the first week of camp will be due no later than the **Wednesday** of the week before a child attends camp.
- The fee for committing to a week of camp and not attending is \$100.00 per child per week. All changes in reserved weeks must be made in **written form by June 2**.
- If you need a receipt for income tax purposes, please request one before the last day of camp.
- **Payment Policy:** A returned check fee of \$35.00 will apply for checks that do not clear the bank. Repayment for the returned check is due immediately, and must be made in cash or money order. GBCS reserves the right to require fees to be paid weekly by cash or money order the first time a check does not clear the bank, or when payments are in arrears.
- Unpaid balances carried after the camp season is finished will incur an additional charge of \$35.00 per month, or portion thereof. This charge will be added each month until the balance is cleared.
- Non-payment will result in forfeiture of a child's spot at camp.
- **There is no "daily rate".**
- Following the registration due dates, you may choose to pay weekly or prepay for the entire summer. By prepaying for the entire summer in advance, we will offer a 6% discount with a minimum of nine weeks participation.

DRESS CODE POLICY

Because we are a Christian camp and represent the Lord Jesus Christ, our dress code policy is as follows:

- Camp shirts must be worn to all off-campus activities.
- All apparel worn to camp must be modest.
- No halter-tops, crop tops, spaghetti straps, or low-cut shirts will be permitted.
- All shorts and skirts must be "modest" in length.
- **Swimwear for girls is to be ONLY a one-piece modest bathing suit. For boys: no Speedos.**
- As a safety precaution, campers are asked not to wear necklaces, key lanyards, or large hoop earrings to camp.
- Boys may not wear earrings to camp.
- Due to different activities involving walking, running, field trips, and playtime, tennis shoes are highly recommended.
- Flip-flops should not be worn to camp.
- Items brought to camp should be marked with the camper's name.

CAMP T-SHIRTS

Each camper will receive one camp T-shirt. On specified days, your camper will need to wear a camp T-shirt for off-campus activities. Extra shirts will be available for purchase.

WHAT TO BRING FOR SWIMMING:

- Swim bag with one-piece swim suit
 - (Swimsuits with zippers, rivets, etc. are not allowed on the waterpark super-slides.)
 - Towel
 - Extra T-shirt or cover-up
 - Water shoes or flip-flops
 - *Sunscreen should be applied before coming to camp*
- Camper's without each of these items will not be allowed to swim**

** There will be a swim test to determine which part of the pool your child will be allowed to swim in, according to height and ability. *Waterparks – Campers must be a certain height or may have to pass a special swim test in order to go on super-slides.*

MEDICATIONS

In order to administer prescribed and over-the-counter medications, a **medical form must be filled out and signed by your doctor.** You may request this form from the camp director.

SHOT RECORDS

In compliance with the Health Department:

- A shot record must be submitted to the Camp Director (submit with camp application – this includes GBCS students).
- All campers must submit the date of last Tetanus shot (DT or DTAP).
- The Tetanus record must be recorded on the registration form each summer. We cannot look it up in our file from school or the previous summer.

LUNCH

Campers will need a bag lunch every day. Please send a sack lunch with the camper's name on the outside and a disposable drink. **(Due to lack of space in the cooler, we require campers to bring soft lunch boxes only, or paper bags – do not send lunches in Igloo containers.**) Please place lunches in the cooler according to your camper's group. These will be kept in the cooler until lunchtime. (The camp will announce the days on which field trips will include lunch. Parents will be notified accordingly.)

LUNCH PROGRAM

A lunch program will be available for purchase beginning the first week of camp. The lunch fee of \$4.00 per day will include: A sandwich, drink, fruit snack, and chips or cookie. Order forms will go home each week. Payment will be accepted at the time of registration on Wednesday. Orders must be made the week before due to the ordering of supplies.



SNACK SHOPPE

Campers will need to bring an afternoon snack for snack-time or they can purchase a snack from the Snack Shoppe.

The Snack Shoppe is open Monday through Friday, during specified times.

Snack Shoppe Menu: Candy, drinks, chips, ice cream

FIELD TRIPS

Special days & field trips will be on alternating Tuesdays and Thursdays. A weekly schedule will be given to parents in advance.

****PERSONAL ITEMS****

Please do not bring items from home such as: cell phones, Game Boys, radios, iPods, cards, toys, books, magazines, etc. We cannot be held responsible for valuables that are brought to camp. In case of emergency, there are phones in the offices that a camper may get permission to use. All bus drivers and counselors possess a cell phone for emergency purposes.



DISCIPLINE

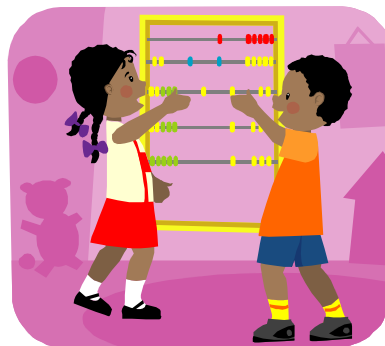
It is our desire to provide a safe, enjoyable, atmosphere for all children, and with this in mind, we adhere to strict discipline procedures. We want to challenge the campers to do the right thing, and those who show repeated behavioral problems or who commit a serious offense may be suspended and/or expelled from Camp. Cursing, suggestive language, tantrums, disrespect, direct disobedience, etc., are not tolerated. There is no refund for suspensions or expulsions.



PRIMARIES

Campers enrolled as a “Primary”, (usually Pre-school and Kindergarten age) will have a naptime almost every afternoon. (Please supply a crib-size pillow, and a small blanket and four- fold mat.) These items will be sent home to be washed every other Friday.

*Registration is not available for children who are not yet fully “potty-trained”.



DATE OF LAST TETANUS: _____

Revised 11/23/09

KIDS OF GRACE DAY CAMP

CAMP DATES

June 7 - August 6, 2010
Phone: 301-868-1600

GRACE BROTHERS CHRISTIAN SCHOOL

6501 Surratts Road, Clinton, MD 20735
Web: www.gbcseagles.org

DAY CARE HOURS

6:30 a.m. – 8:00 a.m.
4:00 p.m. – 6:00 p.m.

Camp Hours:

8:00 a.m. – 4:00 p.m.

Please complete the following information:

Child's Name (in full) _____ Male [] Female []

Complete Address _____
Street City State Zip

Father's Name _____ Home Phone _____ Work Phone _____

Mother's Name _____ Home Phone _____ Work Phone _____

Cell Number(s) _____

Child lives with (please check) Both Parents [] Mother [] Father [] Grandparent(s) [] Guardian []

Please list a responsible person to contact in an emergency (other than parent):

Name _____ Home Number _____

Work Number _____ Other Number _____

Family Physician _____ Phone Number _____

****Medication Order forms are required for any child needing to take medication on a temporary or regular basis. Physician's authorization and signature are required. List any allergies or handicap that would prevent child from participation in activities.**

****POLICY: All registration changes must be made by June 2nd in order to hire adequate staff.**

A cancellation fee of \$100.00 per child per week will be charged for any changes made after this date.

CAMP WEEKS: Please check weeks your child will attend.

School attended and grade completed in June 2010

		Check #	Cash
1 st Week	June 7-11		
2 nd Week	June 14-18		
3 rd Week	June 21-25		
4 th Week	June 28-July 1		
5 th Week	July 5-9		
6 th Week	July 12-16		
7 th Week	July 19-23		
8 th Week	July 26-July 30		
9 th Week	Aug 2-6		

Date of Birth _____

Age: _____

In submitting this application:

- ✓ I **give permission** for my child to go on all field trips and activities.
- ✓ I **understand** that the camp will provide transportation for field trips.
- ✓ The **Camp Director reserves the right** to dismiss any child who does not respect the rules of the camp and/or whose behavior will be detrimental to the well being of other children.
- ✓ I **understand** there are **no refunds** for sickness, vacations or holidays.

If any information changes, please let the Director know before the week of attendance.

Please provide an e-mail address for confirmation and communication _____

Parent's/Guardian's Signature _____

Date _____



List any drugs or medications to which your child has had a reaction:

List allergies and other known health problems:

Because of new regulations required by the State, the following information is required to be placed in each camper's file. Please provide this information as requested.

My child, _____, has problems in the following areas: (if it does not apply, please write N/A).

Physical issues: _____

Psychiatric issues: _____

Behavioral issues: _____

My child **may/may not** (circle one) receive Tylenol or Advil for headache or onset of fever. A parent will be notified when medication is given. Children with a fever of 100 degrees or higher may not remain in camp.

Parent's/Guardian's Signature

Date

Financial Policy

In order for children to be considered fully registered for summer camp, those responsible for paying summer camp fees must agree to the following policies:

- **The registration fee is non-refundable.** It insures that children will have a spot in camp, covers the cost of processing their application and provides a camp T-shirt.
- The camp fee is **\$180.00 per week for the first child, and \$160.00 per week for each additional child**, and will be **due no later than the Wednesday before the week a child attends camp.**
- Day Care charges will be paid at the same time the camp fee is paid.
- The fee for committing to a week of camp and not attending is \$100.00 per child per week. All changes in reserved weeks must be made in **written form** by **June 2** to avoid a charge.
- The “returned check” fee is \$35.00 per check. When the bank returns a check, GBCS will no longer accept checks for payment for the remaining weeks of camp. Repayment for the returned check is due immediately, and must be made in cash or money order.
- Unpaid balances carried after the camp season is finished will incur an additional charge of \$35.00 per month, or portion thereof. This charge will be added each month until the balance is cleared.
- Non-payment will result in forfeiture of a child’s spot at camp.
- ***There is no “daily rate”.***
- *E-mail address is requested for confirmation and communication.*

By signing below, I agree with and will honor the financial policy as stated above.

Student’s Name: _____

Parent/Guardian’s Signature: _____

Print Name: _____

Date: _____

E-mail: _____

Physician's Medication Authorization

Prescription and Non-Prescription Medications

Full Name of Student _____ School Year _____

Name of School _____ Grade _____

- I understand that I must supply the school with the equipment/supplies needed to administer the medication
- I understand that all medications must be labeled with the name of the medication, name of the student, name of the physician, date and directions for administration. A registered pharmacist must label prescription medication.
- I hereby authorize the medication below, to be administered as directed by my child's physician.
- I understand that the physician will be called, if a question arises about my child's medication.
- 911 will be called immediately in an emergency

Signature of Parent/Guardian

Date

-To be completed by Physician-

Name and strength of medication _____

Reason for medication _____

Route of administration _____

Dosage of medication _____

Time of day medication is to be given _____

Date medication began _____ Date to discontinue _____

Side effects _____

Additional Information _____
(crush, dissolve...)

Physician's Signature (no stamps please)

Date

Physician's Printed Name

Telephone Number

Physician's Address

Reviewed by Health Services Staff _____
Name and Date

***Please keep this form and include it with any medications that will be needed during camp.**

