

**Field Office Summer Camp Registration 2018**

Student’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Camp Schedule:**

Week 1 (6/11-6/15) STEM Camp: Biorobotics – Machines Among Us

Week 2 (6/18-6/22) STEM Camp: Engineering a Metropolis

Week 3 (6/25-6/29) STEM Camp: Coding and Gaming

Week 4 (7/2-7/6) STEM Camp: Freaky Forces

Week 5 (7/9-7/13) STEM Camp: Biorobotics – Machines Among Us

Week 6 (7/16-7/20) STEM Camp: Engineering a Metropolis

Week 7 (7/23-727) STEM Camp: Coding and Gaming

Week 8 (7/30 – 8/3) STEM Camp: Freaky Forces

Week 9 (8/6-8/10) MAIN Camp: NW Art Intensive

Week 10 (8/13-8/17) MAIN Camp: Wilderness Adventure

**Summer Camp Tuition Guide**

**STEM CAMPS MAIN CAMPS**

Full Day (7:30am – 5:30pm) $350/week Full Day (7:30am – 5:30pm) $300/week

Part Day (9am – 4pm) $275/week Part day (9am – 4pm) $225/week

\*Both full day and part day schedules include lunch and snacks

\*STEM weekly tuition includes a $50 materials fee

\*Field Trip transportation fees are included in tuition

**Camp Selections:**

*Please indicate the weeks you would like to register for, as well as desired schedule.*

Week 1: \_\_\_\_\_\_\_\_\_\_ FD or PD: \_\_\_\_\_\_\_\_\_\_ Tuition: \_\_\_\_\_\_\_\_\_\_\_

Week 2: \_\_\_\_\_\_\_\_\_\_ FD or PD: \_\_\_\_\_\_\_\_\_\_ Tuition: \_\_\_\_\_\_\_\_\_\_\_

Week 3: \_\_\_\_\_\_\_\_\_\_ FD or PD: \_\_\_\_\_\_\_\_\_\_ Tuition: \_\_\_\_\_\_\_\_\_\_\_

Week 4: \_\_\_\_\_\_\_\_\_\_ FD or PD: \_\_\_\_\_\_\_\_\_\_ Tuition: \_\_\_\_\_\_\_\_\_\_\_

Week 5: \_\_\_\_\_\_\_\_\_\_ FD or PD: \_\_\_\_\_\_\_\_\_\_ Tuition: \_\_\_\_\_\_\_\_\_\_\_

Week 6: \_\_\_\_\_\_\_\_\_\_ FD or PD: \_\_\_\_\_\_\_\_\_\_ Tuition: \_\_\_\_\_\_\_\_\_\_\_

Week 7: \_\_\_\_\_\_\_\_\_\_ FD or PD: \_\_\_\_\_\_\_\_\_\_ Tuition: \_\_\_\_\_\_\_\_\_\_\_

Week 8: \_\_\_\_\_\_\_\_\_\_ FD or PD: \_\_\_\_\_\_\_\_\_\_ Tuition: \_\_\_\_\_\_\_\_\_\_\_

Week 9: \_\_\_\_\_\_\_\_\_\_ FD or PD: \_\_\_\_\_\_\_\_\_\_ Tuition: \_\_\_\_\_\_\_\_\_\_\_

Week 10: \_\_\_\_\_\_\_\_\_ FD or PD: \_\_\_\_\_\_\_\_\_\_ Tuition: \_\_\_\_\_\_\_\_\_\_\_

 Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Policies and Information**

Registration

All registration will close the Friday before the camp is to begin, or when the camp is full. For full camps, we will alert parents of their waitlist status when registration forms are received. You will receive a confirmation email if your registration has been approved.

Tuition

Weekly camp tuition is due 30 days in advance of the first date of camp, or as soon as registration is received and approved (if less than 30 days). Tuition is billed through Procare and parents will have access to an online portal for the submission of payment. We accept tuition payment via ACH or Credit Card (fees apply).

There is no tuition discount for student illness or vacation. For the week of July 2-6, tuition will be reduced by 20% to account for the July 4th holiday closure.

Tuition is non-refundable, but is transferrable to other students who wish to join the program.

Discounts

We do not offer sibling discounts, but can offer the following discounts for registration in multiple weeks:

Register for 4 weeks of camp and receive 5% off each weekly tuition.

Register for 6 weeks and receive 10% off each weekly tuition.

Late Pick Up & Fees

Children must be picked up by the end of program time, 4pm or 5:30pm. Late fees will be charged for pick up after this time. A $10.00 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 any additional fees may result in termination of care. If a child is not picked up within 15 minutes after scheduled closing time, Camp Fire site staff will call parents/guardians and emergency contacts. If no one can be reached within 30 minutes after program end time, Camp Fire staff reserves the right to contact the Police Department and/or Child Protective Services to take the child until the Parent/Guardian is located. A consistent pattern of late pick-ups may be grounds for dismissal from program.

Program Participant Forms

The Children’s Garden and the Oregon Office of Child Care require that Program Participant forms be filled out every year. You will need your child(ren)’s immunization record(s) available when filling out their participant forms. Any unmarked medications cannot be dispersed; any other dosages outside of what is indicated on the label or on a doctor’s note cannot be dispersed.

Anti-Vaccine Policy

All children joining us this summer must have all their vaccinations or have a non-medical exemption form from their doctor. In the event of a breakout of a highly infectious disease, children without vaccinations may need to be sent home for the remainder of the week for their safety.

Accidents and Emergencies

In the event of an accident, first aid will be administered and an incident report will be completed by Children’s Garden staff. Parent/Guardians will be notified as soon as possible after managing the child’s immediate needs. In case of an emergency, the program will call 911 and contact the Parent/Guardian or emergency contacts provided with the youth’s registration.

The Children’s Garden will practice regular emergency drills including fire, earthquake, and lock down drills throughout the summer. Staff are trained in emergency responsiveness and procedures are posted on site.

Medications

Before the dispersal of medication at The Children’s Garden, the Parent/Guardian must complete and sign a medication dispense form – this form can be found in your orientation email and will be available to fill out on site. Medication, prescription or over the counter, must:

• Be handed to the Day Camp staff on the first day of camp

• Be in its original container

• Include the camper’s name

• Indicate proper dosages

• Include specific written instructions for use

• Be listed and described on Program Participant form Allergies

• Any camper with known allergies that could lead to severe allergic reactions must bring an appropriate treatment kit to camp.

• Any camper with asthma must bring medication for treatment. Even if the camper has not needed this medication recently, camp activities/locations, heat, and dust can aggravate symptoms.

 • Food allergies or any dietary needs must be indicated during the registration process

Lice Policy & Procedures

Day Camp’s lice policy states that campers must be bug free in order to attend and/or stay at camp. Therefore, if signs of live bugs are found we will contact Parent/Guardian to pick the child up from camp. Staff will handle any findings with the utmost discretion and care for confidentiality. In the case that a staff member finds lice on a camper the staff will notify the Day Camp Director or Assistant Camp Director who will in turn inform the camper’s Parent/Guardian. A Parent/Guardian or authorized adult will need to pick the camper up from camp as soon as possible. Camper may return once hair has been treated and is bug-free. A Children’s Garden employee will confirm this by examining child’s hair upon return.

**Parent/Guardian Responsibilities and Expectations**

To account for your child’s safety, the most important responsibility for a Parent/Guardian is to inform Children’s Garden staff when their child will not be attending program on a scheduled day. Please contact the Day Camp Director or Assistant Director if your child will be absent due to illness or other circumstances.

Drop Off & Pick Up Policies

In order to ensure every child’s safety the following policies must be adhered to:

• Parents/guardians must check-in with a camp staff member to drop off or pick up a camper

• Parents/guardians picking up a camper must have their names on the Authorized Pick-up list

• Parents/guardians may be asked provide photo identification to a camp staff member in order to pick up a camper

Please allow extra time on Monday during drop off as Staff must confirm the following:

• Verification of authorized pick-up list

• Review of pick-up & drop-off procedures

• Collection of any medications

• Confirmation of Program Participant information

Drop Off Procedures

Use the NW 17th Ave entrance glass doors to enter the building and into the Cedar or Sequoia classrooms for check-in. Upon Drop Off each morning, expect the following procedure:

1. Check your camper in with a staff member in your designated Camp Classroom

2. Notify staff of any expected changes to afternoon pick-up time (additional fees may apply for late pick up)

3. Let staff know of any special news or considerations that will help your camper be successful

4. Help your camper find a cubby for storing their belongings

Pick Up Procedures

Upon Pick Up each afternoon, expect the following procedure:

1. Camp staff will check I.D. of all unknown adults that come to pick up campers and confirm adult is listed on the authorized pick-up list

2. Notify staff of any expected changes to following day drop-off time

3. Parents/Guardians will initial the sign-out sheet

We also ask that Parent/Guardians:

• Initial the camp attendance sheet when signing in or signing out your child at program

• Follow rules regarding tuition payment

• Notify The Children’s Garden regarding any change to your account or child records, including email, authorized people, allergies, etc.

• Read all materials sent via email or mail or posted at camp

• Listen to and share concerns with The Children’s Garden staff

Authorized Child Release

Children will only be released to parent/guardians or those authorized by the parent/guardian in advance and in writing. The Children’s Garden staff will ask to see a valid picture ID to identify authorized person/s. If the staff member does not recognize the Parent/Guardian, they may ask to see their photo ID. This is for the protection and safety of your child.

Absence Policy

If your child will not be attending program on a scheduled day due to illness or other circumstances, please contact the Day Camp Director or Assistant Director. This is especially important on field trip days.

Personal Belongings

Children will participate in active outdoor play and should dress accordingly. All items (clothing, school supplies, etc.) should be marked with the child’s first and last name. Toys, games, cell phones, music players or electronic devices are not allowed unless otherwise stated by a site supervisor.

Meals and Snacks

The Children’s Garden will provide meals and snacks to students participating in Day Camp. A typical schedule may look like this:

9am – welcome snack (fruit, cereal, cheese, yogurt, etc.)

12pm – lunch (onsite or brown bag, depending on camp schedule)

3pm – afternoon snack (snack mix, fruit, veggie sticks, etc.)

We are a **100% NUT FREE** school, due to the severity of nut allergies. Please do not send your child to school with any nuts or nuts products. We can easily accommodate allergies and dairy-free diets. If your child has a more specialized dietary need, we may ask you to bring supplemental items from home. We will ask you about your child’s specific allergies in your welcome packet.

Our onsite chef cooks delicious, healthy, and vegetarian lunches for us each day, always served with a glass of cow’s milk. If you would prefer your child to have an alternative milk product (no nut milks) you may bring a carton for storage at the beginning of the week. We will send any unused portion home with you on Friday.

Field Trips

Some of our camp offerings will include off-site field trips. You will be asked to sign permission slips for specific field trips, given in your welcome packet. We utilize public transportation (bus, MAX, or street car) for all field trips that are not in walking distance.