

2012 SUMMER ENRICHMENT CAMP
Registration Deadline with full Deposit: March 23, 2012.
Free Registration by March 23rd. \$35 fee if late registration is accepted.

Camp location: Woodcrest Elementary School, 400 Cranford Rd. 08003
 Camp Office mailing address: Summer Enrichment Camp, 320 Kingston Road, Cherry Hill, NJ 08034
 phone: 856-429-6564 ext. 2; fax: 429-8246 e-mail: EKlitz@chcl.org

Mail completed form and \$55 per week non-refundable deposit made out to "Cherry Hill STEP".

Note: Deposit will be deducted from weekly tuition.

10% sibling discount applied to sibling with lesser tuition. Deduct full discount from final payment not from deposit.

Child's Last Name	First Name	School	Birth Date	Sex	OFFICE USE ONLY Do not write in this column	
					Rec'd	Actg
GRADE _____ (In Sept. 2012)					\$	p/w incl
Check here if child listed above has siblings in Summer Enrichment Camp (list below)					Rstr	
Siblings: (Name and Grade)						

Indicate your child's Summer Enrichment Camp schedule by placing an X in each week that he/she will attend. If attending part-time circle the days of the week, too.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
June 19 - 22 (June 18 th is a school day)	June 25 - 29	July 2, 3, 5, 6 Closed July 4	July 9 - 13	July 16 - 20	July 23 - 27	July 30-Aug 3	Aug 6 - 10	Aug 13 - 17
T, W, Th, F	M, T, W, Th, F	M, T, Th, F	M, T, W, Th, F	M, T, W, Th, F	M, T, W, Th, F	M, T, W, Th, F	M, T, W, Th, F	M, T, W, Th, F

List names of both living parent(s) or legal guardian(s). Attach certified copy of court order if custodial restrictions are in effect. Indicate (X) next to name of parent (guardian) who should be contacted first in the event of an emergency.

Please print	Parent / Guardian #1 (please √ appropriate)			Parent / Guardian #2 (please √ appropriate)		
	Mother	Father	Other	Mother	Father	Other
	if other, indicate relationship _____			if other, indicate relationship _____		

Name		
Street Address		
City, State, Zip		
Home Phone		
Cell Phone		
Employer		
Work Address		
Work Phone Direct	ext #	ext #
Work Phone Main		
E-mail		
Custodial restrictions?	If yes, indicate:	If yes, indicate:
Child resides with	Parent / Guardian #1 Yes No	Parent / Guardian #2 Yes No

CHILD's NAME _____

EMERGENCY LOCAL CONTACTS: List three adults (over age 18), with different phone numbers, to be called in the event of an emergency if parents cannot be reached. Contacts are expected to act on behalf of parents. Contacts should be made aware that they are listed.

Persons with an **X** in the next to their name may pick up your child *at any time*, **without** prior notification.

NAME	RELATION to child	Day-Time Phone (Circle to indicate Home/ Work)	CELL PHONE
		H W	
		H W	
		H W	

CARE INFORMATION: Please share relevant information that you have shared with your child's school that would be useful in meeting your child's needs in the Summer Enrichment Camp Program. A nurse will be scheduled to visit the program each day to check on the children. It is expected that medications are administered once per camp day at midday. **Parents with specific concerns regarding medical or care needs should contact this office in writing. Attach to your registration form. A meeting may be scheduled with the nurse.**

Allergies: _____

Medical conditions/disabilities: _____

Current medications/dosage: _____

Medication information is for the nurse and emergency medical personnel. Non-medical staff persons are not permitted to administer medication.

Check here if bringing medication for your child. Parents **must** provide physician's documentation and signed school district form which permits the nurse to dispense medication.

At this program, does your child require: Epi-Pen Yes No Inhaler Yes No

Personal, social, emotional, speech, language, educational, physical, health, familial situations, etc.: _____

What behavior might we see in your child that is likely to need adult attention? What have you found is the best way to handle it?

ACTIVITIES/RESTRICTIONS: Indicate activities to be encouraged or restricted. Include swimming, active sports, and field trips.

CHILD'S PHYSICIAN: _____

Telephone () _____ Address _____

Child's Insurance Co. and Policy Number _____

for primary coverage if accident or injury occurs while participating in program, The District only provides secondary insurance coverage; parent/guardian is responsible for expenses related to accidental injuries.

MEDICAL PERMISSION: If a medical emergency arises, the staff will first attempt to contact you. If you or your emergency contact cannot be reached and the emergency is such that immediate medical attention is necessary, your child will be treated by Professional Emergency Personnel. Enrollment in the Summer Enrichment Camp allows access to your child's District Health Care Plan should it be deemed necessary.

PARENTAL PERMISSION: My child has permission to participate in the activities and field trips of the Summer Enrichment Camp Program. If we use the Woodcrest Swim Club, the children will be walked across the street from the school to the club. I accept full responsibility for my child's acts while in Summer Enrichment and release and absolve the Board of Education from any liability.

PHOTO RELEASE: I give my permission for the Summer Enrichment Camp Program to use any photos taken of my child during camp for the Cherry Hill School District Calendar. YES NO

Read the "Important Registration Information for Summer Enrichment Camp". All information provided by parent/guardian is correct and complete.

Signature of Parent / Guardian #1 Signature of Parent / Guardian #2 Date

IMPORTANT REGISTRATION INFORMATION FOR SUMMER ENRICHMENT CAMP updated for 2012

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- Parent and guardian communication with the camp is strongly encouraged.

- Provide all information requested on the registration form for your child's summer safety, health, success, and fun. Share relevant information that you have shared with your child's school that would be useful in meeting your child's needs in this program. Failure to provide medical care information or special care information will result in suspension from the program until the information is provided and time can be allocated for a needs assessment and care planning.

- This program is held at the Woodcrest Elementary School and includes outdoor activities, trips, exciting interactive programs brought to the school, swimming, animals, plants, etc. At times, all students are grouped together for activities. If we use the Woodcrest Swim Club, the children will be walked across the street from the school's rear parking lot to the club. If we use another swim club, the students will be bused.

- The long hours and the program can be too stimulating for some children to be successful and to do well. Please refer to the SACC handbook, page 6 (below).

- The program's nurse will review care information. Activities may be restricted (trips, swim, sports, etc.) based upon our ability to maintain the health and safety of your child. Enrollment in the program allows the program's nurse access to your child's district health care plan should it be deemed necessary.

- We do not have a nurse at the program for all of the hours of the program. A nurse will be scheduled to check on the children and to dispense medications. Medications are administered once per camp day at midday. Parents or legal guardians may arrange to administer medications to their own child during the hours of the camp.

- Parents with specific concerns regarding medical or care needs must indicate this in writing on the registration form or staple it to the registration form. New or updated information sent after registration must be hand delivered to the SACC/STEP Office to insure that we receive it. A meeting may be scheduled with the nurse. The nurse does not go on the field trips. Teachers may not administer medications as staff persons, other than the nurse, are medically unlicensed personnel.

- If your child has a food allergy, we strongly recommend that you provide all food and drinks to include lunches, snacks, and party foods.

IMPORTANT REGISTRATION INFORMATION FOR SUMMER ENRICHMENT CAMP

- Please avoid sending peanut butter/oil products into the school. Allergies can be so severe that any peanut residue may cause a life threatening situation. We appreciate your cooperation.

- If your child sustains an injury at home that impedes mobility or activity, you will need to present documentation from the child's physician. This documentation is to include information and instructions regarding the activity level and ability to participate in the program activities as well as any new medication for the camp nurse to be aware of or to administer. Children should not be coming to camp ill or with some injury that may interfere with the ability to participate safely or affect their health. Note that it can be difficult for an ill or injured child to tolerate a lengthy day at camp.

- In the interest of many health concerns to include allergies, do not celebrate birthdays or occasions by sending food to the camp. Instead, we would ask that you consider celebrating in a non-food manner. For example: bring a favorite book that the teacher will read to the group, a photo album to share, a puzzle for the group to put together, a table game to play, special stickers, pencils, or the group may sing together. As always, all students in the class need to be included in any celebration.

- It is important to alert the teacher each time you bring sun lotion or any medication. Staff members may not apply lotion that you have not provided for your child as this might be unsafe. If providing sun lotion, please provide the pump spray style so it may be sprayed onto your child.

- For the safety of all of the children, the second misbehavior at the pool will automatically result in exclusion from pool activities for the remainder of the summer program. Please discuss the need for safety at the water with your child, in advance.

- If your child will be attending another school district program during the hours of this Summer Enrichment Camp, please notify the STEP/SACC office, in writing. State the days of the week and time of the day that your child will be arriving and/or departing this camp and by what means of transportation. This program will not be altered to accommodate other schedules. When the camp is on a trip, do not expect staff to be available at the school for drop off as we take all available staff to help with the children.

- Children may not be picked up while on a trip or at swimming. Arrange to pick up before the trip at the school, if needed. This is a security issue. Trip/activity schedules will be provided.

IMPORTANT REGISTRATION INFORMATION FOR SUMMER ENRICHMENT CAMP

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- The registration deadline with the deposit for all weeks of attendance is March 23, 2012. The tuition balance (tuition minus deposit) for weeks 1-3 is due by April 20, 2012. The tuition balance for weeks 4-6 is due by May 4, 2012. The tuition balance for weeks 7-9 is due by June 1, 2012. Your enrollment will be cancelled and the deposit forfeited if the tuition is not paid by the deadlines. Payment forms and the T-shirt form are on-line or request hard copies. Contact us for any assistance you may need.

- FREE Registration if we receive your registration by March 23, 2012. A \$35 Registration Fee is applied if a late registration be accepted. Late registrations may not be accepted.

- Switching specific weeks will be considered when the request is made in writing. However, after June 1st each switched week will require an additional deposit of \$55.00 as the original deposit cannot be transferred from the original week after June 1st.

- Any cancellation from the program before June 1, 2012 must be made in writing and will forfeit the deposit paid. Any cancellation made on or after June 1, 2012 will result in the forfeit of the deposit and the tuition paid.

- After March 23, 2012, adding a week of camp requires a minimum of five-working days to process and cannot be guaranteed.

- Part-time enrollment is available. Preference is given to full time enrollment. Part-Time is defined as 3 days per week and must be the same days for each week of attendance. No changing of days of the week (exceptions: if July 4th is your day of the week you may chose another day for that week. If June 18th is your day of the week you may chose another day for that week).

- If our school district has make-up days on June 19th, etc. due to inclement weather closings during the school year, the camp will open the next day after the last day of school. Tuition for week one would be prorated.

- Use the parking lot in the rear of the Woodcrest Elementary School. The entrance door is off the rear parking lot and will have a sign. Please do not use the front circular drive, front parking lot, or front door of the Woodcrest School. If you have children in both upper and lower grades, it may be necessary to walk to two different access doors off the parking lot in the rear of the school. This would be due to hallway cleaning and movement of classroom furniture.

IMPORTANT REGISTRATION INFORMATION FOR SUMMER ENRICHMENT CAMP

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- We provide a lunch each day through the district's food service. One lunch selection per day is provided. No alternate lunch selections are available. A menu will be provided. Send a non-perishable lunch with your child on days you do not desire the camp lunch or if you wish to send extra food. Make your lunch decisions known to your child's teachers. Daily snacks are the responsibility of the parents to send each day.

- A program T-shirt will be provided to be worn on trips. It is not necessary for swim days.

- Plan to drop your child off at the program site well in advance of field trips and swim club time to enable a calm and orderly transition for the children. Plus, it is important for us to arrive at the trip destinations on time as we have booked specific times with the destination sites. Trip times and information will be on handout flyers in the classrooms at the start of each week and will be e-mailed.

- Posted field trip return times are a best judgment due to traffic, children's bathroom needs, and an event running long.

- Remember the program ends at 6:00 p.m. An authorized adult must come into the building to sign out your child. We have new staff and substitutes from time to time so please have your authorized adult bring their ID.

- Visit your child's room information board periodically for calendars, schedules, and important announcements.

- The school district does not allow electronic games and cell phones. Please inquire with your child's teacher as to whether electronic games will be allowed in the classroom for use during Free Time. The Summer Enrichment Camp CANNOT be responsible for any broken, traded, or lost equipment.

- Please send the following items to camp daily:
 - A book or something your child will enjoy reading.
 - Sneakers. It is important to have your child wear sneakers each day at camp. Sneakers do get wet at times, especially in the sprinkler.
 - A frozen bottle of water. We will distribute a water bottle to each student.
 - A bathing suit, towel, hat, and suntan lotion.

If you have any questions, we will be happy to be helpful.

We look forward to a very worthwhile summer.

SUMMER PROGRAM T-SHIRTS

One Summer T-shirt will be provided for each student participating in the Program. Each child should wear the T-shirt when on a field trip (swimming excluded).

In order to be guaranteed the free T-shirt and the requested size, this form must be returned by **March 23, 2012**.

Child's Name _____ Grade (in Sept. 2012) _____

Check your child's size:

YOUTH Medium _____ Large _____

ADULT Small _____ Medium _____ Large _____ XL _____

I wish to order _____ (# of *additional* shirts) @ \$10.00 each.

Enclosed is \$ _____ to cover the cost of *additional* shirts.

Use a separate order form for each child.

Please make check payable to STEP.

Thank you!

Office Use:	R#	Date	\$	p/w	Incl
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Please check here for receipt

BEHAVIOR MANAGEMENT/DISCHARGE POLICY

SACC operates under the premise that all children are entitled to a pleasant and harmonious environment. The SACC program is designed to be more relaxed and less structured than the school day. Positive behavior in children is encouraged through consistent expectations; realistic limits; predictable routines and procedures; activities that meet the needs, interests and the abilities of the children; and the support of the parents. Limits are set to ensure the safety of the whole group, to protect the rights of individual children, and to provide a positive atmosphere whereby children learn self-control and responsibility for their actions when acting alone or as part of the group.

Staff reinforcement of positive behavior is the preferred disciplinary technique. When negative behavior occurs a child may be redirected to another activity, asked to sit quietly for a short period of time, or asked to work out a solution with another child.

The SACC program cannot serve children who display chronically disruptive behavior. Disruptive behavior is defined as verbal or physical activity which may include but is not limited to behavior such as: physical or emotional harm to other children, persistent bullying, verbal harassment of peers or staff, unauthorized departure from the grounds of the program, staff abuse, ignoring or disobeying the rules which guide behavior during SACC or behavior which requires constant attention from the staff. These examples of situations leading to termination are just examples, not exclusive causes. If a child cannot adjust to the SACC setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children to adjust to the SACC setting. Staff members consider the interest of the children in their group and seek their suggestions in planning the activity calendar and developing rules for their site. Staff members confer with parents of children who have special needs to help the children participate successfully in the program.

In fairness to all children, disruptive behavior will be handled through the following process:

1. The misbehaving child will be given time to sit quietly and think about his/her actions. The staff will speak privately with the child to determine the problem and seek solutions.
2. If a second time-out is given to the child in a single day, the staff will write an incident report. This report will be given to the parent or guardian to read and sign. A copy of the report will be sent to the SACC office.
3. If a child receives three written behavior-related incident reports, the child will be suspended effective at the end of the day of the third report. During the first week of the suspension, the parents, SACC staff member, and the Coordinator and/or Supervisor will confer to collaboratively identify the problem, develop strategies to solve the problem and determine the conditions for reinstatement. Older children (third or fourth grade and up), where appropriate, should participate in this conference to develop a behavioral contract with the staff member. Parents will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn by the parents or discharged by the Coordinator and/or Supervisor.
4. If the child is reinstated in SACC and receives a fourth behavior-related incident report, the Coordinator and/or Supervisor may discharge the child immediately, including if necessary, notifying the parent or emergency contact to come and get the child.
5. If the severity of a problem is great enough to threaten the safety of the child or other children in SACC, discharge will be effective immediately after the Site Leader consults with the Coordinator and/or Supervisor, who will notify the parent or emergency contact.