

FARMINGTON EXTENDED CARE & LEARNING
2011 SUMMER CAMP TUITION



Farmington Extended Care & Learning

Location for summer camp 2011: West Woods Upper Elementary School

ALL campers must submit a registration fee and first week's payment as a deposit. The deposit will be applied to the account balance for the entire number of weeks reserved. Registration fees, deposit, and tuition are non-refundable. Each child must submit a reservation form for a minimum of two weeks of summer camp.

DEADLINE TO REGISTER FOR CAMP IS JUNE 17, 2011

Registration fees:

Campers enrolled during the School Year EXCL program: \$20.00 - New Campers \$40.00

Camp begins June 27th, 2011 and runs through August 19th, 2011

# Days/Week	Tuition	Hours
3	\$175.00	7:00 AM – 6:00 PM
5	\$220.00	7:00 AM – 6:00 PM

**Late registrations may be accepted, on a space available basis,
after June 20th 2011 at \$230.00 for five days and \$185.00 for three days.**

Weekly tuition includes two snacks per day. Parents must provide a nutritious lunch each day. For certain field trips there may be a fee charged to cover the cost of transportation. All fees are non-refundable.

Registration materials can be obtained through the Farmington Extended Care & Learning office, or the EXCL office at each Farmington elementary school. Registration forms, fees and deposit must be received before a child can attend the program. Payments should be made by check, payable to "Farmington EXCL" Please drop off or mail, your completed registration information with payment to the Farmington Extended Care & Learning office at:

Farmington Extended Care & Learning
1 Monteith Drive
Town Hall Lower Level
Farmington, CT 06032

SPACE is limited, so reserve your weeks today!

*** Wait List - If the weeks you request are filled, you will be added to the wait list and all fees will be returned. You will be notified if a vacancy occurs and have the option to enroll at that time.**

**FARMINGTON EXTENDED CARE & LEARNING
SUMMER CAMP 2011
POLICIES & PROCEDURES**

Welcome to the Farmington Public Schools, Extended Care & Learning Summer Camp 2011! This summer our camp will be located at the West Woods Upper Elementary School. We hope your child will enjoy the many fun and exciting activities we have planned for the summer. Our camp staff is a wonderful mix of education professionals and college students working toward their careers in education. Every member of our team has some special talent or ability that will contribute to our "Camp 2011" being a memorable experience for your children. You may also notice that all the Site Supervisors from our school year EXCL programs also work during the summer to ensure consistency for the children and our parents. Please take a few moments to read the following information for our summer camp. If you should have any questions, now or during the course of the summer, please do not hesitate to contact a Site Supervisor, or the Farmington Extended Care & Learning office at 404-0112.

Attendance:

If your child will not attend due to illness or alternative activities, please call the summer camp office to inform the coordinator. **The camp phone number is 284-1230.** Tuition will not be prorated for absences or holidays. Each camper's tuition covers the entire camp day, from 7:00 AM – 6:00 PM. There is no early or late childcare fees charged unless a child is in attendance **prior to 7:00 AM or after 6:00 PM.** In this case only, there is an additional fee of \$1 per minute, per child due at the time of drop off or pick up, respectively.

Enrollment:

Any child planning to attend 1st grade to seventh grade for the 2011-2012 school year, in a Farmington Public Elementary School, is eligible to register for camp. Summer camp will run from June 27th through August 19th.

Registration:

All campers must submit a completed reservation form, a registration fee and a deposit of your first week's tuition to reserve a spot in the summer camp program. If you are new to Farmington Public Schools or the EXCL program then registration materials will include an Emergency Notification Card, Reservation Form and Enrollment Forms, if you have already completed a Farmington EXCL school year enrollment form, you do not have to complete an additional one for summer camp. **Campers must be registered for at least two weeks during the summer.** The weeks of attendance must be noted on the reservation form. Additional weeks can be added if space allows. Once received and processed by the EXCL office staff, all campers will receive a camp T-shirt. **There are no refunds on registration, deposit and tuition fees. We cannot register a child for summer camp until the tuition for the preceding school year is paid in full. Your late registration may require an administrative wait of two business days for your child to be actively enrolled.**

Tuition:

Tuition may be paid on a weekly basis or in full for all the sessions that are reserved. If paying weekly, tuition is due on the preceding Friday of each session. If paying for the entire summer, tuition is due in advance of the time reserved. All deposits will be applied to the total balance due for summer camp. We do not prorate tuition for holidays (Independence Day) vacations, or illness. Once a reservation form is received, a space is reserved for your child. Tuition is due for all time reserved. Additional weeks may be added on a space available basis only. Summer camp tuition must be paid in full prior to the 2011-2012 school year.

Toys from home, electronic devices and cell phones:

Please do not allow children to bring in toys or electronic devices (i.e., CD player, game boys, IPODS, etc) from home. Our staff cannot be responsible for any lost, stolen, broken toys or electronic devices.

Behavior Responsibilities:

All campers are expected to conduct themselves with courtesy, cooperation and respect for fellow campers and staff. Serious issues, such as fighting, deliberately hurting another child or adult, stealing, **using inappropriate language or threatening words**, using racial/ethnic slurs, challenging the authority of an adult or being openly defiant will result in a minimum **one week** suspension from camp. Any pre-paid camp fees will be refunded on a prorated basis from the date of suspension. Continued disruptive, harmful or inappropriate behavior may result in expulsion from all remaining weeks of camp. In the event of a suspension or expulsion parents will be **called to immediately** pickup the child.

Clothing:

Campers should wear comfortable clothing: Washable and cool for those hot summer days! We will enjoy air-conditioned classrooms; therefore a light sweater or sweatshirt may be needed on some days. Sneakers are the safest shoes for active play. **Please do not send your camper in backless sandals or flip-flops**, as these can be very dangerous for young feet and ankles! On “water-play” days, or for swimming, please send a bathing suit and towel with your camper. All clothing, backpacks and accessories must be clearly marked with your child’s name. Camp staff cannot be responsible for lost clothing. All clothing and personal items should remain in the camper’s backpack until needed. Campers will receive one camp T-shirt. Additional camp T-shirts are available for purchase.

Field Trips:

All campers will have the opportunity to participate in fun, educational field trips during summer camp. Field trip permission forms will go home at the beginning of summer for the weeks that you are signed up. **All campers must wear camp T-shirts on field trips.** This is for the camper’s safety. We may have to limit participation for those campers that forget their T-shirts. The entire camp population will attend our field trips, unless your child is involved in another summer school program (i.e. PIEL, Strings Camp, Writing, etc.) at which time they will not attend a scheduled EXCL field trip unless previously arranged by the child’s parents in writing. There will not be staff available at the site should children arrive late for a trip. **A camper may lose the privilege of attending field trips due to disruptive or dangerous behavior on previous trips or during camp activities.** Should this occur, tuition will not be prorated for camp and parents/guardians are responsible for making alternative child care arrangements for the day. Please do not make arrangements to drop off or pick up your child from a field trip or swimming. It may compromise the safety of your child, and that of the whole group when having to keep track of children coming and going, in addition to supervising the rest of the children on the trip. It also makes it difficult to maintain the integrity of our security system, as we must keep careful track of exactly who is picking children up and if they are authorized to do so.

Camper Pick-Up:

Campers can only be picked up from West Woods Upper Elementary School for security reasons. Staff cannot release children from a field trip or swimming location. An adult must sign each child into and out of camp each day. If your child will attend the P.E.I.L. program at WWUES, or any other program offered by the Farmington Public Schools, please notify the Camp Coordinator and supply a copy of the registration form; sign in and out procedures will be modified for those children only. Please use the main entrance at West Woods Elementary School.

Lunch/Snacks:

Please send a nutritious lunch for your child each day. Lunch should be packed in a lunch box, or paper bag, with your child’s name clearly visible. Please supply any utensils your child may need for his/her lunch, i.e. forks, spoons. **Due to limited kitchen access, we will not be able to heat lunches or refrigerate them.** Each child will receive two snacks per day, including juice or milk. A snack schedule will be posted for parents and campers. **Parents should carefully review the snack calendars, snack ingredients and packaging in the event a camper has a food allergy.** If you would like your child to have a snack sent from home, just let camp staff know and we’ll make sure he/she receives it at the appropriate time. Approximate snack times will be at 9:00 AM and 3:00 PM, depending on field trips and other activities.

Sunscreen/Medications:

Any sunscreen products brought to camp must be labeled with the camper's name. Children, other than siblings, may not share sunscreen products. Camp staff will remind campers when it might be time to apply sunscreen, but each camper will apply their own during the course of the day.

All medications must be in the original prescription bottle, labeled with the child's name, and appropriate orders from the physician must be submitted. Also available at camp will be acetaminophen (Tylenol) and ibuprofen (Advil), which will be administered with a parent/guardian's written permission. Please ensure you have updated your child's emergency card in the unlikely event we may have to reach you if your child becomes ill.

Lost and Found:

Every Friday will be "Lost and Found Day". All of the articles of clothing left behind during the week will be put out for parents to inspect and take home. At the end of camp, any article of clothing, or accessories left behind will be donated to a local charity.

Parking and Building Access:

Please enter West Woods Upper Elementary School through the front doors. All other school doors will remain locked during the day. As EXCL is located on the bottom floor of the building, and each child must be signed into and out of the program, dropping your child off or picking him/her up might take a few minutes. Please park in designated parking spaces only. **Do not park in fire lanes or along the sidewalks in the student drop off or pick up areas.** These are not parking areas and cars maybe ticketed.

Farmington Extended Care & Learning Policies and Procedures:

All other Farmington Extended Care & Learning policies and procedures that are found in the Farmington Extended Care & Learning Parent Handbook, given to all families when they first enroll in EXCL, remain in effect during the summer camp. To request an additional copy of the Parent Handbook please contact the main office at 404-0112.

"It is the policy of the Farmington Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder and /or physical disability".

FARMINGTON EXCL SUMMER CAMP RESERVATION FORM 2011

Enroll: _____ for the following weeks: **(MINIMUM OF TWO WEEKS)**.
(Please Print Student's Name)

SUMMER CAMP REGISTRATION FEE: \$20.00, NEW CAMPER \$40.00
SUMMER CAMP TUITION: 5 DAYS = \$220.00; 3 DAYS = \$175.00
Late registrations may be accepted on a space available basis after 6/20/2011
at \$230.00 for five day and \$185.00 for three days.

WEEK # 1: JUNE 27 – JULY 1 ____ 5 DAYS ____ 3 DAYS M T W TH F Amt. Due \$ _____

WEEK # 2: JULY 5 – JULY 8 ____ 5 DAYS ____ 3 DAYS T W TH F Amt. Due \$ _____

WEEK # 3: JULY 11 – JULY 15 ____ 5 DAYS ____ 3 DAYS M T W TH F Amt. Due \$ _____

WEEK # 4: JULY 18 – JULY 22 ____ 5 DAYS ____ 3 DAYS M T W TH F Amt. Due \$ _____

WEEK # 5: JULY 25 – JULY 29 ____ 5 DAYS ____ 3 DAYS M T W TH F Amt. Due \$ _____

WEEK # 6: AUG 1 – AUG 5 ____ 5 DAYS ____ 3 DAYS M T W TH F Amt. Due \$ _____

WEEK # 7: AUG. 8 – AUG. 12 ____ 5 DAYS ____ 3 DAYS M T W TH F Amt. Due \$ _____

WEEK # 8: AUG. 15 – AUG.19 ____ 5 DAYS ____ 3 DAYS M T W TH F Amt. Due \$ _____

Total (Less Paid Deposit) Balance Due \$ _____

Parent/Guardian (please print): _____

Day Phone: _____ Cell Phone _____

Parent/Guardian Signature: _____

A summer T-shirt will be given to each child on their first day of attendance. All children must wear their T-shirts when participating on field trips. **Please circle your child's T-shirt size:**
X-small small medium large X-large adult small

***PLEASE NOTE THE FOLLOWING:**

Registration cannot be processed without a **\$20.00** registration fee, a deposit of your first week's tuition and the completed registration paperwork. **New camper registration fee is \$40.00.** Please check either the 3 day or 5 day program for the weeks you wish to reserve, then circle the days of the week your child will be attending. Summer Camp tuition covers the entire camp day, from 7:00 A.M. to 6:00 P.M. Additional weeks can be added on a space available basis only. **Fees and tuition due for all dates reserved is NON-REFUNDABLE. We do not prorate tuition for holidays (Independence Day), vacations or illness. Late registrations will require an administrative wait of 2 business days for your child to be actively enrolled. The EXCL office will send a copy of the completed Registration Form to you for your records**

(Office use only)

Registration Fee: Date: _____ Check #: _____ Amt: \$ _____
 1st Week Deposit: Date: _____ Check #: _____ Amt: \$ _____

FARMINGTON EXTENDED CARE & LEARNING
SUMMER CAMP 2011 ENROLLMENT FORM

CAMPER'S INFORMATION:

Child's Name: _____ D.O.B. _____ Grade next fall: _____
Home Address: _____ Town: _____
Zip Code: _____ Home Phone: _____ Elementary School: _____

Siblings Attending Summer Camp: Name: _____ Age: _____
Name: _____ Age: _____

PARENT/GUARDIAN INFORMATION:

Mother/Guardian: _____ Home Phone: _____
Home Address: _____ Town: _____ Zip: _____
Employer: _____ Occupation: _____
E-Mail Address _____
Work Phone: _____ Cell Phone: _____

Father/Guardian: _____ Home Phone: _____
Home Address: _____ Town: _____ Zip: _____
Employer: _____ Occupation: _____
E-Mail Address _____
Work Phone: _____ Cell Phone: _____

Parent(s)/Guardian(s) are (circle one): Single Married Separated Divorced
Court Order(s): Yes No (If "Yes", please supply a copy for our confidential files)

Parent/Guardian to Contact in Case of an Emergency: 1.) _____
2.) _____

Additional Emergency Contacts: Name: _____ Phone: _____
Name: _____ Phone: _____

Person Responsible for Tuition Payments: Name: _____
Relationship: _____
Phone: _____

P.E.I.L. is a literacy development program for recommended children.
My child will attend the PEIL program at West Woods Upper Elementary School.

YES _____ NO _____

**If your child will participate in the P.E.I.L. program at West Woods Upper
Elementary School, a copy of the P.E.I.L. Registration form must be submitted
to EXCL prior to the start of Summer Camp.**

AUTHORIZATION LIST for CAMPER PICK-UP:

Other than Parents/Guardians, the following adults are authorized for Camper pick-up:
Name: _____ Relationship: _____
Name: _____ Relationship: _____
Name: _____ Relationship: _____

PHOTOGRAPHY WAIVER:

While in EXCL we will have many wonderful and fun moments that we may wish to capture on film, and in some cases these photographs and video's may be selected for publication. Please indicate below if we may photograph your child participating in EXCL camp activities.

YES _____ NO _____

MEDICAL INFORMATION:

Please list any health concerns, allergies including food allergies and/or medications for your child:

Allergy: _____ Medication: _____

Other allergies: _____

Special medical needs for your child: _____

MEDICAL TREATMENT AUTHORIZATION:

Please read the following statement and complete the following information:

“In case of accident or serious illness, I give permission that the standing orders for emergency procedures will be followed. I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his/her instructions. If it impossible to contact this physician, the school may make whatever arrangements seem necessary.”

Physician: _____ Phone: _____ Hospital: _____

Dentist: _____ Phone: _____

Insurance Company: _____ Group #: _____

Policy #: _____ Claim Service Phone: _____

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

Date: _____

FIELD TRIP PERMISSION:

My child: _____, may attend the EXCL summer camp field trips and swimming days. I give the EXCL camp staff permission to take whatever medical action might be necessary in the event of a medical emergency while off site:

Parent Signature: _____ Date: _____

Terms of Enrollment:

I have read the Farmington Extended Care & Learning Summer Camp policies and procedures and agree to accept them:

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

Date: _____