

# Monarch



# Camp 2015

**Parent Information  
and Enrollment  
Packet**

# SUMMER CAMP 2015

Dear Families,

**WELCOME TO MONARCH'S "SIZZLIN' HOT" SUMMER CAMP!** We are pleased to offer exciting and fun-filled experiences for your child(ren). Activities are planned according to weekly themes and field trip calendars will be distributed the 1<sup>st</sup> Monday of each month. The staff will do their best to provide a safe and fun program this summer. Attached you will find the Policies and Procedures for Monarch Summer Camp 2015 and all forms that need to be completed to enroll your child. The forms that need to be completed are as follows: Registration forms, T-Shirt Order Form and Field Trip Permission Slip. **PLEASE COMPLETE ALL FORMS AND TURN IN A COPY OF YOUR CHILD'S SHOT RECORDS, ALONG WITH YOUR REGISTRATION FEES BY THE DEADLINE IN ORDER TO ENSURE YOUR CHILD'S SPACE.**

Please read the policies and procedures carefully so you may understand the policies and practices of our camping environment. If you have any questions concerning our summer camp or other programs, please contact me at 713-440-7200.

Sincerely,

Devona Martin

Program Director



**Registration Fee (includes camp tshirt)**

Ages 6 - 11                      \$90.00

**Weekly Fees**

Ages 6 - 11                      \$150.00                      **Due every Monday**

**Monthly Fees (Discounted)**

Session I (5 weeks)	\$700.00	<b>Due June 1<sup>st</sup></b>
Session II (3 weeks)	\$420.00	<b>Due July 13<sup>th</sup></b>
Session III (3 weeks)	\$420.00	<b>Due August 3<sup>rd</sup></b>

**Important Billing and Payment Information**

**All payments are due weekly on Mondays whether in attendance 1 day or 5 days.**  
**All payments must be paid in advance. If payment is not received by Tuesday morning of each week, a late fee of \$10 per day** is assessed to your account beginning Tuesday evening. If weekly fee and late charges are not paid in full by Wednesday afternoon, your child's space will no longer be reserved and they will not be able to attend until full payment is received. **Please write your child's name in the memo portion of all checks.** Child may attend once payment is received based on space availability. If paying by check, **please make checks payable to: Monarch Early Childhood Academy.** There is a \$35 charge on all returned checks. **All registration and t-shirt fees are non-refundable.**

**Camp Times/ Dates/ Arrival**

Arrival should be between 7:00 and **8:00am** in order to **receive breakfast.** If you do not wish for your child to eat breakfast, **please make sure you have your child checked in by 9:00am.** If your child arrives after breakfast is over, please make sure you have fed your child. Each child needs a nutritious and healthy breakfast every morning to jump start the day. **Parents must check campers in and out daily.** Camp closes at 6:00pm and there is a **\$2 per minute per child** for campers who are picked up after this time.

There will be three sessions for Summer Camp. They are as follows:

- Session I                      June 1 – July 3
- Session II                      July 13 – July 31
- Session III                      August 3 – August 21

**NOTE: We will be CLOSED for vacation the week of July 6<sup>th</sup> – July 10<sup>th</sup>.**

### **Field Trips**

All campers must arrive by 8:45am on field trip days. Monarch will not provide accommodations if your child's field trip has already departed. Closed toe shoes such as tennis shoes must be worn on all field trips for your child's safety. **Monarch t-shirts must be worn on scheduled field trip days (which are on Thursdays ONLY).**

Although field trips are planned in advance, they are subject to change.

### **Appropriate Dress for Camp**

Campers should dress comfortable, t-shirts, shorts, socks, and **tennis shoes**. **NO SANDALS, FLIP-FLOPS, OPEN TOED SHOES OR SHOES WITH ANY OPEN BACKS OR HEELS ARE ALLOWED. Halter tops are also not allowed.** It is very important to **label all of your child's belongings** so it can easily be returned to the property owner.

### **Health and Safety (Medications and Illness)**

If your child becomes ill during the day, we will contact you immediately to pick him/her up. Please keep your child at home if you notice the beginning of an illness or contagious disease. Children with communicable diseases may only return upon a physician's approval. Emergency contact phone numbers are necessary and must be listed in case, and only if, the parent(s) cannot be contacted. **It is imperative that all phone numbers and emergency information are kept up to date.** In cases of injury, accident forms will be filled out and parents will be notified immediately for serious injuries. In the case of other injuries, i.e. scrapes and bruises, parents will be notified upon pick-up of the child. All medication administered by Monarch staff must be in the original container with child's name, dosage and times clearly marked. Medication forms must be filled out completely, signed and updated regularly by parents. **A copy of your child's shot records is required and must be submitted to the office prior to registering your child.**

### **Sunscreen**

Please apply sunscreen to your child in the morning for protection from the sun. Campers may bring sunscreen to reapply for later use if they have participated in water activities. Monarch staff will try to assist campers as much as possible, but should not be held responsible for ensuring that your child has on sunscreen.

### **Child Pick-up and Safety Concerns**

All children must be signed in and out daily. Children will only be released to persons listed as authorized on the registration forms. Identification is required of any person other than parents who will be picking up your child. Changes in people authorized to pick up your child must be in writing. If for some reason you are unable to put it in writing, verbal authorization is allowed, but you must contact the Summer Camp Director. Changes in custody agreements will be accepted only with a copy of the court order that specifies the change and the person named as having legal custody of the child. We are obligated to release a child to either natural parent without a court order.

### **What NOT to Bring to Camp**

Please do not send sandals, flip-flops, and any type of electronic device (unless a notice or permission is given), skates, skateboards, balls, radios, cell phones or playing cards with your child.

## MONARCH SUMMER CAMP

### CONDUCT POLICIES

Campers are entitled to a safe and pleasant environment while participating in this program. We expect all campers to display the following behavior:

- *Possess a positive and caring attitude*
- *Respect for fellow campers and staff*
- *Keep up with personal belongings*
- *Participation in all camp activities*
- *Follow proper safety procedures while on field trips and buses*

Our summer camp program demands a cooperative effort among parents, students, and teachers. **Monarch** cannot serve campers who display unacceptable behavior. If a camper exhibits any type of behavior that is thought to be unacceptable and/or disregards any guidelines/rules, the following will occur: first occurrence, the student will be warned to correct their behavior, second occurrence, the student will be warned and parents will be notified by telephone call and/or written notice of the incident or action; finally, if campers receive two warnings in one day, he or she will be suspended from specified camp activities for the next day. If their behavior is especially disruptive, they may be suspended from camp for the remainder of the session.

#### **Unacceptable behavior includes, but is not limited to:**

- Foul language
- Showing disrespect
- Fighting
- Not participating in activities
- Ignoring or disobeying rules
- Defacing property/vandalism
- Uncontrollable screaming

#### **Disciplinary Procedures:**

- 1<sup>st</sup> Incident – Verbal Warning
- 2<sup>nd</sup> Incident – Parent notified by phone and/or in writing
- 3<sup>rd</sup> Incident – The action taken is at the discretion of the Camp



TDL#: \_\_\_\_\_ TDL#: \_\_\_\_\_

Authorized to pick up child: Yes No Authorized to pick up child: Yes No

**PICK UP RESTRICTIONS**

If any individual is restricted from picking up your child, a court order must be on file at Monarch Early Childhood Academy.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ DL# \_\_\_\_\_

**Child Information for Transportation**

Note: This will accompany your child on all field trips

**MONARCH SUMMER CAMP MEDICAL RELEASE FORM**

Child's Name: \_\_\_\_\_

Gender: M F DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Custodial Parent/Guardian #1

Custodial Parent/Guardian #2

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Home) \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

IN CASE OF EMERGENCY AND PARENTS CANNOT BE REACHED, CONTACT:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ DL# \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ DL# \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ DL# \_\_\_\_\_

**Health History and Medical Preferences**

Hospital Preference: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City State ZIP

Known allergies (including medication) \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

My child has the following medical problem(s) which should be noted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Insurance carrier \_\_\_\_\_ Policy No.: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*Please attach updated Immunization records.**

**OTHER INFORMATION**

**Please provide any other information which you believe will be helpful in understanding and caring for your child.**

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**\*PARENTS ARE RESPONSIBLE FOR KEEPING ALL INFORMATION CURRENT\***  
By signing, you acknowledge acceptance of the policies stated in the registration packet.

\_\_\_\_\_  
Custodial Parent/Guardian

\_\_\_\_\_  
Date



## *Monarch T-Shirt* Order Form

**\*INDICATE QUANTITY AND SIZE BELOW\***

DESCRIPTION	QTY	SIZE	PRICE	AMOUNT
	Write Quan.	Please circle		
Children shirt		----- 2-4 6-8 10-12 14-16	\$15.00 \$15.00 \$15.00 \$15.00	
Adult shirt		S,M,L,XL  2XL  3XL	\$18.00  \$18.00  \$20.00	
Child's Name:				
Parent's Name:			TOTAL PAID:	

Complete the order form and indicate quantity and desired size in appropriate box. Please return order

form **along with your payment.** If paying by check, please make check payable to: *Monarch.*