

# B.E.S.T. Learning Center

## "Wild About Animals"

### Summer Camp 2011 July 5<sup>th</sup> - August 12<sup>th</sup>

For Office Use Only:
Amount Paid: \$ _____
Check # _____
Age Group _____
Teacher _____

**Child's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Age as of September:** \_\_\_\_\_ **Grade entering in September:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Employer's Name & Address:** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Employer's Name & Address:** \_\_\_\_\_

**Parents:**  Married  Never Married  Separated  Divorced  Parent(s) Deceased

**Other children (and ages) in the family?** \_\_\_\_\_ **how did you hear about us?** \_\_\_\_\_

**T-Shirts:** ages 2-5 will receive - **S**(6/8), ages 6-8 - **M**(10/12), ages 9-12 - **L**(14/16) or **XL**(18/20) unless otherwise specified. Shirts may shrink. We try to meet all requests but requests are dependent on availability.

### Program(s) Desired

*Please circle all that apply: \*\*Please circle all (1, 2 or 3) desired sessions.*

<b>Hours:</b>	Half Day (9 a.m. – 12 a.m.)*	Mini Day (10 a.m. – 3p.m.)	Full Day (9 a.m. – 4 p.m.)
<b>Days:</b>	Tues/Thurs	Mon/Wed/Fri	Monday - Friday
<b>Session(s)**:</b>	(1) - July 5 <sup>th</sup> - July 15 <sup>th</sup>	(2) - July 18 <sup>th</sup> - July 29 <sup>th</sup>	(3) - Aug. 1 <sup>st</sup> - Aug. 12 <sup>th</sup>

\*Half day is offered for children ages 2-4 ONLY

**Extended care needs (available 6:30-9a.m. and/or 4-6p.m.):** M T W TH F Hours \_\_\_\_\_

### **Infant/Toddler Care: \$80.00/day (up to 10 hours a day)**

**Please circle days of attendance (must be consistent each week):** M T W TH F Hours \_\_\_\_\_

### Medical and Emergency Information:

Does your child take any medication or have any health problems that we should be aware of? \_\_\_\_\_

Has your child had any allergies, illnesses, operations, accidents, or hospital experiences? \_\_\_\_\_

**Child's Physician** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Emergency Contacts (in the order that they should be called in an event the parents cannot be reached):**

<b>Name</b> _____	<b>Relationship to child</b> _____	<b>Phone Number(s):</b> _____
<b>Name</b> _____	<b>Relationship to child</b> _____	<b>Phone Number(s):</b> _____
<b>Name</b> _____	<b>Relationship to child</b> _____	<b>Phone Number(s):</b> _____

**Rates:**

·Registration \$50.00/child

·10% Discount for siblings

HALF DAY* (9am-12pm)	1 Session	2 Sessions	3 Sessions
Tuesday/Thursday	\$220.00	\$360.00	\$480.00
Monday/Wednesday/Friday	\$275.00	\$460.00	\$620.00
Monday-Friday	\$410.00	\$690.00	\$910.00

\*Half day is open for children ages 2-4 ONLY

MINI DAY (10am-3pm)	1 Session	2 Sessions	3 Sessions
Tuesday/Thursday	\$310.00	\$520.00	\$690.00
Monday/Wednesday/Friday	\$410.00	\$690.00	\$910.00
Monday-Friday	\$550.00	\$930.00	\$1230.00

FULL DAY (9am-4pm)	1 Session	2 Sessions	3 Sessions
Tuesday/Thursday	\$410.00	\$690.00	\$910.00
Monday/Wednesday/Friday	\$550.00	\$930.00	\$1230.00
Monday-Friday	\$760.00	\$1290.00	\$1700.00

**Extended Care**

We are open from 6:30 a.m. – 6:00 p.m. Extended care is available on an as needed basis for \$6.00 for each hour you go into. Charges will be applied in the next month’s billing.

The registration fee must accompany your completed summer camp application. Camp tuition must be paid in full by May 15<sup>th</sup>. Anyone registering for camp after May 15<sup>th</sup> must pay for camp in full at the time of registration. A returned check is subject to a \$25.00 penalty. A 10% discount is given to the lower tuition for a second child in the same family. There will be no refunds given for change of schedule or absences, under any circumstances. There are no makeup days given. All students attending our extended care program are required to pay a \$100.00 deposit, in addition to the camp tuition. Our program closes at 6 p.m. Any child picked up after 6 p.m. will be charged \$1.00 per minute. **B.E.S.T. Learning Center has the discretion to refuse new or continued admission, without refunds, if necessary. B.E.S.T. Learning Center reserves the right to dismiss any child from our program that in any way compromises the overall classroom routine to the point of serious disruption that impacts other children in our care. This includes aggressive or abusive behavior, both physically and verbally. There will be no refunds for any reason under any circumstances.** Please read, complete and sign this application and parental agreement and return with fees. A current medical form is due prior to the start of summer camp. For elementary age children a copy of their school physical is sufficient. Younger children must have a New York State Medical Form. If you need a medical form, please call 864-4064 or download a copy from our website.

**Parent Agreement with B.E.S.T. Learning Center**

- \* I understand that B.E.S.T. Learning Center will make every attempt to contact a parent/guardian and/or child physician and/or any emergency contact listed. In the event of a serious emergency B.E.S.T. will call an ambulance and a staff member will escort my child. I accept responsibility for any expenses incurred.
- \* I give permission for the director/acting director to take whatever steps may be necessary to obtain emergency care if warranted.
- \* I agree to comply with all rules and regulations of B.E.S.T. Learning Center regarding tuition, fees, attendance, health, transportation, clothing and other items specified in the school literature issued by the school each year.
- \* I give permission for my child to use all playground equipment and participate in all of the activities, field trips, evaluations and pictures connected with B.E.S.T. Learning Center.
- \* I will call the school if someone other than those designated in my child’s application will be picking up my child from school and that person will be prepared to show photo identification.
- \* I have read and completed all required forms from B.E.S.T. Learning Center necessary for my child’s enrollment.
- \* I acknowledge that all registration fees and tuitions paid are non-refundable and may not be applied to any other billings.
- \* I have read and agree to B.E.S.T. Learning Center’s “SUMMER CAMP POLICIES & PROCEDURES AGREEMENT” enclosed.

I verify that all information enclosed in this application is complete and accurate. I HEARBY APPLY TO ENROLL THE CHILD NAMED ABOVE. I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS FOUND ON THIS APPLICATION.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ***B.E.S.T. Learning Center's Summer Camp 2011, "Wild About Animals!"***

**The following outlines our rules to better accommodate you and your child.**

1. Always enter and exit through B.E.S.T. Learning Center's front doors. Always accompany your children to and from their classrooms. Please refrain from wandering within the building. All other inquiries should be directed to the office.
2. Children will be released to authorized people only. When an **unauthorized** person needs to pick up a child, a written note from a parent is mandatory and a photo I.D. will be required.
3. Please send in the following items labeled with their first and last name with your child each day:
  - \*A bathing suit worn under clothing the first day; thereafter, your teacher will advise whether it should be worn or sent in. A spare, dry bathing suit for all full day students for water activities (weather permitting).
  - \*Towel. Please label with your child's name.
  - \*Full change of clothes, inclusive of underwear. Please remember to label all clothing and accessories. Additionally, an extra change of clothes left at camp for any accidents that might occur.
  - \*Water bottle to refill during the day. Please label with your child's name.
  - \*Sunscreen should be applied prior to dressing your child in the morning. Please label with your child's name.
  - \*Sneakers, either worn or brought to camp, for outdoor activities.
  - \*A smock at the start of camp (an OLD shirt is okay). Please label with your child's name.
  - \*Lunch- all full day and mini day children should bring lunch, a beverage and one snack in a brown bag or lunch sack labeled with your child's name.
4. Ice cream and/or ice pops will be served daily.
5. Medications can be dispensed by B.E.S.T. Learning Center with the completion of "A Request to Administer Medication" form that your doctor must fill out and sign. This form may be obtained in the office. All medication must be in the original bottle from the pharmacy. Please do not leave any medication in your child's lunchbox or backpack.
6. In the event of an absence, please notify us. There are no makeup days for summer camp.
7. Please arrive at dismissal time to pick up your children. We cannot allow anyone into the building prior to dismissal time unless you are picking up early.
8. All tuition balances are due by May 15<sup>th</sup>. Extended care billing is done separately. All returned checks are subject to a \$25.00 penalty.

### **B.E.S.T. SUMMER CAMP POLICIES & PROCEDURES**

B.E.S.T. Learning Center's summer camp operates for 6 weeks. Camp at B.E.S.T. Learning Center is for children ages 6 months to 12 years old. Children of all ages (except infants and toddlers) participate in all the summer activities. These activities include sports, playground, and water play outside, dance and music and classroom time inside. Children ages 6 months to 4 years old do not participate in any out of camp field trips. Children ages 5 years to 12 years old are required to participate in our out of camp field trips. This is part of our camp experience here at B.E.S.T. Learning Center. We are unable to provide transportation for the children, therefore we ask parents to chaperone and drive for these field trips. All parents that do participate must be aware that they are not allowed, under any circumstances, to bring siblings along. Children that do not normally attend camp on the day of the field trip are also invited, only if their parents are willing to be a driver or chaperone if needed. In the event we do not have enough drivers for a field trip, the field trip gets canceled. Any parents requesting that their child does not participate in the field trip must keep their child home that day. All classes 5 years old and up participate in the field trips and there are no classes in place of the trip. It is the parent's responsibility to ensure transportation to and from camp for their child. All field trips and shows are subject to change without penalty. There are no refunds or tuition adjustments for absences. There are no make-up days during summer camp. Summer camp is 6 weeks divided into three sessions of two weeks each. We cannot break up a session to accommodate different schedules. There can be no switching of days during the week and no switching of weeks during camp. Adding sessions to your original camp registration is always possible as long as there is still room in the class. B.E.S.T. Learning Center's security system consists of cameras throughout the classrooms, hallways, gymnasium, playground and parking areas.

### **Drop off and Pick up**

The staff at the school will let you in at drop-off and pick-up times. Always accompany your child to and from their classroom. Please do not enter the classroom prior to your class's start time. Please refrain from wandering within the building. All inquires should be directed to the office. Use the parking lot at all times. PLEASE DO NOT PARK IN THE YELLOW LINED FIRE LANES. Cars may be ticketed or towed at owner's expense. Children will only be released to people authorized in your application and must have photo identification such as a valid driver's license. Parents will not be permitted to enter the building until 5 minutes prior to start and dismissal times unless for other explained reasons.

At dismissal time the parents are requested to wait outside the classroom until their child is dismissed in an orderly manner. We appreciate your punctuality upon arrival and dismissal. Please be considerate at all times so as not to disrupt your child's class or any other class.

A complete change of clothes should be sent on the first day of camp in a labeled ziploc bag. Please see the list of supplies needed for summer camp. Please make sure all items are labeled with first and last name. Teachers will advise you of any supplies needed.

Children MUST wear appropriate clothing and footwear at all times. Safe, sturdy, rubber soled shoes, preferable sneakers must be worn for all outdoor and gym activities. Please refrain from sending children with "Croc" style shoes, flip-flops and sandals. Children wearing inappropriate footwear will not be permitted to participate in recess, sports or gym activities.

Parents are required to supply any diapers and wipes that their child will need. All children are preferred to be toilet trained upon entering the three-year-old summer camp classes but it is not required until September for three year old classes.

Ice cream and ice pops are provided to each child in our 2 year old through 12 year old classes. All Mini Day and Full Day campers should bring a bagged lunch and snack for lunchtime. In the full day and mini day 2 & 3 year old classes lunch is followed by naptime.

### **PLEASE LABEL EVERYTHING**

#### **Illness**

It is the responsibility of the parent or guardian that children not attend camp when ill and that if a child should become ill during camp hours, the parent will provide transportation from the facility immediately. If a child leaves school with a fever, he/she must be fever free for 24 hours before returning to school. Please call us at 864-4064 if your child will be absent from camp. Please do not allow your child to attend if they are not feeling well.

The following symptoms are signs of a contagious illness and are not acceptable for a classroom environment:

*Vomiting, diarrhea, fever (anything above 99), rash, excessive coughing, runny nose (running yellow or green and thick mucus) and conjunctivitis (pink eye).*

It is imperative that we have updated emergency notification phone numbers in your child's file. Please check with the office to add phone numbers, including cellular phone numbers. When a parent is called to pick up a child due to illness, they are expected to come immediately or have someone on their list come immediately.

Medications must be brought to the front office in the original prescription bottle from the pharmacy. A "Request to Administer Medication" form must be completed, signed and submitted to the office. **Please do not leave any medications or vitamins in your child's lunchbox or backpack.** Please check with Gina in the office for the necessary forms required for medication.

#### **B.E.S.T. Learning Center's Discipline Policy**

B.E.S.T. Learning Center uses positive reinforcement to encourage and promote positive behavior within the classroom. Each teacher will outline positive and acceptable behavior to the children at the beginning of camp and will use praise and reinforcements such as stickers, incentive charts, prize boxes, etc.

In the event that a child behaves inappropriately (i.e. hitting, pushing, refusing to cooperate) a verbal explanation of appropriate behavior will be given to the child to remind them of classroom rules, sharing and cooperation. If the negative behavior continues the child will be redirected to an alternate activity. A child may be asked to sit at a table and do a puzzle or look at a book and relax for a few minutes and calm down. This time will be for several minutes based according to the child's age (2 to 3 minutes for a 2 year old, 3 to 4 minutes for a 4 year old, etc.). We do not use the term "time out", as this can have a negative stigmatism involved and may focus too much attention on the negative behavior.

Our philosophy of using positive reinforcement as an incentive system is that the children are rewarded for positive behavior. Rewards are sometimes stickers, stamps, prizes, etc. These are used strictly as rewards to encourage good and positive behaviors from the children. In the event that a child does not receive a reward for an activity it should not be taken in a negative way but rather as an incentive to behave better and then in turn be rewarded.

Negative behavior that is continuous and reflects on the child's ability to participate in the class will be taken further. First the child will be brought to the main office to speak with the director. A "pep talk" will often capture the child's attention enough to correct the negative behavior and enable them to rejoin the class successfully. If the behaviors still continue a call will be made to a parent to discuss the child's behavior in an attempt to rectify this matter. Situations where a child poses a threat to him or herself or the other children in the class or we feel that the child may be in need of other services, a swifter resolution may be necessary. If a parent is called to pick up a child they are expected to come immediately. In some cases the child may have needs that our program is not designed to meet and an evaluation may be recommended. If so, an evaluation recommendation form will be completed and must be signed and dated by a parent. In extreme cases parents may be asked to withdraw their child from our program.