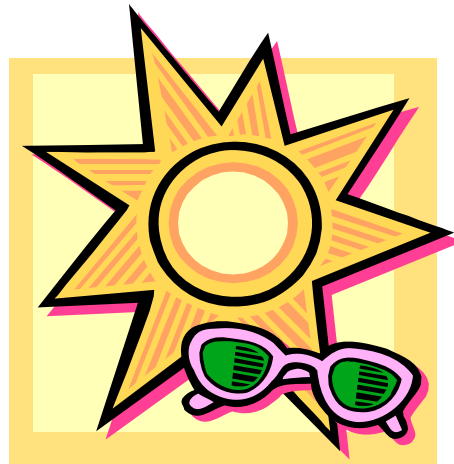


MONARCH SUMMER CAMP 2010



Parent Information and Enrollment Packet

SUMMER CAMP

Dear Families,

WELCOME TO MONARCH CHILD DEVELOPMENT CENTER'S SUMMER DISCOVERY CAMP 2010! We are pleased to offer an exciting and fun-filled experience for your child(ren). Activities are planned according to weekly themes and are listed on the each month's calendar which will be distributed the 1st Monday of each month. The staff will do their best to provide a safe and fun program this summer.

Attached you will find:

1. Policies and Procedures
2. T-shirt Order Form
3. Field Trip Permission Slip
4. Tennis Application

PLEASE COMPLETE ALL FORMS. It is very important that all completed forms and registration fees are returned in order to ensure your child's space. Please read carefully the policies and procedures 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

Ages 6-12 \$35

Weekly Fees

Ages 6-12 \$125.00 (includes field trips)

Important Billing and Payment Information

Payment for each week is due Monday of each week whether in attendance 1 day or 5 days or may 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 Friday 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 availability of space. If paying by check, **please make checks payable to: Monarch Child Development Center.** There is a \$25 charge on all returned checks. All registration/field trip/activity 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 two sessions for Summer Camp. They are as follows:

- Session I June 1 – July 2
- Session II July 12 – July 30
- Session III August 2 – August 20

We will be CLOSED for vacation the week of July 5th – July 9th.

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. (No exceptions)**

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 HEELS ARE ALLOWED. Halter tops are also not allowed.** It is very important to **label all of your child's belongings** so it is easier to promptly return lost items 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.

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 by calling (713) 440-7200. 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

Please do not send sandals, flip-flops, skates, skateboards, balls, radios, cell phones or playing cards with your child.

MONARCH CHILD DEVELOPMENT CENTER 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:

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

All parents and campers are expected to be familiar with the proper behavior and the disciplinary procedures.

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.

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