

St. Luke's Summer Camp
Registration Procedure
2017

- 1) Pick up registration packet at the Activities Center by the gymnasium and complete all forms. Forms may also be downloaded via our website at www.stlukessummercamp.org.
- 2) **All required paperwork must be submitted at the time of registration. We will not accept any partial paperwork. No exceptions!**
- 3) The **Authorization for Treatment** form must be notarized.
- 4) Each child's current **Immunization Record** must be submitted.
- 5) When registering, return the **completed forms**, the **non-refundable registration fee and payment for one session**. Make checks payable to **St. Luke's United Methodist Church**. Write Summer Camp and your child's name on the bottom of the check. Forms may also be faxed to our office at 713.961.7216. You may also upload all forms to our website. **However, applications will not be processed until all forms are submitted and payment is received. For payment information, please see Payment Guidelines. Please note, the registration fee and tuition for the first session of care are NON-REFUNDABLE.**
- 6) If it is indicated ANYWHERE in your child's paperwork **that your child has ASTHMA you must bring an inhaler to the Summer Camp office by Friday, May 19, 2017.**
- 7) **Any child with a FOOD ALLERGY OR OTHER ALLERGY must have an EPIPEN in the Summer Camp office.** If you feel your child's allergy does not warrant the use of an EpiPen you must turn in a note from your child's doctor explaining why the severity of your child's allergy does not require an EpiPen. **The EpiPen or doctor's note must be turned in to the Summer Camp office by Friday, May 19, 2017.**

Important notes:

- 1) All outstanding balances with the church must be paid in order to sign up for camp.
- 2) **Balance of tuition must be paid on or before the DUE DATE of MAY 8, 2017.** A camper cannot attend without payment in full.
- 3) Cancellations or changes (other than the non-refundable registration fee and tuition for the first session of care) must be made **in person at the Summer Camp Office, on the Summer Camp Add/Drop Form.**
- 4) **In order to receive a full refund & not be held financially responsible for all requested sessions you must drop unwanted sessions by May 8, 2017.** (Please be sure if you are dropping a session to drop lunch as well.)
- 5) Lunch must be purchased/added by Wednesday at 6 p.m. the week prior.
- 6) A fee will be charged for early drop-offs (before 8:50 a.m.), late pick-ups (after 4:35 or 6:05 p.m.), and returned checks. **The fee for late pick-up after 4:35 p.m. is \$1 per minute per child. THE FEE FOR LATE PICK-UP AFTER 6:05 P.M. IS \$5 PER MINUTE PER CHILD.**
- 7) **EARLY PICK-UP AND/OR LATE DROP-OFF ON FIELD TRIPS ARE NOT ALLOWED.** If your child does not attend the field trip there is no care at St. Luke's.
- 8) Camp will be closed on Monday, May 29th and Tuesday July 4, 2017.

Registration:

February 13, 2017: Early registration for St. Luke's church members and After School Care students, Monday-Friday, 10:00 a.m.-2:30 p.m. or 4:30-6:00 p.m. in the Activities Center.

February 27, 2017: Open registration begins at 10 a.m. on a first-come, first-serve basis, in the Activities Center. Registration will continue from this day forward until sessions are full.

| | | | | |
|----------------------|-------------|-----------------|-------------|------------------|
| Session Dates | **Session 1 | May 30-June 2 | **Session 6 | July 3-July 7 |
| | *Session 2 | June 5-June 9 | Session 7 | July 10-July 14 |
| | Session 3 | June 12-June 16 | Session 8 | July 17-July 21 |
| | Session 4 | June 19-June 23 | Session 9 | July 24-July 28 |
| | Session 5 | June 26-June 30 | Session 10 | July 31-August 4 |

***Vacation Bible School will be held June 5-9 (Session 2)
from 9a.m.-Noon for Groups 1 - 6.**

****Camp is closed Monday, May 29 (Session 1) and Tuesday, July 4, 2017 (Session 6) in observance of Independence Day.**

Parent Orientation: Friday, May 19, 2017, 6:30-7:30 p.m. Please plan to attend!

St. Luke's Summer Camp
Payment Guidelines
2017

FEES (per child)

Registration Fee (non-refundable)

| | |
|-----------------------------|----------|
| St. Luke's member..... | \$50.00 |
| Non-member..... | \$100.00 |
| ASC Currently Enrolled..... | No Fee |

GRADES 1st - 6th

| | | |
|----------------------------------|----------------------|----------|
| Summer Camp (9 a.m. – 4:30 p.m.) | 1 Week Session | \$225.00 |
|----------------------------------|----------------------|----------|

Early Care (7-9 a.m.) is \$25 per week per child and must be signed up for in advance (see registration form to sign up).

After Care (4:30-6 p.m.) is \$25 per week per child and must be signed up for in advance (see registration form to sign up).

GRADES 7th & 8th

| | | |
|--------------------|---------------------|----------|
| Middle School Camp | 1 Week Session..... | \$285.00 |
|--------------------|---------------------|----------|

(Includes early care, after care, and most field trip expenses. Most field trips leave by 9 a.m. If you arrive after 9 a.m. you may join Group 6 until Middle School returns.)

***Please note, Vacation Bible School will be held June 5-9 (Session 2) from 9 a.m. – Noon Monday-Friday for children in Groups 1 – 6. Monday, May 29th and Tuesday July 4th camp will be closed in observance of Memorial Day and Independence Day holiday.**

LUNCH (optional, only for Grades 1st – 6th)

| | |
|---------------------|---------|
| 1 Week Session..... | \$28.00 |
|---------------------|---------|

(Lunch is offered Monday – Thursday and must be purchased for the entire week. Lunches must be purchased/added by Wednesday at 6 p.m. the week prior.)

Lunch Menu

Monday

Chick-Fil-A 8 count Chicken Nugget, small fruit cup, & a drink.

Tuesday

Little Bigs Sliders, Kettle chips, fruit cup, & a drink.

Wednesday

Chick-Fil-A Chicken Sandwich, small fruit cup, & a drink.

Thursday

Central Market Turkey & Cheese Sandwich, carrots, grapes, raisins, cookie & a drink.

I. DROP-OFF/PICK-UP/FIELD TRIP/ATTENDANCE/WEATHER POLICIES

Each child dropped off before 8:50 a.m. and not registered for Early Care will be charged a \$25.00 penalty per day. Each child not signed up for After Care and picked up after 4:35 p.m. will be charged a \$25.00 penalty per day. Payment must be made day of occurrence with cash, check, or credit card.

LATE PICK-UP – A \$5.00 FEE WILL BE ASSESSED FOR EVERY 1 MINUTE AFTER 6:05 P.M. (PER CHILD). Payment is due on the date of late pick-up. Only cash will be accepted.

WE DO NOT ALLOW EARLY PICK-UP AND/OR LATE DROP-OFFS ON FIELD TRIPS. IF YOUR CHILD DOES NOT ATTEND THE FIELD TRIP, THERE IS NO CARE AT ST. LUKE'S.

We **do not** pro-rate for absent days, and no refunds are given when your child is absent.

No refunds are given when camp is closed due to holidays, hurricanes or other inclement weather, or Act of God.

II. **PAYMENT POLICIES**

BALANCE FOR ALL REQUESTED SESSIONS MUST BE PAID BY MAY 8, 2017.

MAY 8, 2017 IS THE LAST DAY TO DROP CAMP SESSIONS TO RECEIVE A REFUND. YOU WILL BE HELD FINANCIALLY RESPONSIBLE FOR ANY CANCELLATIONS MADE AFTER MAY 8, 2017.

ANY UNPAID BALANCES WILL RESULT IN THE LOSS OF YOUR CHILD'S SPACE AND YOU WILL STILL BE FINANCIALLY RESPONSIBLE.

THE REGISTRATION FEE AND PAYMENT FOR ONE SESSION IS DUE IN FULL AT THE TIME OF REGISTRATION. **THE REGISTRATION FEE AND TUITION FOR THE FIRST SESSION OF CARE ARE NON-REFUNDABLE.** NO CAMPER WILL BE ALLOWED TO ATTEND CAMP IF ACCOUNTS ARE NOT CURRENT.

IN ADDITION TO CASH AND CHECKS, WE ALSO ACCEPT DEBIT AND CREDIT CARDS (MASTERCARD AND VISA ONLY). Payments may be made by phone at 713-402-5075.

Any returned checks will be charged \$30.00, in addition to the amount returned.

III. **PAYMENT PLANS**

Payment Plans are available on a case-by-case basis. If you are in need of a Payment Plan you must contact the Summer Camp office to speak with a representative and request our Payment Plan Agreement.

YOU MAY SIGN UP FOR ONE WEEK AT A TIME, BUT PAYMENT MUST BE RECEIVED NO LATER THAN 5 P.M. FRIDAY OF THE PRIOR WEEK FOR CAMPERS CURRENTLY REGISTERED & 6P.M. THURSDAY OF THE PRIOR WEEK FOR CAMPERS NOT CURRENTLY REGISTERED. HOWEVER, WE CANNOT GUARANTEE SPACE WILL BE AVAILABLE.

UNDER NO CIRCUMSTANCES WILL A CAMPER BE ALLOWED TO ATTEND CAMP IF BALANCES ARE NOT CURRENT.

IV. **ADDITIONS/CANCELLATIONS/CHANGES**

Additions, cancellations or changes (other than the Non-Refundable Registration Fee and Non-Refundable payment for one session) must be recorded *in person* at the Summer Camp office, on the Summer Camp Add/Drop Form.

Sessions may be added at any time given there is available space; Payment must be received at the time of the addition for additions made after May 8, 2017. Campers already registered must add sessions no later than 5 p.m. Friday of the prior week. Campers not already registered must turn in all admission materials no later than 6p.m. Thursday of the prior week.

MAY 8, 2017 IS THE LAST DAY TO DROP/CANCEL CAMP SESSIONS TO RECEIVE A FULL REFUND & NOT BE HELD FINANCIALLY RESPONSIBLE FOR ALL REQUESTED SESSIONS.

Session changes are allowed at any time given there is available space.

St. Luke's Summer Camp 2017

Parent Handbook Summary

- Summer Camp begins Tuesday, May 30th and ends Friday, August 4th.
- **Summer Camp will be closed on Monday, May 29th (Session 1) & July 4th (Session 6).**
- Cancellations/changes must be made by Monday, May 8th to receive a FULL refund. No refunds will be given after May 8th; all sessions not dropped by this date are the parents' financial responsibility.
- **No camper will be allowed to attend camp without all registration forms complete and their current immunization record on file.**
- **MEDICATION:** If your child need any medication (allergy medicine, cough drops, etc.) while at camp parents must drop the medication off at the Summer Camp office and fill out an Authorization for Medication form. **DO NOT SEND ANY MEDICATION IN YOUR CHILD'S CAMP BAG OR LUNCH KIT!**
- **ALLERGIES:** Children with Asthma MUST have an inhaler in the Summer Camp office. Children with a food or other allergy MUST have an EpiPen in the Summer Camp office. Your child will not be allowed to attend camp without the proper medication.
- At no time are iPods, iPads, or any other WIFI ready/internet capable electronics allowed at camp! Cell phones must be turned off and kept in backpacks at all times.
- Label all of your child's belongings with his/her name. We cannot be responsible for misplaced items.
- **Summer Camp 2017 t-shirts must be worn every Friday on field trips.**
- Sessions must be purchased/added by Friday at 5 p.m. the week prior.
- Lunches must be purchased/added by Wednesday at 6 p.m. the week prior.
- Friday Field Trip Schedules will be available at the Summer Camp sign-in/out tables and on the Parent Page of the website by the Wednesday before the field trip.
- If your child misses any Friday Field Trip bus there is NO care at St. Luke's.
- There is no parent drop-off or pick-up from any field trips.
- Parents must advise the office of any change in address, phone number, or other personal information.
- Fees will be charged for the following:
 - a. **Early Drop-Off Fee** for campers not registered for Early Care and dropped off before 8:50 a.m. (\$25 per child per day)
 - b. **Late Pick-Up Fee** for campers not registered for After Care and picked up after 4:35 p.m. (\$1 per minute per child after 4:35 p.m.)
 - c. **Late Pick-Up Fee** for campers signed out after 6:05 p.m. (\$5 per minute per child after 6:05 p.m. Only cash payments will be accepted.)
 - d. **Returned Checks (\$30 per returned check)**

****Please Note: This is not a substitute to reading the Parent Handbook.****

St. Luke's Summer Camp Registration Form

Please **PRINT** all information.

Child's Full Name: _____ Gender: _____

Birthday: ____/____/____ Home Address: _____ Apt.#: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____ Child's Grade Level for the Fall: _____

School: _____ School Phone #: _____

School Address: _____

Parent 1 Name: _____ Parent 1 Home Phone #: _____

Parent 1 Cell Phone #: _____ Parent 1 Office Phone #: _____

Parent 1 Address(if different from child's): _____

Parent 1 E-mail Address: _____

Parent 2 Name: _____ Parent 2 Home Phone #: _____

Parent 2 Cell Phone #: _____ Parent 2 Office Phone #: _____

Parent 2 Address(if different from child's): _____

Parent 2 E-mail Address: _____

Emergency Contact Name: _____

Emergency Contact Phone #: _____

Emergency Contact Address: _____

Doctor's Name _____ Doctor's Phone # _____

Doctor's Address _____

MAY 8, 2017 IS THE LAST DAY TO DROP CAMP SESSIONS TO RECEIVE A REFUND.
ALL required paperwork must be submitted at the time of registration.

Please **CHECK** all that apply

Session(s): 1 2 3 4 5 6 7 8 9 10

Groups 1 - 6: 9:00a.m. - 4:30p.m. Early Care: 7:00a.m. - 9:00a.m. After Care: 4:30p.m. - 6:00p.m.

Group 7&8 (ONLY): 7:00a.m. - 6:00p.m.

Lunch(es): 1 2 3 4 5 6 7 8 9 10

T-Shirt Size: Youth S Youth M Youth L Adult S Adult M Adult L

St. Luke's United Methodist Church: MEMBER or NON-MEMBER

I have received the Parent Handbook (Operational Policies) for St. Luke's Summer Camp 2017.

I have provided a copy of my child's current Immunization Records to St. Luke's Summer Camp.

My child's health, hearing screening, & vision screening records are current and on file at the school my child attends.

I understand that any sessions marked above are my financial responsibility unless dropped by May 8, 2017.

All applicants are subject to the approval of the Summer Camp Director. By signing below I certify that I have read and agree to the Payment Guidelines and Registration Procedure. I understand that the registration fee and tuition for the first session of care are NON-REFUNDABLE. I understand that no refunds will be given after May 8, 2017. **Furthermore, I understand that all required paperwork must be turned in at the time of registration. No exceptions will be made.** Registration is open to all children regardless of race, ethnic origin, or religious preference.

Guardian's Signature: _____ Date: _____

| | |
|--|--|
| | |
| <p>Payment Method: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Credit Card (Visa OR MasterCard) Registration Fee: _____ Tuition Deposit: _____ 3% Convenience Fee: _____ Amount Paid: _____</p> | <p><input type="checkbox"/> Medical/Authorization for Treatment Form <input type="checkbox"/> Immunization Record <input type="checkbox"/> Parent Permission <input type="checkbox"/> Pick-Up Authorization Card</p> |
| Received By: _____ | Date Admitted: _____ |

**St. Luke's United Methodist Church
After School Care / Summer Camp
Parent Permission Form**

Program Activities: I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of St. Luke's After School Care/Summer Camp.

Field Trip Permission: I hereby give permission for my child to participate in the St. Luke's After School Care/Summer Camp field trips.

Permission for Transportation: I hereby give permission for my child to be transported by the St. Luke's After School Care/Summer Camp.

Permission for Water Activities: I hereby give permission for my child to participate in all water activities.

Publications & Media: I hereby give my consent for photographs and/or videos taken of my child to be used for education purposes, teacher training, social media, or publicity of St. Luke's After School Care/Summer Camp.

Permission to Apply Mosquito Repellent and/or Sunscreen: I hereby give my consent for After School Care/Summer Camp employees to apply Off! and/or sunscreen to my child before participating in outdoor play.

Child's Name _____ **Current Grade** _____

Parent's Signature _____ **Date** _____

Authorization for Medical Care

If I cannot be reached to make arrangements for medical care for my child at the time of an illness or accident, I give permission for:

St. Luke's United Methodist Church After School Care / Summer Camp

- 1) to call 911.
- 2) to transport to Texas Children's Hospital.
- 3) to transport to the hospital of my choice, _____.

Child's Name _____

Family Health Insurance _____ Policy # _____

Signature of parent/guardian _____

Subscribed & sworn to before me this _____ day of _____, _____

(Notary Public Seal)

Notary Public _____
Harris County, Texas

St. Luke's After School Care / Summer Camp Pick-Up Authorization

Child's Name _____ Grade _____ School Name _____

Child's Address _____

Parent 1 Name _____ Work# _____ Home# _____ Cell# _____

Parent 2 Name _____ Work# _____ Home# _____ Cell# _____

Emergency Name _____ Work# _____ Home# _____ Cell# _____

Emergency Name Address _____

May never pick-up your child: Name _____

Authorized to pick-up your child from St. Luke's After School Care / Summer Camp:

Name _____ Phone# _____

Name _____ Phone# _____

Name _____ Phone# _____

Name _____ Phone# _____

Name _____ Phone# _____

(see back →)

Please complete the below information:

Marital Status of Parents: Married _____ Separated _____ Divorced _____ Other _____

List any NON MEDICAL special needs or other important information the staff should know about your child:

Custody / Visiting Arrangements:

Allergies: YES NO Asthma: YES NO

If yes please list all allergies and their severity. Please see the front office to request an Allergy Action Form.
