



Summer Day Camp Exploring God's Creation Registration Form 2018

Child's Name: _____

Mailing Address: _____

Parent/ Guardian's Name: _____

Parent/ Guardian's Email: _____

Daytime Phone: _____

Circle one: Home Work Cell

Evening Phone: _____

Circle one: Home Work Cell

Registration:

\$30.00 per student if registered before May 9th

\$40.00 per student if registered after May 9th

Please indicate your child's T-shirt size:

Child: S M L XL

Adult: S M L XL

Summer of Hope Prices:

Five-day Program: \$160 -includes field trip

Four-day Program: \$130 - does not include field trip

Three-day Program: \$105 - does not include field trip

Two-day program: \$70 - does not include field trip

One-day program: \$35 - does not include field trip

- Prices for field trips will range from \$10-\$40 depending on the destination. (Staff will keep you updated on pricing)
- Drop-ins will be available except on field trip days. \$40
 - **Please come by 9am if you are dropping in.**

(RETURN THIS PAGE TO OFFICE)

Please indicate the weeks you are registering for in the boxes below.

Theme	Weeks	5 Days	4 Days	3 Days	2 Days	1 Day
Be Active!	June 11-15 [Rockin Jump]					
Be Incredible	June 18-22 [Movies]					
A California Summer	June 25-29 [Santa Monica]					
Red, White, and Blue	July 2-6 Closed 7/4 [John's Incre.]					
Exploring Our Ocean	July 9-13 [Aquarium]					
Dinos and Stuff	July 16-20 [Natural Hist]					
Neon Week	July 23-27 [Knotts]					
VBS Week	July 30- August 3 [Bowling]					
STEM Week	August 6-10 [The Cube]					
Goodbye Summer	August 13-17 [Beach Trip]					

(All Field Trips and weekly activities are Subject to Change)

Please Indicate Approximate Drop-off Time: _____

- ALL MAJOR FIELD TRIPS WILL BE ON TUESDAYS EACH WEEK UNLESS SPECIFIED BY STAFF**

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Registration Information

Registration:

\$30.00 per student if registered before May 9th

\$40.00 per student if registered after May 9th

Registration and deposits are due on the Wednesday before the week your child will be attending camp. Full payment is due the Friday before the week your child will be attending camp. A late charge of \$10 will be added if full payment is not paid by the Friday before the week your child will be attending camp.

Theme	Weeks	Field Trips
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Be Incredible	June 18-22 [Movies]	
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UNLESS SPECIFIED BY STAFF**

Parent Copy

Parent Information:

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\$30.00 per student if registered before May 9th

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Summer of Hope Prices:

Five-day Program: \$160 -includes field trip

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Parent Copy

Email: sac@hopeglendora.org Phone number: 626-335-5315 Address: 1041 E .Foothill Blvd Glendora, CA 91741



HOPE LUTHERAN SUMMER DAY CAMP
ADMISSION AND ENROLLMENT AGREEMENT
Summer 2017

- ◆ A Non-refundable registration fee is required for enrollment, all day camp fees are based on a weekly rate
- ◆ Deposits are required to guarantee your child's reservation at SOH. A deposit of \$10, along with registration, is required for each child by the Wednesday the week before you intend to attend.
- ◆ Full program fees are due the Friday the week before your child intends to attend.
- ◆ Field trips are included in the weekly fee only. 3-day campers pay extra for major field trips.
- ◆ Each child is responsible for bringing his/her lunch/beverage each day unless notified by Day Camp staff otherwise
- ◆ Hope Lutheran reserves the right to limit registration and cancel or postpone any program or trip
- ◆ Each child will receive one (1) Day Camp T-shirt per summer. This T-shirt must be worn on all field trips.
- ◆ Each child must be signed in and out daily by an authorized person
- ◆ All forms must be signed and returned before your child will be admitted to Day Camp

I have received an enrollment packet and understand all of the policies governing the Hope Lutheran Summer Day Camp program and I agree to abide by the following:

- 1. I will meet all financial responsibilities as stated in the enrollment packet.**
- 2. I understand that if I can't meet my responsibilities as a Hope Lutheran Summer Day Camp parent or if my child cannot abide by the disciplinary guidelines as stated in the enrollment packet, that my child may be disenrolled.**

Parent/Guardian Signature

Date

Day Camp Director Signature

Date

My child has special health and/or allergy concerns/needs. See Emergency Form.

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HOPE LUTHERAN
SCHOOL
SUMMER DAY CAMP
2017

TRANSPORTATION AUTHORIZATION

Child's Name _____

I authorize Hope Lutheran to transport my child to and from
scheduled program field trips.

Parent/Guardian Signature

Date

(RETURN THIS PAGE TO OFFICE)



HOPE LUTHERAN SCHOOL SUMMER DAY CAMP 2017

WELCOME! Hope Lutheran Day Camp has a fun, exciting and safe Summer Program planned for your child. Enclosed you will find important information concerning your child's summer experience. Please read everything carefully and make sure that all forms are completely filled out and parent's signature is included when necessary. We're looking forward to a Great Summer!

MISSION STATEMENT OF HOPE LUTHERAN CHURCH AND SCHOOL

To reach out and share the Word of God with our student's education them through all the activities offered, making disciples who experience the Abundant Life in Jesus Christ.

GOALS STATEMENT

The Summer Day Camp Program has been designed to meet the unique and individual needs of each child. Our ultimate goal is to create a safe and positive learning experience for each child.

Through interaction with others and exposure to certain responsibilities we strive to teach the child respect for him/herself and others.

Through daily exposure to group play, excursions, songs, and activities we strive to make the child comfortable with his peers and community.

Through positive discipline we strive to show each child that he/she has and individual worth and that even though his/her actions may at times be inappropriate, his/her feelings are always important.

Our goal is to create a safe environment for all children. This includes first aid, fire, and earthquake preparedness training for the staff.

We strive to make each parent feel comfortable with the child's environment.

In striving to meet all our goals we hope to achieve the best environment for children to grow into responsible caring adults.

POLICIES AND PROCEDURES

ARRIVAL & DEPARTURE

1. Hours of Operation – Day Camp Hours are Monday through Friday 7am-6pm
2. Drop Off - Child(ren) may not be dropped off prior to 7:00 a.m.. Parent or Guardian must physically walk their child(ren) into the building and sign her/him in. Parent should then accompany their child to the appropriate group area.
3. Pick-up - A child will not be released to anyone whose name does not appear on the pick up authorization list. The staff will require identification of anyone who is unfamiliar to them, and verify that the person is on the authorization to pick up

form before the child will be released. The child must be signed out before he/she will be released.

4. Late pick up - Children must be picked up prior to 6:00 p.m. to avoid a \$5.00 per 10 minute (or fraction thereof) charge. After 6:30 pm the charge is \$1 per minute. Late pick up charges may be paid at the office.

HEALTH & SAFETY

1. Injury during program - If your child is injured, the Site Director or acting Site Director will take whatever steps that may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following:
 - a. Attempt to contact a parent or guardian
 - b. Attempt to contact a parent or guardian through any persons listed on the emergency information form.
 - c. If we cannot contact you, we will do any or all of the following:
 - i. call paramedic
 - ii. have your child taken to an emergency hospital in the company of a staff member
2. Medication - any medication that needs to be administered should:
 - a. be given directly to the Site Director in the original packaging
 - b. have written instructions as per quantity, time to administer, any other directions and **written permission for Hope Lutheran to administer the medication.**
3. Sick Child - If your child wakes up with a fever or visible illness, please keep him/her at home. If a child becomes ill during the day, he/she will be isolated from the other children and you will be contacted. You will be expected to pick up (or make arrangements) you child as soon as possible.
4. Disaster Preparedness - During the course of the summer fire and earthquake procedures will be practiced.
5. To help us be prepared for an emergency situation, we ask that you send a ZIP LOCK BAG clearly marked with your child's name on the first day of camp. The bag can include:

foil pouched or boxed drinks	Granola bars	beef jerky
dried fruit or nuts (pkg)	cheese and cracker packs	fruit rolls
6. Discipline - The Hope Lutheran leadership staff is trained to be sensitive to the needs of each individual in the program. Leaders are trained to deal with behavior problems in a positive way, to help children develop positive habits and learn proper behavior.
7. If you child has a behavior problem that is repetitive and/or beyond verbal reinforcement, the following steps will be taken:
 - a. Child will be disciplined through time out from the group activity or other similar appropriate means.
 - b. The staff member will discuss appropriate behavior with the child.

- c. If a problem or problems persist, the parent will be notified via a behavior report the must be signed before the child may return.
- d. If the problem or improper behavior persists, the parent will be notified and requested to meet with the site director before the child may return to the program.
- e. If the child's behavior continues to be a problem the child may be suspended or dis-enrolled from the program.

FINANCIAL ARRANGEMENTS

1. Payment Arrangements - You may mail your payments or pay at the office. Checks should be made payable to Hope Lutheran. Should your check be returned by the bank for any reason, there will be a \$25.00 returned check fee.
2. Payment of Fees - Payments are due on a weekly basis. Fees should be paid by 6:00 p.m. on Friday prior to each new week. A \$10.00 late charge will be applied to any payment received after Friday. If the balance due is not received on time your child may or may not be able to the weekly field trip.
3. Refund Policy – In general, Hope Lutheran does not provide refunds. At the time of registration, a \$10 deposit should be placed for each week you plan for your child to attend. For example, if you plan for your child to attend three weeks during the summer, then \$30 plus registration is due at the time of enrollment. The \$10 will be credited toward the cost of the weekly fee.
4. Additional Children – There will be a \$10.00 discount for each additional child in the same family.
5. Cancellation/Additions: - Please understand that our program is staffed to registrations received if you need to add or cancel a week we must have at least 5 days notice.

GENERAL INFORMATION

1. Questions and Concerns - Open communication between Hope Lutheran staff and parents is essential to the success of the program. For your child's sake, please share any concerns or compliments you may have with the program.
2. No question is too small. We are here to help your child have a great experience during the summer day camp. Your comments, questions, concerns, or suggestions will be greatly appreciated.
3. Personal Belongings/Hope Lutheran Property - Each child will be provided with a storage place for his/her belongings, and will be instructed to use it. Hope Lutheran is not responsible for lost, stolen or broken personal property bought to the site or on trips. Your child may not bring personal toys or items unless authorized in writing by Hope Lutheran staff. Parents are responsible for any breakage of site property deemed malicious by the Site Director. Please clearly mark all items with your child's name.
4. Absences/Sick Days - If your child is going to be absent on any day, please notify the office no later than 9:00 a.m. on that day. Hope Lutheran Summer Day Camp cannot deduct days missed from weekly fees, as fees pay only for direct operational costs, such as staff, snacks, materials, and transportation. (Also, the

- enrollment reserves the time, space, staffing and provisions for your child whether he or she attends or not.)
5. Clothing - **Closed toe shoes** must be worn to all field trips unless specified by Summer SAC Staff. Dresses or skirts may not be appropriate for some activities.
 6. Field Trips – Field Trips are included in the weekly fee only. Part-time campers may pay extra for field trips. All major trips will be on Tuesdays or Fridays, Park days, Library days, and swimming days will be added throughout the summer. Children must wear their camp T-shirts on field trip days.
 7. Food - Hope Lutheran Summer Day Camp will provide a morning and afternoon snack including at least two food groups. Each child must bring a sack lunch that includes a drink (unless specified otherwise by HLSDC staff). Please include any allergies your child might have at the space provided on the Emergency Form.
 8. Money - Unless it is clearly specified by staff, please do not allow your child to bring any money to summer day camp.

Hope Lutheran Responsible Use Agreement

Hope has determined that the following policy be put in place due to the potential for electronic devices to be damaged, lost, stole, or misused. It has also been determined that we make it clear that Hope Lutheran Church and School (this is including Summer of Hope) is not responsible for lost, stolen, or damaged electronic devices and that as a condition of use on campus, the child and the parent must sign this policy stating they understand and will abide by the policy listed below and in other areas of the Student-Parent Handbook.

Children are not allowed access to the Hope wi-fi network on personal devices and we use a filtering device to prevent children from accessing inappropriate information on the Internet when using school devices and when using personal devices. Hope Lutheran can, and will, monitor students' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Children should have no expectation of privacy regarding their use of Hope Lutheran equipment, network, and/or internet access or filed, including email.

Misuse of Hope Lutheran devices or personal devices, and networks may result in restricted access. Such misuse may also lead to disciplinary actions, which may include disenrollment in our program.

During Summer of Hope, electronic devices may be used by your child(ren) between the hours of 7am and 9 am, then they will be put away for the daily activities, and can be brought back out at 5pm to 6pm. Children are allowed to use their devices to communicate with a parent as long as they ask permission. Cell phones are allowed on field trips if the parents have allowed it, however, it is the child's responsibility to take care of their device, and staff may as children to put cell phones away if they are distracting.

When signing this policy both children and parents acknowledge that the following are understood:

I am responsible for practicing positive digital citizenship

I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing, and all other electronic communications.

I will be honest in all digital communications

I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

I am responsible for my passwords and my actions on Hope accounts

I will not share my passwords with another child

I will not access the account information of another child

I will not post personal contact information about myself or other children. This includes, but is not limited to, last names, addresses and phone numbers

I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.

I will log out of my accounts in order to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression

I will use school appropriate language in all electronic communications, including email, social media posts, and audio/video recordings.

I am responsible for treating others with dignity

I will not send and/ or distribute hateful, discriminatory, or harassing digital communications

I understand that bullying in any form, including cyberbullying is unacceptable



HOPE LUTHERAN
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Hope Lutheran Responsible Use Agreement Form

Child's Name _____

I have read the Hope Lutheran Responsible Use Agreement with my child(ren) and understand it.

Parent/Guardian Signature

Date

(RETURN THIS PAGE TO OFFICE)



Dear Parents/Guardians,

This summer we will be doing many fun activities that often result in Kodak moments. I would like to capture these moments through pictures and/or videos. This parental consent form is to both inform you and to request permission for your child's photo/image to be published on the Summer of Hope web site/Instagram. Videos will not be posted on these websites.

As you are aware, there are potential dangers associated with the posting of pictures on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, I do want to celebrate your child and his/her projects. The law requires that we ask for your permission to use information about your child. We will not identify students by last name, only first names if any.

Please fill out the form below marking your permission. If you have any questions, or at any time change your mind about this agreement, please contact me immediately. Thank you!

Yes, I give Summer of Hope permission to take photos of _____ and post them on the Summer of Hope's website and Instagram.

I give Summer of Hope permission to take photos of _____ but do not give permission for said photos to be posted on the Summer of Hope's website and Instagram.

I do not give Summer of Hope permission to take photos of _____.



Connect on Instagram with Summer of Hope!

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Hope Lutheran Summer Day Camp 2017
Permission to Apply Sunscreen Waiver Form

Name of Child:

Hope Lutheran Summer Day Camp requests that sunscreen be applied to your child prior to them attending camp for the day. As the parent or legal guardian of the above-named child, I hereby give my permission to the Director(s) at Hope Lutheran Summer Day Camp to apply a sunscreen product of SPF 15 or higher to my child, as specified below, when he or she will be engaging in outdoor activities between the times of 10:00AM and 4:00PM. I understand that sunscreen may be applied to exposed skin, including but not limited to the face, tops of ears, nose, bare shoulders, arms, and legs. Additionally, I have checked and/or indicated below my directives regarding the type and application of sunscreen:

____ The Director(s) of Hope Lutheran Summer Day Camp may use the sunscreen of their choice according to package directions.

____ Only use the following type(s) SPF of sunscreen (parent will provide):

_____ For medical or other reasons, please don't apply sunscreen to the following areas of my child's body:

Parent/Guardian Full
Name (Print):

Parent/Guardian Signature: _____

Date: _____

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