

Stoddert Summer Camp (at St. Luke's)

**Operating Procedures 2009
Benjamin Stoddert Elementary School
4001 Calvert ST, NW
Washington, DC 20007
Telephone 202-255-7701**

Stoddert Elementary School Summer Camp welcomes your family! This program is sponsored and run by the Stoddert PTA. Please keep and review this information and guidelines.

Stoddert Summer Camp is run by the same people who bring you the Stoddert aftercare program. Longtime Stoddert aftercare teachers Galina Leonov and Sharon Smith are joined by Stoddert Alumni/College-Aged Camp Counselors to run this fun day camp that includes weekly visits to a local swimming pool, field trips and all kinds of outdoor sports and arts & crafts activities. There is also indoor fun like game day, cooking & karate classes and weekly Fun-Friday themed activities. Children are grouped by ages and placed on teams with lead counselors for age-appropriate fun!

Location & Hours:

- Location: St. Luke's UMC, 3655 Calvert Street N.W., Washington, DC 20007
- Operating Dates: June 22, 2009 - August 14, 2009
- Morning Care: 8:00 a.m. - 9:00 a.m.
- Afternoon Care: 4:00 p.m. - 6:00 p.m.
- Session: 9:00 a.m. - 4:00 p.m.
- After 6:00PM, there will be a **\$1 Per Minute Late Fee**. This needs to be paid in cash when you pick up your child as the fee is paid directly to the staff for overtime work.

Enrollment Options and Fees:

- Per week fee: \$200.00 per week for 9-4
- Pre week before/after care \$50 per week 8-9 and 4-6 p.m.
- Registration Fee: \$30.00 per child
- **There are no daily or part-time rates available.**

The total cost of all weeks you are signing up for plus registration fee will be due on May 1st, 2009.

Ages:

Stoddert Summer Camp is for primary school-aged children. Your child must have already completed his/her first year of pre-kindergarten on the young end and on the older end, outgoing 5th graders qualify.

Payment:

All fees are due upon the registration deadline of May 1st. Parents who do not comply are not guaranteed a slot in the camp. Adding additional weeks not signed up for in advance are up to the sole discretion of the camp staff and director. No guarantees are made unless prepaid.

There will be a \$25 bounced check fee for any check returned from the bank. There will be no refunds or pro-rata due to family vacations or dropping out. At the discretion of the Director it may be possible if your child has a prolonged (i.e. more than a week) illness.

Lunch:

Children must provide their own packed lunches. The program will provide an afternoon snack and drinks.

Dress:

As the bulk of our time is spent **outside**, please dress your child appropriately for the weather. Please label all clothes, backpacks and lunch boxes.

Sign-in and out sheets:

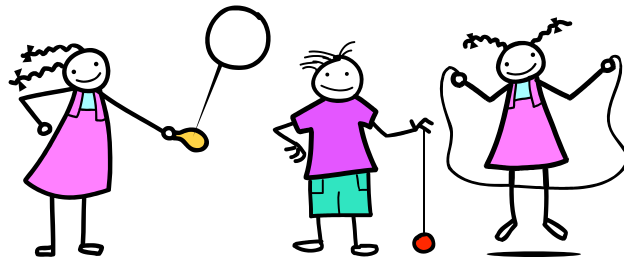
Please remember to sign your children in and out. This is our only way to assure that you or someone you have designated has picked up your child. If your child will be leaving with someone other than you, please send a note with your child. We cannot release a child to anyone unless the parents have designated them. If you need more space to add names on your enrollment form you can add them on the back. We will not allow children to leave the Stoddert grounds without a permission letter from the parents with the current date.

Communication with Staff:

Please let us know of your concerns, suggestions and anything you think we need to know regarding your child. The staff is dedicated to keeping your child happy and safe.

Discipline

We try to create a caring environment where the children feel safe and protected. In order to foster an appreciation of their rights as well as the rights of others we will follow certain guidelines regarding discipline. Inappropriate language or fighting is unacceptable. On the first violation, the staff will make every effort to resolve the situation through communication with the children involved. On the second violation, the parent or guardian will be notified. On the third violation, a mandatory conference will be arranged between the staff and the parents. If a fourth violation occurs, the child will be removed from the program. Our main goal is to maintain a harmonious environment.



Stoddert Summer Camp 2009

Operating Policies and Conditions

*****Read, Sign, Return*****

Name of Child: _____

Registration fee (\$30.00) and the total cost of your camp participation **must** be received by May 1st. A completed registration form with phone numbers and health insurance information **must** be on file for each child before s/he can attend.

Checks should be made payable to **Stoddert PTA Extended Day Program**. Fees must be paid regardless of lack of attendance due to illness, vacations, weather closings, etc.

All children must be covered by medical insurance, whether private, Medicaid or other. Admission will not be granted until such coverage is obtained.

The staff must be informed of any special dietary or medical needs that a child has. Children may not attend if they are ill. The staff has the power to determine that a child is too ill to participate.

The morning program operates 8:00 to 9:00 am. Children are not to be dropped off before 8:00 a.m. and parents must accompany them and check them in with the morning faculty.

The afternoon program operates from 4:00 to 6:00 pm. Children must be picked up by 6:00 pm. A late fee of \$1 per minute is charged if the child is not picked up by 6:00 pm. Repeated failure to pick up your child on time can result in his/her exclusion from the program.

To ensure the safety of all children, parents and those authorized to pick up children from the program **must sign children out every day**.

Names and telephone numbers of those authorized to pick up children must be on file and must be current. **Send written notification of any changes**.

Inappropriate language or fighting is unacceptable. On the first violation, the staff of the program will communicate with the child/ren involved to find a resolution. On the second violation, the parent or guardian will be notified. On the third violation, a mandatory conference will be arranged between the Director and the parent or guardian. On the fourth violation, the child/ren will be removed from the program.

The program is conducted **outdoors** daily, weather permitting, and children should be dressed accordingly.

Observance of financial obligations and the conditions stated above govern participation in the program. The staff advises the Summer Camp Program Board on any breach of these terms and makes recommendations on any child's or parents' continued participation. The Committee acts as a review board in all disputed situations. Its decisions are final and may not be appealed.

Stoddert Summer Camp is a non-profit, equal opportunity activity of the PTA. Stoddert PTA Tax ID is 52-1195083.

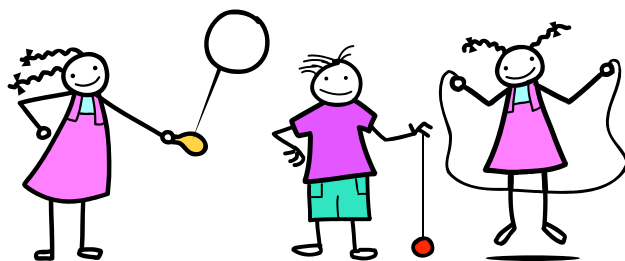
On behalf of my child/ren enrolled with this form, I hereby release Stoddert School, DC Public Schools, Metropolitan Memorial Co-operative Parish-St Luke's UMC and the Stoddert PTA and the Stoddert Extended Day Program, supervisory and teaching personnel, and all other participants in the program from any and all responsibility and liability for accidents, injuries, or other mishaps and misfortunes involving or related to the program. In case of emergency, I give permission to provide first aid care for my child/ren and my child/ren may be transported to the nearest medical facility for treatment deemed necessary (including anesthesia). I agree to accept financial responsibility for all medical expenses incurred. My child/ren may take part in field trips and take public transportation or private busses as part of Stoddert PTA Extended Day Program/Summer Camp.

My/our signature(s) show(s) that I/we have read and agree to all terms of participation in this program.

Signature of Parent(s) or Guardian(s)

Date

**** YOUR CHILD MAY NOT PARTICIPATE IN THE PROGRAM
WITHOUT THIS SIGNED FORM****



Stoddert Summer Camp 2009

Child Information & Registration Form (Fill out one per child you are enrolling.)

Name of Child: _____

Age: _____

Name of Mother: _____

Address: _____

Phone numbers: H: _____ W: _____ C: _____

Email: _____

Name of Father: _____

Address: _____

Phone numbers: H: _____ W: _____ C: _____

Email: _____

Emergency Contact Name: _____

Phone numbers: H: _____ W: _____ C: _____

Health Insurance Coverage for Child: (Important to Complete!)

Company Name: _____

Company Phone Number: _____

Policy Holder: _____

Policy Number: _____

Child's Pediatrician Name: _____

Child's Pediatrician Phone: _____

Any Allergies or Physical Disabilities: _____

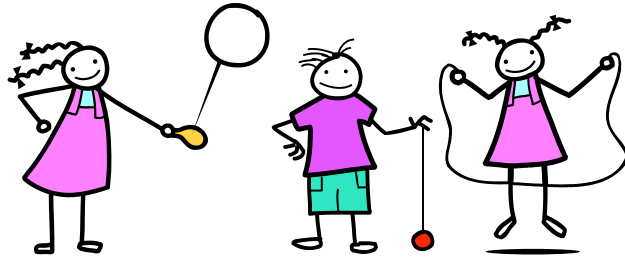
Name and Phone Number of Others Authorized to Pick up Child:

Name: _____

Phone numbers: H: _____ W: _____ C: _____

Name: _____

Phone numbers: H: _____ W: _____ C: _____



**Stoddert Summer Camp
Payment Worksheet**

For the week(s) of: _____

Name of Child: _____

Rates:

Weekly rate (9 a.m.-4 p.m.)	\$200.00
Before and/or Aftercare (8 a.m.-9 a.m. and 4 p.m.-6 p.m.)	\$ 50.00
One time registration fee	\$ 30.00

Calculation of Payments

One time registration fee	\$30.00
	+
Weekly Rate:	\$ _____
	X
Total # of Weeks	_____
Total due:	_____

Full payment is May 1st with registration fee. Payment and application can be placed in the PTA Drawer at Stoddert or mailed to Wendy Sefsaf at 4000 Tunlaw Road, NW #712 WDC 20007.

I would like to pay by:

check payable to Stoddert Extended Day Program

credit card

Number _____

Expiration date _____

Name as it appears on the credit card: _____

Cardholder's Signature _____

For Administration/Accounting use only

Start date in program: _____ Amount collected: _____

Check number: _____

Notes:

Swimming Pool Permission Form

Only competent self-sufficient swimmers will be taken to the swimming pool at Volta Park each week. The other children will take part in water play on the grounds of St. Luke's or at Guy Mason Park.

Child's Name: _____

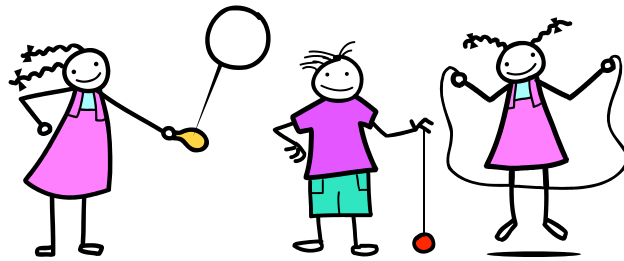
Mark One:

My Child IS: _____ IS NOT _____ a competent swimmer.

My Child DOES: _____ DOES NOT _____ have my permission to go to Volta Park Swimming Pool each week.

Parent's Name: _____

Parent's Signature: _____



Stoddert Summer Camp (at St. Luke's)

Things to Bring to Camp Each Day

1. Packed lunch (we provide afternoon snack).
2. Swimsuit, water shoes and towels, waterguns for daily water play.
3. Book for reading period each day.
4. Water bottle (we will have plenty of bottled water).
5. Bug spray and sunblock.
6. Mat or towel for daily naps/rest period (Pre-K or K aged only).
7. Change of clothing in case of accidents (Pre-K or K aged only).