



# STEP SUMMER ENRICHMENT CAMP 2018

Registration Deadline with deposit for each week attending is March 29, 2018.  
 Free Registration until March 29<sup>th</sup>. \$35 registration fee if late registration is accepted.



**Camp location: Woodcrest School - 400 Cranford Road.**

Camp Office address: STEP, Cooper Elementary School, 1960 Greentree Road, Cherry Hill, NJ 08003  
 Phone: 856-429-6564 Ext. 2 Fax: 856-429-8246 E-mail: [EKlitz@chcl.org](mailto:EKlitz@chcl.org) [NGauntt@chcl.org](mailto:NGauntt@chcl.org)

Mail this completed form and the \$75 per week, per child, non-refundable deposit made out to "Cherry Hill STEP".  
 The deposit will be deducted from the weekly tuition.

10% sibling discount for the 2<sup>nd</sup> child. 20% discount for each additional sibling.

The discounts apply to the child with fewer days in the camp. Don't deduct the discount at this time.

Child's Last Name	First Name	Home School	Birth Date	Gender	Grade in Sept. 2018	OFFICE USE Rec'd \$

List sibling(s) in this Camp: Complete a separate form for each child. Name \_\_\_\_\_ Name \_\_\_\_\_

The Camp is **NOT** open on Fridays as the School District is closed on Fridays during the summer.



Place an "X" in the box for each week that your child will attend. Circle the days of attendance.  
 Four-Day Tuition, Three-Day Tuition, and Two-Day Tuition is available.

	Four Days	Three Days	Two Days			
	\$204	\$184.50	\$130	Week 1	June 25 <sup>th</sup> - 28 <sup>th</sup>	Monday, Tuesday, Wednesday, Thursday
	\$153	\$184.50	\$130	Week 2	July 2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup>	Monday, Tuesday, (closed July 4 <sup>th</sup> ), Thursday
	\$204	\$184.50	\$130	Week 3	July 9 <sup>th</sup> - 12 <sup>th</sup>	Monday, Tuesday, Wednesday, Thursday
	\$204	\$184.50	\$130	Week 4	July 16 <sup>th</sup> - 19 <sup>st</sup>	Monday, Tuesday, Wednesday, Thursday
	\$204	\$184.50	\$130	Week 5	July 23 <sup>th</sup> - 26 <sup>th</sup>	Monday, Tuesday, Wednesday, Thursday
	\$204	\$184.50	\$130	Week 6	July 30 <sup>th</sup> - Aug. 2 <sup>nd</sup>	Monday, Tuesday, Wednesday, Thursday
	\$204	\$184.50	\$130	Week 7	August 6 <sup>th</sup> - 9 <sup>th</sup>	Monday, Tuesday, Wednesday, Thursday
	\$204	\$184.50	\$130	Week 8	August 13 <sup>th</sup> - 16 <sup>th</sup>	Monday, Tuesday, Wednesday, Thursday



If weather make-up dates extend the school year, our camp start date may change.

	Parent/Guardian #1 <input type="checkbox"/> Mother <input type="checkbox"/> Father Other _____	Parent/Guardian #2 <input type="checkbox"/> Mother <input type="checkbox"/> Father Other _____
Name		
Home Address		
Phone	(cell) _____ (home) _____	(cell) _____ (home) _____
E-mail		
Employer		
Work Address	_____ ext # _____	_____ ext # _____
Work Phone		
Child resides with	Parent / Guardian #1 <input type="checkbox"/> Yes <input type="checkbox"/> No	Parent / Guardian #2 <input type="checkbox"/> Yes <input type="checkbox"/> No
Custodial restrictions?	If yes, indicate and attach a certified copy of the court order signed by the Judge. _____	If yes, indicate and attach a certified copy of the court order signed by the Judge. _____

EMERGENCY CONTACTS: List adults (over age 18) to be called in the event of an emergency if a parent cannot be reached.  
**Place a check mark in the box for the contact(s) who may pick up your child at any time, without your prior notification.**

NAME	Relationship to child	CELL/HOME PHONES	WORK PHONES
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Share relevant **care information** that you have shared with your child's school that would be useful in meeting your child's needs in the camp. A nurse is with the camp twenty-five hours a week (five day weeks). Medications are administered once per camp day at midday. Parents with specific concerns regarding medical or care needs should contact this office in writing, attached to your registration form. A phone communication and/or meeting may be scheduled by the nurse. Children have to be potty-trained. Parents or legal guardians may arrange to administer medications to their child during the hours of the camp.

Allergies: \_\_\_\_\_

Medical conditions/disabilities: \_\_\_\_\_

Current medications/dosage: \_\_\_\_\_

Check here if bringing medication for your child. Parents must provide physician's documentation and signed school district "Medication Authorization Form" which permits the nurse to dispense medication. Ask your home school nurse to provide this documentation to the Camp nurse. Sunscreen is treated as medication.

At this program, does your child require: Epi-Pen  Yes  No  Inhaler  Yes  No

Personal, social, emotional, speech, language, educational, physical, health, familial situations, etc.: \_\_\_\_\_

What behavior might we see in your child that is likely to need adult attention? What have you found is the best way to handle it?

Indicate activities to be encouraged or restricted. \_\_\_\_\_

CHILD'S PHYSICIAN: \_\_\_\_\_

Physician's Telephone \_\_\_\_\_ Address \_\_\_\_\_

Child's Insurance Co. and Policy Number: \_\_\_\_\_

**MEDICAL PERMISSION:** If a medical emergency arises, the staff will first attempt to contact a parent. If the parent or emergency contact cannot be reached or the emergency is such that immediate medical attention is necessary, your child will be treated by Professional Emergency Personnel. Enrollment in the camp allows the program's nurses access to your child's school health care plan and district medical paperwork. Medical and care information will be shared with the Coordinator, site liaisons, and lead teachers in order to care for the children.

**CARE INFORMATION:** Failure to provide medical care information or special care information will result in suspension from the program until the information is provided and time can be allocated for a needs assessment and care planning.

**PHOTO RELEASE:** I give my permission for the STEP Summer Enrichment Camp to use any photos taken of my child during camp in a camp book to be distributed to all camp families and for the district web site.  YES  NO

**PARENTAL PERMISSION:** I give permission for my child to participate in the field trips, swim club, and other activities of the camp. The children will be walked across the street from the school to the Woodcrest Recreation Association. I accept full responsibility for my child's acts while in the camp and release and absolve the Board of Education from any liability.

It may be necessary to relocate students and staff to another district school or to more than one school due to an unforeseen situation at the STEP camp such as a utility outage, work being conducted at the school, or other situations that may occur. The relocation to another school would be by district approved school buses and could take place within an extremely short notice. Families would be contacted as soon as possible by the STEP Office or the District Notification System. This would require picking up your child at another school for a temporary period of time.

**Read the three pages of Important Registration Information for the Summer Enrichment Camp and the Behavior Management Policy.**

\_\_\_\_\_  
Signature of Parent / Guardian #1

\_\_\_\_\_  
Signature of Parent / Guardian #2

\_\_\_\_\_  
Date

## IMPORTANT REGISTRATION INFORMATION FOR SUMMER ENRICHMENT CAMP 2018

Page 1 of 3

- Parent/guardian communication with the camp is strongly encouraged.
- If weather make-up dates extend the school year, our camp start date may change.
- Provide all information requested on the registration form for your child's summer safety, health, success, and fun. Share relevant information that you have shared with your child's school that would be useful in meeting your child's needs in this program.
- Failure to provide medical care information or special care information will result in suspension from the program until the information is provided and time can be allocated for a needs assessment and care planning.
- In order to provide pictures in a fun little year book and to post children enjoying activities on the district web site we have included a photo release on the registration form. Please look on the form and make your decision by checking the appropriate box.
- This program includes outdoor activities, trips, exciting interactive programs brought to the school, swimming, animals, plants, etc. At times, all students are grouped together for activities. The children will be walked across the street from the school's rear parking lot to the Woodcrest Swim Club.
- The long hours and the program can be too stimulating for some children to be successful and to do well. Please refer to the Behavior Management and Discharge Policy (below).
- For the safety of all of the children, the second misbehavior at the pool will automatically result in exclusion from pool activities for the remainder of the summer program. Please discuss the need for safety at the water with your child, in advance.
- Children may not be picked up while on a trip or at swimming. Arrange to pick up before the trip at the school, if needed. This is a security issue. Trip/activity schedules will be provided. We do not take volunteer chaperones on trips.
- Don't use the main entrance of the school to access the camp. Use the front circular drive of the Woodcrest Elementary School and look for the entrance by the little fenced garden. This entrance will have a camp sign on the door.
- See the link on the web site for the water testing information and Water Plan Letter from the School District Superintendent or request a copy from us.
- Plan to drop your child off at the camp well in advance of field trips and swim club time to enable a calm and orderly transition for the children. It is important for us to arrive on time at the trip destinations. Trip times and information will be on flyers in the classrooms at the start of each week and will be emailed to families.
- A camp shirt will be provided to be worn on each trip. It is not necessary on swim days but may be worn any day. Camp drawstring backpacks and additional camp shirts are available if ordered by March 29, 2018.
- The posted field trip return times are a best judgment due to traffic, children's bathroom needs, and an event running long. In August, due to the heat, some or all trips will come into the camp instead of the camp leaving on trips.
- Provide written notification of any adult who will have permission to pick up your child. This includes emergency pick-ups.

## **IMPORTANT REGISTRATION INFORMATION FOR SUMMER ENRICHMENT CAMP 2018**

Page 2 of 3

- We provide one lunch selection per day through the school district's food service. No alternate lunch selections are available. A menu will be provided. Send a non-perishable lunch with your child on days you do not desire the camp lunch or if you wish to send extra food. Make your lunch decisions known to your child's teachers. Daily snacks are the responsibility of the parents to send each day.
- The program's nurses will review care information. Activities may be restricted (trips, swim, sports, etc.) based upon our ability to maintain the health and safety of your child.
- Parents with specific concerns regarding medical or care needs must indicate this, in writing, on the registration form or staple it to the registration form. New or updated information sent after registration must be hand delivered to the STEP/SACC Office to insure that we receive it. Teachers may not administer medications as they are medically unlicensed personnel.
- If your child has a food allergy, we strongly recommend that you provide all food and drinks to include lunches, snacks, and party foods.
- Please avoid sending peanut butter/oil products into the school. Allergies can be so severe that any peanut residue may cause a life threatening situation. We appreciate your cooperation.
- Enrollment in the program allows the program's nurses access to your child's school health care plan and district medical paperwork. Medical and care information will be shared with the Coordinator, site liaisons and lead teachers in order to care for the children.
- We do not have a nurse at the camp for all of the hours that it is open. A nurse will be at the program twenty-five hours a week to check on the children and to dispense medications. Medications are administered once per camp day at midday. Parents or legal guardians may arrange to administer medications to their child during the hours of the camp. Sunscreen is treated as medication. As such it requires a physician's order and parent permission on the school district's form.
- If your child sustains an injury at home that impedes mobility or activity, you will need to present documentation from the child's physician. This documentation is to include information and instructions regarding the activity level and ability to participate in the camp activities as well as any new medication for the camp nurse to be aware of or to administer. Children should not be attending camp ill or with some injury that may affect their health or interfere with their ability to safely participate. Note that it can be difficult for an ill or injured child to tolerate a lengthy day at camp.
- In the interest of many health concerns to include allergies, do not celebrate birthdays or occasions by sending food to the camp. Instead, we would ask that you consider celebrating in a non-food manner. For example: bring a favorite book that the teacher will read to the group, a photo album to share, a puzzle for the group to put together, or the group may sing together. As always, all students in the class need to be included in any celebration.
- Week eight will be in the APR and not in the classrooms in order that the classrooms may be cleaned and ready for the start of school.
- If your child will, also, be attending the Extended School Year program during the hours of this Camp please send a written notification to the STEP/SACC office. State the days of the week and times of the day that your child will be arriving and/or departing this camp and

## IMPORTANT REGISTRATION INFORMATION FOR SUMMER ENRICHMENT CAMP 2018

Page 3 of 3

- by what means of transportation. This program is not altered to accommodate other schedules. When the camp is on a trip, no staff will be available at the school for drop off as we take all available staff to help with the children. Ask us what the options are for this.
- The registration deadline with the deposit for all weeks of attendance is March 29, 2018. The tuition balance (tuition minus deposit) for weeks 1, 2, 3, 4 is due by April 30, 2018. The tuition balance for weeks 5, 6, 7, 8 is due by May 31, 2018.
- Enrollment will be cancelled and the deposit forfeited if the tuition is not paid by the deadlines. The appropriate payment forms and the camp shirt/camp backpack form are on-line or you may request hard copies. Contact us for any assistance you may need.
- There is no registration fee if we receive your registration by March 29, 2018. A \$35 registration fee is applied if a late registration is accepted. Late registrations are not always accepted.
- Switching specific weeks will be considered when the request is made in writing. After June 1<sup>st</sup> any request to switch weeks must be made five business days in advance, in writing, for consideration.
- We do not provide a make-up day, credit, or refund when a camper does not attend a registered day. It is expected that children will attend on the days registered as that is when we assign staffing, supports, and commit funding for the campers. Request any schedule changes five business days in advance, in writing, for consideration of the change. We try to accommodate a change as a service to the family. However, even when notified in advance we cannot always agree to a change.
- Any cancellation from the program before June 1<sup>st</sup> must be made in writing and will forfeit the deposit paid. Any cancellation made on or after June 1<sup>st</sup> will result in the forfeit of the deposit and the tuition paid.
- Registered families wishing to add a week of camp requires a minimum of five business days to process and cannot be guaranteed.
- Registration is for 4-days per week, 3-days per week, or 2-days per week and must be the same days for each week of attendance. If July 4<sup>th</sup> is your day of the week you may choose another day for that week if you wish.
- Visit your child's room information board periodically for calendars, schedules, and important announcements and check your email for updates.
- The use of personal electronic games/devices is extremely limited. The Summer Enrichment Camp CANNOT be responsible for any broken, traded, or lost equipment.
- It may be necessary to relocate students and staff to another district school or to more than one school due to an unforeseen situation at the STEP camp such as a utility outage, work being conducted at the school, or other situations that may occur. The relocation to another school would be by district approved school buses and could take place within an extremely short notice. Families would be contacted as soon as possible by the STEP Office or the District Notification System. This would require picking up your child at another school for a temporary period of time.
- Please send the following items to camp daily: A book, sneakers, a frozen bottle of water, bathing suit, towel, hat, and sunscreen.

**CAMP SHIRTS**  
**CAMP BACKPACKS**

**SHIRTS:** One camp shirt will be provided for each student participating in the Camp. Each child should wear the shirt when on a field trip. The camp shirt is not necessary on swim club days but may be worn any day.

Child's Name \_\_\_\_\_ Grade (in Sept. 2018) \_\_\_\_\_

Check your child's size:

YOUTH    Medium \_\_\_\_\_    Large \_\_\_\_\_

ADULT    Small \_\_\_\_\_    Medium \_\_\_\_\_    Large \_\_\_\_\_    XL \_\_\_\_\_

In order to receive the free shirt and the requested size, this form must be returned by **March 29, 2018**. After the deadline, we try our best to have a shirt for each child but we cannot guarantee a camp shirt or the correct size after we place the order to the shirt company.

**BACKPACKS:** Nylon drawstring Camp backpacks are available at \$12.00 each. Backpacks are only available if ordered by **March 29, 2018**.

I wish to order \_\_\_\_\_ additional shirts at \$15.00 each.

I wish to order \_\_\_\_\_ backpacks at \$12.00 each.

Enclosed is \$ \_\_\_\_\_ to cover the cost of backpacks and *additional* shirts.

*Use a separate order form for each child.*

Please make check payable to "Cherry Hill STEP".

Office Use:	R#	Date	\$	p/w	Incl
-------------	----	------	----	-----	------

Please check here if you want a receipt

## BEHAVIOR MANAGEMENT AND DISCHARGE POLICY

The SACC/STEP programs will apply discipline in agreement with the School District's Code of Student Conduct policy and Anti-Bullying policy. Disruptive behavior procedures are outlined below:

Effective programs require an orderly environment where all children are entitled to a safe and pleasant experience. Positive behavior in children is encouraged and reinforced. The emphasis on positive behavior creates an atmosphere of mutual respect and the appreciation of individual differences among staff, students, and parents as well as respect of District and community property.

Students are expected to conduct themselves in keeping with their level of maturity and in such a way as to demonstrate proper regard for the rights and welfare of other students. The policies assist students with the establishment of the boundaries between acceptable and unacceptable behavior in an atmosphere that encourages children to grow in self-discipline.

- Students are expected to know and exercise positive modes of behavior and good manners.
- Children are to respect the rights and welfare of others, including the right to be a part of programs in an environment that is orderly and disciplined.
- Children assume personal responsibility for acting with respect and civility and shall not contribute to any infraction which may be observed.
- Students abide by school rules that have been developed to assure the safety of all those in the school community.
- Children should communicate with peers and those in authority with respect and consideration, and assume responsibility for one's own behavior and speech.
- Students respect school property and help to keep it free from damage.

At times a child may be redirected, provided time to sit and reflect, or asked to suggest better ways to handle a situation in the future.

The SACC/STEP programs cannot serve children who display chronically disruptive behavior. Disruptive behavior is defined as verbal, physical, or other forms of abuse or activity including acts that instill a sense of anxiety and fear in other students which may cause distress or a reluctance to attend a program.

This may include but is not limited to: physical or emotional harm to other children, bullying, verbal harassment of peers or staff, unauthorized departure from the school grounds, ignoring or disobeying the rules which guide behavior during the program, or behavior which requires constant attention.

These examples of situations leading to termination are just examples and are not exclusive causes. If a child cannot adjust to the program setting and behave appropriately, the child may be discharged. Suspension from the program and discharge from the program are at the discretion of the Coordinators.

Reasonable efforts are made to assist children to adjust to the program settings. Staff members consider the interests of the children in their group and seek suggestions in planning activities and class rules. Staff members confer with parents of children who have special needs to help the children participate successfully in the programs.

Disruptive behavior will be written in an incident report which will be given to the parent/guardian to read and sign. The report is then sent to the SACC/STEP Office. When a child receives three written behavior related reports, the child will be suspended effective at the end of the day of the third report. During the first week of the suspension, the parents/guardians, staff member, and a Coordinator or Supervisor will confer to collaboratively identify the problem, develop strategies to solve the problem and determine the conditions for reinstatement. When appropriate, third graders and older students should participate in this conference to develop a behavioral agreement. Parents/guardians will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn by the parents/guardians or discharged by a Coordinator or Supervisor.

If a child is reinstated into the program and receives another behavior related incident report, the Coordinator or Supervisor may discharge the child immediately, including if necessary, notifying the parent/guardian or emergency contact to come and get the child.

If the severity of a problem is great enough to threaten the safety of the child or other children in the program, discharge will be effective immediately after the Site Leader/Liaison consults with the Coordinator and/or Supervisor who will notify the parent/guardian or emergency contact.