

STEP

2021 SUMMER ENRICHMENT CAMP STUDENT REGISTRATION FORM

Email completed registration forms to STEP.Registration@chclc.org

Child's Student ID# _____

Office Use	Medical	Custody	Other
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All items in RED MUST be completed.

Child's Last Name	First Name	Home School	Birth Date	Gender	Grade in Sept. 2021

List siblings in this Camp: Name: _____ Name: _____

Indicate your child's Summer schedule by placing an "X" in the box below for each week that your child will attend.

Four-day a week tuition, three-day a week tuition, and two-day a week tuition is available.

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

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

Week 1	June 21st - 24 th	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
Week 2	June 28 th - 1 st	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
Week 3	July 6 th - 8 th		<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
Week 4	July 12 th - 15 th	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
Week 5	July 19 th - 22 rd	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
Week 6	July 26 th - 29 th	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
Week 7	August 2 nd - 5 th	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
Week 8	August 9 th - 12 th	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday

Complete this form Online and Email	Parent / Guardian #1 (please appropriate <input type="checkbox"/>) <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other If other, indicate relationship _____	Parent / Guardian #2 (please appropriate <input type="checkbox"/>) <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other If other, indicate relationship _____
Name		
Street Address		
City, State, Zip		
Home Phone		
Cell Phone		
E-mail		
Work Phone		
Child resides with	#1 Parent / Guardian <input type="checkbox"/> Yes <input type="checkbox"/> No	#2 Parent / Guardian <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. <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate and attach a certified copy of the court order signed by the Judge. <input type="checkbox"/> Yes <input type="checkbox"/> No

Child's Name	Child's Grade
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We will use the following information that you provide and the information on the Genesis Parent Access Portal for pick up authorization. Your home school can assist you in updating Genesis.

Only list adults who have permission to pick up your child from the Camp at any time.

NAME	CELL PHONE	HOME PHONE	WORK PHONE

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 hours a week. 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 a 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 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: The permission form for posting photos is on Genesis through Genesis Parent Access. If you already have completed it for the district you don't need to do it, again.

RELOCATION: It may be necessary to relocate students and staff to another school in the district due to an unforeseen situation at the 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.

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.

I certify that the information provided on this STEP Summer Enrichment Camp form is accurate, true and complete.

Signature of Parent / Guardian #1 _____ Signature of Parent / Guardian # 2 _____

Child's Name	Child's Grade
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Additional STEP Summer Enrichment Camp Information.

- Prior to enrolling, consider if the long hours of this Camp and the activities of Camp might be too challenging of an experience 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 third 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 swimming. Arrange to pick up before swimming, if needed.
- Students entering 3rd through 6th grades have more liberal use of pool time. Students entering 1st and 2nd grades split their time between the pool and the recreation areas at the swim club.
- Only list adults (above) who may pick up your child at any time. Authorized adults need the student name, student ID, and adult photo ID every time at Camp. Provide advance written notification of any adult who will have permission to pick up your child. This includes emergency pick-ups.
- 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. Daily snacks are the responsibility of the parents to send.
- If your child has a food allergy, we strongly recommend that you provide all food and drinks to include lunches and snacks.
- 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 on the registration form or staple the information to the registration form. Be sure we receive updated information after registration. Teachers may not administer medications as they are not medically licensed personnel.
- 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.
- 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 hours a week for the needs of the campers.
- If your child sustains an injury at home that impedes mobility or activity, you will need to present documentation from the child's physician. Include information and instructions regarding the activity level and ability to participate in camp activities. Include new medication for the camp nurse to be aware of or 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.
- If your child will, also, be attending Extended School Year (ESY) please send a written notification to the STEP Office. 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 the campers.
- The registration deadline is April 23, 2021. The tuition balance (tuition minus deposit) for weeks 1, 2, 3, 4 is due by May 3, 2021. The tuition balance (tuition minus deposit) for weeks 5, 6, 7, 8 is due by June 3, 2021. If tuition is not paid by the deadlines, we will need to reach out to you to determine your intentions to have your child attend Camp.

- Any cancellation made on or after June 3rd will result in the forfeit of all tuition
- Any changes to a camper's schedule must be made in writing a minimum of five business days in advance and cannot be guaranteed. No requested change is in effect unless we communicate back to you that the change was able to be made. 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.
- We do not provide a make-up day, credit, or refund when a camper does not attend a registered day. It is expected that campers will attend on the days registered as that is when we assign staffing, supports, and commit funding for the campers.
- The use of personal electronic games/devices is extremely limited in the camp. The Summer Enrichment Camp CANNOT be responsible for any broken, traded, or lost equipment.
- Send these items to camp daily: A book, sneakers, bottle of water, towel, hat, and sunscreen.
- The tuition for weeks 1,2,3,4 is due on May 3rd, 2021. The tuition balance for weeks 5,6,7,8 is due June 3rd, 2021.

Signature of Parent / Guardian #1 _____ Signature of Parent / Guardian # 2 _____

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.

Signature of Parent / Guardian #1 _____ Signature of Parent / Guardian # 2 _____

Date _____