



ST. PAUL'S LUTHERAN 2017



**308 OAK MANOR DRIVE
GLEN BURNIE, MD 21061
410-766-0591 ext. 14**

March 1, 2017

Dear Parents:

Summer is fast approaching and now is the time for us to think about the summer months. St. Paul's is offering programs for children two years of age through grade eight. Children must be two when entering the Summer Program. Children must be three years of age prior to the start of camp and fully potty trained to be in the P3 summer program. Many activities from craft making to game playing will be a part of our regular Summer Program. In addition to special activities, the Summer Program will be offering some **VERY EXCITING WORKSHOPS**. These workshops are for children registering for our Summer Camp Program. Some of these workshops will require an additional fee in order to participate. Final plans for the program will be made once we have an idea of how many children will be participating.

We have a qualified, loving staff, and our program is in compliance with all State of Maryland regulations under COMAR 13A.17.01.17. To insure a space for your child(ren), you must register by April 1st. After that date, all spaces will be made available on a first-come-first-serve basis. **St. Paul's Summer Program requires a \$100.00 non-refundable registration fee to accompany your registration form.**

If you are interested in using St. Paul's Summer Program please read the following pages for fees, hours, and a few of our policies.

In His Service,

Coral L. Shreve
St. Paul's Camp Director

CHILDREN ELIGIBLE: Children enrolled in St. Paul's School for the 2017-2018 school year will be given first priority. AFTER April 1st, designated openings are on a first-come-first-serve basis to children who are not enrolled in St. Paul's School.

HOURS: 7:00 AM to 5:30 PM. Parents arriving after the closing time of 5:30 PM, will be responsible for paying \$2.00 a minute for each minute after 5:30 PM. This policy is strictly enforced!

COST: We will have a MONTHLY RATE, a WEEKLY RATE and DROP-IN RATE. There is a savings for you if you choose to pay by the month. The MONTHLY RATE must be paid by the 10th of May, June and July. We are offering electronic transfer through Vanco this summer. Please contact the camp office to get forms and fees. If the payment that is due is not made by the designated due dates, you will be charged a \$20.00 late fee after 10 days.

*You are responsible for paying for the time that you reserve on your registration form.

1. MONTHLY PLAN

\$600.00 DUE ON MAY 10thProvides care through June 30.

\$800.00 DUE ON JUNE 10th.....Provides care through August 4. (CLOSED July 3rd – 7th)

\$760.00 DUE ON JULY 10th.....Provides care through August 31.

2. FEE BREAKDOWN FOR THOSE CHILDREN WHO DON'T NEED CARE ON A REGULAR BASIS (USING CARE SPORADIC DAYS OR MONTHS):

<u>1DAYS</u>	<u>2DAYS</u>	<u>3DAYS</u>	<u>4DAYS</u>	<u>5DAYS</u>
\$40.00	\$80.00	\$120.00	\$160.00	\$200.00

*Checks returned for non - sufficient funds will be charged a fee of \$30.00. St. Paul's reserves the right to request cash payments for repeat offenders.

VACATIONS: Eligible families will receive a 50% reduction of their normal weekly fee for TWO weeks of vacation during the Summer Camp. **Vacation discounts will only be given to families using the Monthly Plan. IN ALL CASES, A MINIMUM OF 2 WEEKS ADVANCE NOTICE IN WRITING WILL BE NECESSARY OR YOU WILL BE CHARGED THE FULL AMOUNT. ALL VACATION CREDIT REQUESTS MUST BE IN THE CAMP OFFICE PRIOR TO JULY 10TH. NO VACATION DISCOUNTS WILL BE GIVEN AFTER JULY 10TH.** The maximum number of weeks allowed during any given year (Sept. 1 to Aug. 31) is 3 weeks of vacation time at a reduced rate.

MEALS AND SNACKS: Children should bring their lunch each day, except on specified days. Snacks will be provided unless a child has food allergies in which case the parents will be asked to provide the camp with snacks.

WORKSHOPS: Workshops are done on a first come first serve basis. To guarantee your child's spot in a workshop you need to have your registration and half of the Workshop payment to the Camp office by **Monday, May 15, 2017**. The second half of the Workshop payment is due **Friday, June 2, 2017**. No children will be accepted into the workshops after the due date, **Monday, May 15, 2017**. **REFUNDS will ONLY be given for canceled workshops. NO EXCEPTIONS.**

INSURANCE: Student accident insurance is provided.

ATTENDANCE: St. Paul's Summer Camp is open Monday-Friday, beginning on June 12 and continuing until August 31, 2017. Camp will be CLOSED July 3rd – 7th. **PLEASE NOTE THE DAYS THAT SUMMER CAMP WILL NOT BE PROVIDED.**

WITHDRAWALS: Withdrawals from camp require a two week written notice. No changes or withdrawals will be accepted after July 10th.

If there are any questions, please do not hesitate to call (410-766-0591) and someone will be happy to assist you.

**ST. PAUL'S LUTHERAN SUMMER CAMP 2017
P2 REGISTRATION**

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED BY APRIL 1, 2017 IN ORDER TO INSURE SPACE. **THE 2 YEAR OLD REGISTRATION REQUIRES A \$100.00 NON - REFUNDABLE REGISTRATION FEE FOR ALL 2 YEAR OLDS NEW TO ST. PAUL'S.**

CHILD'S NAME: _____ **SEX:** MALE/FEMALE

ADDRESS: _____ **CITY:** _____ **ZIP:** _____

HOME PHONE: _____ **CELL PHONE:** _____ **(MOM OR DAD)**

EMAIL ADDRESS: _____ **(MOM OR DAD)**

DATE OF BIRTH: _____ **AGE AS OF 9/1/2016:** _____ **POTTY TRAINED:** YES OR NO

Arrival Time a.m.: 7:00 7:30 8:00 8:30 **Departing Time p.m.:** 3:00 4:00 4:30 5:00 5:30 *(Please Circle)*

PLEASE PUT AN (X) IN THE BOX OF THE DAYS THAT YOUR CHILD WILL NEED CARE DURING THE SUMMER..

JUNE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JULY/AUGUST

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 CLOSED	4 CLOSED	5 CLOSED	6 CLOSED	7 CLOSED
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31	1	2	3	4

AUGUST/SEPTEMBER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1 CLOSED

(OVER)

NOTE: EACH CHILD MUST HAVE MEDICAL FORMS, EMERGENCY CARD, COPY OF THEIR BIRTH CERTIFICATE, THE ALL ABOUT MY CHILD FORM COMPLETED AND UP TO DATE BEFORE ACCEPTANCE INTO CARE. PLEASE SUBMIT THE REGISTRATION FEE WITH THE REGISTRATION FORM ALONG WITH A COPY OF YOUR CHILD'S BIRTH CERTIFICATE.

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____
(THE SIGNER AGREES TO BE FINANCIALLY RESPONSIBLE FOR THIS CHILD'S PAYMENTS)

****CHILDREN MUST BE 3 YEARS OLD BY SEPTEMBER 1, 2017 AND FULLY POTTY TRAINED TO ENTER THE P3 CLASS FOR THE SCHOOL YEAR STARTING SEPTEMBER 5, 2017.***

OFFICE USE ONLY:

HEALTH INVENTORY:	
IMMUNIZATION:	
LEAD:	
EMERGENCY CARE CARD:	
ALL ABOUT MY CHILD FORM:	
CONSUMER EDUCATION PAMPHLET:	
SIGNED HANDBOOK:	
MEDICATION PRAMS:	
BIRTH CERTIFICATE:	
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX
PAPERWORK COMPLETE:	

DATE RECVD:	
DEPOSIT AMOUNT:	
CHECK #/CASH:	