

Only \$120 a week!
TRIP FEES INCLUDED!

Neighborhood House Inc. Summer Enrichment Program 2016

Academic Enrichment

TWO trips a week



Purchase of Care Accepted

Swim Lessons Included

June 20, 2016 – August 19, 2016

7:30 am – 5:00 pm

Ages 5-12

Daily Activities Include:

- Arts and Crafts
- Outdoor Sports and Games
- Computer
- Reading, Vocabulary and Comprehension Instruction
- Math Test Prep
- Daily Exercise
- Nutritious Meals /Snack

For More Information Please Contact:

Cynthia Williams (302)658-5404

Amanda Cole (302)290-4574

PLEASE RETURN COMPLETED APPLICATION TO:

Neighborhood House, Inc.

1218 B Street, Wilmington, DE 19801

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SUMMER ENRICHMENT PROGRAM
April 2016

Dear Parent/Guardian:

Thank you for choosing the Neighborhood House, Inc., Summer Enrichment Program for your child's summer experience. We are looking forward to an exciting and memorable summer and we are delighted that you have chosen us. The program will begin on Monday, June 20, 2016 and end on Friday, August 19th 2016.

The cost for the Summer Enrichment Program is \$120.00 per week. Breakfast will be served between the hours of 7:30 - 8:30. Camp will begin at 8:30 am; camp officially ends at 5:00. Purchase of Care will be accepted for those who qualify. Fees must be pre-paid or your child(ren) will not be permitted to attend the following week. All fees should be paid on Friday for the following week. You may make special arrangements with me.

The Summer Enrichment Program will provide nutritious breakfast and lunch to all campers and an additional snack to children in the aftercare program. This will be provided to all students in attendance at no cost. A monthly breakfast and lunch calendar will be posted in all dining areas. Your child may bring his or her own breakfast or lunch if they prefer.

We are looking forward to a fantastic summer. We have lots of fun and exciting activities and trips planned. Please remember that we are a summer enrichment program so we will complete grade level assignments in ELA and math on non-trip days. Computer lab, outdoor recreation, arts and crafts, swimming and field trips will also be provided as part of the enrichment experience.

Carefully review all forms. Fill in all applicable information and sign where indicated. Forms will be checked for completeness before your child is allowed to attend the Summer Enrichment Program.

Your child's Summer Enrichment experience will be educational, inspirational and fun! We look forward to having you and your child in our program. If you have any questions, please contact me at (302) 658 5404 or 302-290-4574

Amanda Cole, Camp Director

Cynthia Williams

Neighborhood House, Inc., Summer Enrichment Enrollment Form

Child's Full Name: _____ Sex: ___M ___F

Child's Current Age: _____ Birth date: _____ Grade child is entering Fall 2016 _____

Street Address: _____ Home Phone: _____

Primary Guardian(s) _____ Primary Guardian Birthdate: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Guardian: _____ Guardian Birthday: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Does the child primarily reside with one parent? _____ If so, which parent? _____

Do you give permission for your child to leave at the end of the day without an adult? ___Yes ___No

Emergency Contact Information (other than parent/guardians)

Name	Relationship to Child	Telephone Numbers

Family Physician: _____ Phone Number: _____

Family Dentist: _____ Phone Number: _____

Family Medical/ Hospital Insurance/HMO Carrier: _____

Insurance Policy #: _____ Group #: _____

Child Release Information (Please include emergency contacts!)

The following people are authorized to pick up my child from the Neighborhood House Summer Enrichment Program

Name	Relationship	Primary Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Neighborhood House, Inc. Summer Enrichment Program Enrollment Form – Health History

Health History

If your child has problems with any of the following please circle & give additional comments below.

Frequent Colds/Sinus	Asthma	Behavior Problem	Fainting
Constipation/Diarrhea	Frequent Ear Infections	Seizures	Vision Difficulty
Speech Difficulty	Physical Limitations	Hearing Difficulty	Severe Illness
Emotional Problems	Surgery (explain below)	Other; _____	
Allergies (food, medicine, bee sting, etc.,) _____			

Additional information about your child (includes serious illness, accidents, operations, medications, etc.,. dates)

Special information we should know about your child

Medication your child takes

Special restrictions or considerations while at the Neighborhood House.

Is the child progressing normally for their age group? Yes No If no, please explain

Female campers, has the girl menstruated? Yes No

MEDICATIONS BEING TAKEN

Please list ALL medications (including over-the counter or nonprescription drugs) taken routinely. If the camper will need to receive medication you will need to see Mrs. Wallace to fill out additional forms.

_____ This person takes no medications on a routine basis _____ This person takes medication as follows

Med #1 _____ Dosage _____ Times _____

Reason for taking _____

Med #2 _____ Dosage _____ Times _____

Reason for taking _____

Parent's Authorization: This health history is correct as far as I know, and the person herein described as permission to participate in all prescribed camp activities, except as noted above.

Signature of Parent/Guardian: _____ Date: _____

Neighborhood House, Inc. Summer Enrichment Enrollment Form – Parent/Guardian Signed Releases

Parent/Guardian Signed Releases

Permission to Provide Necessary Treatment of Emergency Care: I hereby give permission to the medical personnel selected by the program administrator to order X-rays, routine tests, treatment, to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp director to secure and administer treatment, including hospitalization, for the person named above. The completed form may be photographed for trips out of camp.

Signature of parent/guardian: _____ Date: _____

Field Trip & Transportation Release: The Neighborhood House, Inc. Summer Enrichment Program has my permission to take my child on all pre-arranged trips as indicated on the camp calendar. I also give permission to take my child on walking trips throughout the Neighborhood House community and downtown Wilmington.

Signature of Parent/Guardian: _____ Date: _____

Photo Release: I hereby give permission for my child's picture to be taken during any activity while a camper at the Neighborhood House, Inc... I agree that the picture(s) of my child may be used by Neighborhood House, Inc. for the purpose of public relations without compensation.

Signature of Parent/Guardian: _____ Date: _____

Child Release: I give the Neighborhood House, Inc. Summer Enrichment staff to release my child as indicated on the registration form. I understand that any changes to this information must be submitted in advance and in writing to the program administrator. In the event that there is a question about who my child is to go home with, the primary guardians will be notified.

Signature of Parent/Guardian: _____ Date: _____

First Aid Release: I give the Neighborhood House, Inc. summer enrichment staff to administer first aid as they deem necessary. First Aid treatment may include rinsing, the use of soap and water and Band-Aids.

Signature of Parent/Guardian: _____ Date: _____

Parental Release for PG Rated Movies: Throughout the summer, we may show a PG (Parent Guidance suggested) movie. Parental Guidance is defined as some material may not be suitable for children". This signifies that the film may contain some material parents might not like to expose to their young children. Explicit sex scenes and scenes of drug use are absent in PG movies. Nudity, if present is seen only briefly. Horror and violence do not exceed moderate levels. Examples of PG movies are "Like Mike", "Shrek", "Shrek 2", "Daddy Day Care", "Holes", "pink Panther", "Charlie and the Chocolate Factory", "Madagascar", "Robots", "Because of Winn Dixie", "Racing Stripes" and "Good Boy". If you would not like your child to watch PG movies, they will be provided with an alternative activity outside of the movie viewing area.

My child is allowed to watch PG movies **Or** My child is Not allowed to watch PG movies

Neighborhood House, Inc. Summer Enrichment Program – Behavior Code

All campers and parents must sign that they have read and understand the behavior code and discipline consequences of the Neighborhood House, Inc. Summer Enrichment Program.

We expect all campers to respect the teachers, staff, counselors, fellow campers and themselves. Disrespect of any supervising adult or counselor will not be tolerated. The first offense will result in a verbal warning, the second offense will result in a written warning, and the third time will result in the camper losing the privilege to participate in the next field trip or special event.

All students are expected to participate in all academic activities. We expect that all campers will try to start and complete academic tasks that they are given. We will try our best to place students in grade appropriate groups.

All students are expected to participate in whole and small group activities. Small and whole group activities may include basketball, kickball, relay races, musical chairs etc.... Campers will go outside at least once a day and sneakers are required for them to participate.

Demerits will be given to students who do not participate in academic and whole group activities. Any camper that receives 5 demerits in one week will not be permitted to attend the next field trip or special event. Demerits will be given for non-participation in academic and whole group activities or unacceptable hallway behavior.

The Neighborhood House, Inc. hosts many programs and has visitors throughout the day. Keeping this in mind we ask that all campers are escorted to and from all locations with appropriate hallway behavior. Acceptable hallway behavior is campers that walk quietly in the hallway, laughing, giggling, running and screaming are unacceptable and those students will be given a demerit for each offense.

Behaviors which cause injury to others or significant property damage are grounds for immediate dismissal from the Summer Enrichment Program. Major behavior problems are:

- Hitting, fighting, biting, or bullying
- Stealing
- Vandalism
- Possession of any type of weapon
- Hitting any adult or counselor

Major behavior problems will be managed in the following ways:

1ST Incident: Parents will be called in for a conference with child and Program Administrator. Child will not be allowed to attend until the conference takes place.

2nd Incident: Parent will be notified and another conference may be scheduled. Child may be dismissed from the Summer Enrichment Program.

If a child misbehaves on a field trip, he or she will not be permitted to attend the following trip. In the event of a behavior which risks or causes injury to other individuals or themselves, the child may be dismissed from the Program or prohibited from taking any future field trips.

I have read and understand the Behavior Code. I agree to abide by the social policies for Neighborhood House Inc. I agree to inform my child about my expectations of his/her behavior.

Parents/Guardian Signature _____ Date _____

Neighborhood House, Inc. Summer Enrichment Program – Policies

Dress Code: All campers are required to wear sneakers to camp every day. In addition, campers will participate in activities that require them to sit on the floor/ground, because of this we ask all campers to wear comfortable clothing.

Water Play: A bathing Suit and a towel need to be brought on swim days. Bikini type bathing suits will not be permitted for swim and trip days. Any camper that brings a bikini bathing suit will not be permitted to swim that particular day.

Parent/Guardian Signature: _____ Date: _____

Pick Up Policy: Campers need to be signed out at the end of each day. All campers must be picked up no later than 5:00 pm. For the first offense you will receive a verbal warning. The second offense you will be given a written warning. The third offense there will be a \$10 late pick-up charge imposed after 5:05 pm and every 5 minutes thereafter.

***The late fee does not apply to parents receiving Purchase of Care*

Parent/Guardian Signature: _____ Date: _____

Computer Use: I understand that computer usage at Neighborhood House, Inc. will be for educational and appropriate entertainment purposes. Appropriate entertainment is defined as child-friendly websites and games. Computer usage is allowed only with permission and supervision of Summer Enrichment Program personnel. **Any access by your child to restricted, unauthorized and/or inappropriate websites will result in loss of computer usage privileges for the rest of the summer.**

Parent/Guardian Signature: _____ Date: _____

Neighborhood House, Inc. Summer Enrichment Program – Health Policy

Health Policy: Keeping your child healthy is important to both of us. By working together we can keep your child healthier. Children with temperatures over 101 degrees Fahrenheit, uncontrolled diarrhea, vomiting or any other illness listed below should not be in summer camp. Child care requirements require me to follow this policy. These requirements were developed directly from guidelines set by the American Academy of Pediatrics and American Public Health Association.

If your child becomes ill during the day, I will have to call you to come pick up your child promptly.

I will encourage your child's good health by serving nutritious meals and teaching good hygiene to the children, especially hand washing.

I will supervise your child closely in an attempt to prevent injuries, but accidents resulting in minor injuries do occur. I have been trained in first aid and CPR and will follow my training. If the situation is serious, I will call you and may even suggest that you take your child to the doctor or the emergency room. If an injury is very severe, I will call 911 for assistance before I call you. If I cannot reach you, I will call the emergency contact person listed on your child information card.

It is also essential that you tell me if your child has been exposed to a contagious illness, such as chicken pox or strep throat, so I can watch for symptoms of the illness in your child and other children in care.

I have read and understand the health policy.

Parent/Guardian Signature: _____

Date: _____

Neighborhood House, Inc. Summer Enrichment Program – Payment Policy

Payment Policy & Agreement

- Price for one child is \$120 per week for ages 5 through 12 years old.
- Your Payment Agreement must be signed prior to the start date.
- A service week is 4 or 5 days from Monday to Friday.
- Payment for a new week is due the Friday before.
- Payments are due each Friday unless another schedule is agreed upon.
- There is a penalty of \$10 applied to payments made late without prior arrangements.
(This does not apply to parents or guardians with POC).
- Payments can be made with money order or personal check. Payee is Neighborhood House, Inc.
- There is a \$15 penalty for a returned check.
- There is a \$10 late pick-up charge imposed after 5:05 pm and every 5 minutes thereafter.
- ***The late fee does not apply to parents receiving Purchase of Care*
- Field trips are included in the tuition. You will receive advanced notice of field trips, etc.
- Purchase of Care (POC) Agreement must be received before your child will be allowed to attend.
- Parent Fees for POC must be paid as stated in your POC Agreement. Non-payment of POC Parent Fee will be reported to the Division of Social Services.

Payment Agreement

Parent's Name: _____ Child's Name: _____

Purchase of Care: _____ yes _____ no If yes, you must provide us with POC Agreement.

POC Parent Fee: _____ yes _____ no If yes, amount to be paid by you: \$ _____

If no Purchase of Care, you are expected to pay **\$ 120** weekly on the Friday before the next week.

I have read the Payment Policy and agree to abide by its contents. I understand that a breach of this Payment Agreement will result in termination of services for my child.

Parent/Guardian Signature _____ Date: _____