



2018 Summer Program Welcome Packet

Greetings!

Thank you for your interest in having your child attend the ECA Summer Program. We are looking forward to a GREAT time! Our camp is open to students who are entering grades K4-6. Ms. Billi Jo Nichols will be directing this year's Summer Camp.

Ms. Billi Jo Nichols: Billi Jo is Emmanuel Christian Academy's K5 teacher. She has been an elementary teacher for the past 17 years. Before coming to Emmanuel Christian Academy she spent many years assisting her school with a summer day camp program. She is excited to spend the summer with your child!

Our Team is eagerly putting together the weekly themes and activities and I can, without hesitation, confirm that the summer camp program is gearing up to be a fun-filled, action-packed adventure!

Please return your completed enrollment paperwork as soon as possible, with your registration payment, so we can finalize your registration.

Once again, let me say how excited we are to be planning the events for the Summer Camp Program at ECA!

Sincerely,

Pastor Jon Riopel

*Please direct any questions to the ECA office: 860-667-3407



EMMANUEL

CHRISTIAN ACADEMY

Billing:

I understand that by signing my child up for the Summer 2018 session I am agreeing to pay:

Tuition Rate: Plan A: \$170 weekly for 4-5 days

Plan B: \$125 weekly for 3 days or less per week

**Multiple Student discount for full time students: \$125 weekly for the second child, and \$100 for the third child.*

- Payments will be billed on a monthly basis by email through FACTS.
- New families to our school will need to create an account at the following link:
<https://online.factsmgt.com/signin/3JHM3>.
- A \$50 registration fee will need to be paid in the office at time of enrollment if after the **February 15, 2018, FREE registration deadline.**
- A late fee of \$30 will be added to the account for payments not received 10 days after the due date. A payment that is not received 10 days after the due date will result in a child not being allowed to attend the program until said payment is made.
- A **Before Care** or **After Care Fee** of \$10 will be charged for each child who is dropped off before 8:00am or picked up after 4:00pm. **Before Care and After Care arrangements must be made in advance.**
Before Care - 7am - 8am
After Care - 4pm - 5pm
- I also acknowledge that additional fees will be charged for field trips such as: petting zoos, parks, museums etcetera.
- ALL accounts with ECA must be at a zero balance before a child can be considered enrolled or attend.
- The days you sign up for you will be **obligated to pay for** whether your child attends on those days or not. You must contact the Director for availability if you would like to add or change a day. Any additional days will be billed according to the tuition rate plans.

Hot lunches will be available daily for \$5.

Monday - Hot Dogs

Tuesday - Grilled Cheese

Wednesday - Chicken Nuggets

Thursday - Macaroni & Cheese

Friday - Pizza

*Each meal will come with chips and a drink.

We would like to purchase hot lunch every day

Parent Signature: _____ Date: _____

RETURN this form to the ECA Office on or before May 1.



Summer Program, 2018 Enrollment Form

Names & Addresses:

Student Name: _____ Birthday: _____ Grade entering in the fall _____

Student Name: _____ Birthday: _____ Grade entering in the fall _____

Address: _____

Parents Name _____

Home Phone: _____ Mom's Cell Phone: _____

E-Mail: _____ Dad's Cell Phone: _____

Please mark the days/times in which your child will be attending.

DAYS:

TIMES:

WEEK 1: June 4-8 ___ M ___ T ___ W ___ Th ___ F Drop-Off: _____ Pick-Up: _____

WEEK 2: June 11-15 ___ M ___ T ___ W ___ Th ___ F Drop-Off: _____ Pick-Up: _____

WEEK 3: June 18-22 ___ M ___ T ___ W ___ Th ___ F Drop-Off: _____ Pick-Up: _____

WEEK 4: June 25-29 ___ M ___ T ___ W ___ Th ___ F Drop-Off: _____ Pick-Up: _____

WEEK 5: July 2-6 ___ M ___ T **W** **Th** **F** Drop-Off: _____ Pick-Up: _____
Closed Closed Closed

WEEK 6: July 9-13 ___ M ___ T ___ W ___ Th ___ F Drop-Off: _____ Pick-Up: _____

WEEK 7: July 16-20 ___ M ___ T ___ W ___ Th ___ F Drop-Off: _____ Pick-Up: _____

WEEK 8: July 23-27 ___ M ___ T ___ W ___ Th ___ F Drop-Off: _____ Pick-Up: _____

WEEK 9: July 30-Aug 3 ___ M ___ T ___ W ___ Th ___ F Drop-Off: _____ Pick-Up: _____

WEEK 10: Aug 6-10 ___ M ___ T ___ W ___ Th ___ F Drop-Off: _____ Pick-Up: _____



Summer Program, 2018 Guidelines

Student Commitment:

Please go over the following guidelines with your child:

I, _____ make a commitment to God,
(Name of child)
myself and the Emmanuel Christian Academy Summer Camp staff to comply with the following guidelines:

- I will use my inside voice at Summer Camp. I understand that this shows self-control and expresses my best character.
- I will keep my hands, feet and all other body parts to myself. This shows that I respect my friends and Summer Camp family.
- I will use all furniture in the correct way. This includes use of computers, keyboards and monitors, tables, chairs, creative centers, desks, couches, carts, van/car seats, etc... This shows that I respect the Summer Camp property.
- I will follow instructions, responding the first time I am asked. This reveals my confidence and respect for self and others.
- I will speak politely to my friends and to the Summer Camp staff members. I will refrain from arguing and/or talking back to staff members. This shows respect for others, myself, and my reputation.
- I will not bully my friends or Summer Camp family members. This means that I will refrain from intentional verbal or written name-calling, hiding or taking another person's belongings, teasing, hitting or throwing objects at another person or any other demeaning or excessive behavior that is intentionally directed at another person.
- When it is time to go home, I will clean up and put away toys and will quickly meet my parent(s). This shows that I care about my program and that I and my parents are supporting each other in learning how to be responsible.
- I will use words that are respectful and pleasing to God. This means that I will choose my words carefully when I think, speak, write or input words on the computer keyboard.
- Electronic devices may be brought to camp but an "At Your Own Risk" policy will be administered. If an electronic device is brought in, it **MUST** be turned in at Check-In Time. The Summer Staff will allow it to be checked out at appropriate times. It is the **PARENTS'** responsibility to make sure that all personal electronic devices are taken home at Check-Out Time (ECA is not responsible for any lost or stolen electronic devices).



Dress Code:

The following guidelines are provided to assist you in making decisions on what to wear during Summer Day Camp:

- Please send in a towel and an extra pair of clothing (including underwear) in a ziplock bag along with sunscreen with your child's name on it. **These items WILL STAY AT THE CAMP for the duration of the summer.**
- **Shirts (including T-shirts):** Please choose shirts that help to express good character. Slogans, sayings, or advertisements which are objectionable should be avoided. No strapless tube tops or shirts that expose the midsection and/or any undergarments are not permitted.
- **Shorts or pants:** Please wear pants, capris or knee length shorts.
- **Shoes: Sneakers (w/ socks) ONLY / NO Flip-flops**
(we will have many running activities and flip-flops may cause injuries)
- **Sunscreen:** Please put SUNSCREEN on your child PRIOR to their arrival. You may also send in sunscreen but please LABEL the container. The sun-screen will remain at Summer Camp for the duration of the program.
- Please send a water bottle with your child every day
- Please dress your student in dark clothes on water days

The Emmanuel Christian Academy Camp Director and staff members, in consultation with the child/youth and parent, reserve the right to have the final word on excessive, exaggerated, faddish or safety dress code concerns.

I understand all of these guidelines and will follow them to the best of my ability. I also understand that if I fail to keep my commitment I may be corrected by a Emmanuel Christian Academy Summer Camp staff member and that my parents may be notified.

Student's Signature: _____ Today's Date: _____

Parent's Signature: _____ Today's Date: _____



Emergency Information, Releases, and Authorization for Summer Camp 2018

Emergency & Medical Information

Student Name (1)	Allergies, Conditions, Medications, Special Needs, etc
Student Name (2)	Allergies, Conditions, Medications, Special Needs, etc
Student Name (3)	Allergies, Conditions, Medications, Special Needs, etc
Insurance/Care Provider: _____	Group/Medical #: _____
Physician: _____	Preferred Hospital: _____
Address: _____	Address: _____
Phone: _____	Phone: _____

People to contact, other than parents, in case of emergency or illness, and who also can pick up my student(s) from ECA.

Name	Home Phone	Cell Phone	Relation
Name	Home Phone	Cell Phone	Relation

Authorization for Emergency Medical Services

In the event of a medical emergency, I understand that every effort will be made to contact the parent(s) or the guardians(s) of the student. In the event that I cannot be reached, I hereby give permission to the staff of Emmanuel Christian Academy to hospitalize and/or secure proper treatment for my child. I also affirm that the medical information stated in this for is complete and accurate.

Authorization for Excursions and Field Trips

I hereby consent to have my child participate in walks, field trips, and special outings (by car, bus, or van) supervised by the teaching staff, away from school grounds to points of interest throughout the summer. I understand that I will be notified by my student's teacher of such outings and of any cost associated with it.

Authorization for ECA to use photos of my child on facebook, instagram, or the ECA website.

Parent/Guardian Signature	Date
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