

Maple Ski Ridge

Summer Day Camp

2016 Parent Information Packet



A Summer Day Camp for children

Entering grades 1st – 8th

Camp hours 9:00am – 4:00pm

June 27th through September 2nd

Early drop off and late pick-up available.

Please read and fill out ALL information included in this handbook.

Registration deadline is two weeks prior to week attending.



General Policies and Procedures

Camp Hours

Camp hours are from 9:00am to 4:00pm. Early drop off is available from 7:30 to 9:00am and late pick-up from 4:00-5:30 for an additional fee.

Financial Policies

A \$25.00 deposit per week is required to “hold” a spot for your child. Payment is expected for all days registered whether attended or not. No credit or refunds are given for absences except due to serious illness document by a physician. Payment must be paid in full by dates stated below on chart. A discount of 5% will be allowed for second child of same family, 10% for 3rd after full payment is made on first child and attending the same week. No discounts will be allowed for wrap around care or lunches.

Example	Cost per child
1 st child	\$150.00
2 nd child	\$142.50
3 rd child	\$135.00

Week #	Dates	Payment due by:
Week 1	June 27 - July 1	06/13
Week 2	July 5 - July 8	06/20
Week 3	July 11 – July 15	06/27
Week 4	July 18 – July 22	07/05
Week 5	July 25 – July 29	07/11
Week 6	Aug 1 – Aug 5	07/18
Week 7	Aug 8 – Aug 12	07/25
Week 8	Aug 15 – Aug 19	08/01
Week 9	Aug 22 – Aug 26	08/08
Week 10	Aug 29 -Sept 2	08/15

Please make your check payable to: Maple Ski Ridge

Our Federal Tax ID is: 14-1499928



DROP INS

Daily rates for “drop-ins” are \$45.00 daily or \$6.50 PER HOUR and must be scheduled 24 hours prior. Full payment must be paid daily at drop off.

Late Pick up Fee’s

There will be a late fee if your child is picked up after 5:30pm. This fee must be made at the time of late pick up on the day applicable.

1 to 15 minutes	\$10.00
16 to 30 minute	\$20.00
31 to 45 minutes	\$30.00
46 to 60 minutes	\$45.00

Personal Property

Cell phones, game boys and other electronic equipment are not allowed during summer camp. If you feel that your child must have a cell phone, it will be kept locked in main office, available to be used in case of emergency only. All personal property must be label with child’s name.

Maple Ski Ridge is not responsible for damaged, lost or stolen items.

Clothing

Children should wear weather appropriate clothing and sneakers daily. **Bring a bathing suit and towel to camp daily, water activities will be available.** Children should come to camp daily ready to play and get dirty. Do not send children to camp in “good” clothes. Paint and glue will also be available for art projects. Please send in a smock to keep them clean.

Sun Protection

Apply sun protection on your child prior to coming to camp. We ask that you also pack extra to re-apply during the day. Please label.

Coming and Going

At no time should your child be dropped off at the front door. You must sign your child in at the main desk and record who will be picking child up.

Sign out will also be at our main desk. Please have ID when picking up your child. If someone other than yourself will be picking up your child, you must inform us.



Food

Maple will provide a lunch menu for each week. You have the option to order lunch at an additional cost or bring a bag lunch, snacks and beverage. Refrigeration is available upon request. We will have the option to order pizza on Fridays; price is yet to be determined. If your child has any food allergies, please make sure we are aware. Label all bags and bottles. Please send in a labeled water bottle daily.

Discipline Policy

The camp director reserves the right to suspend or expel a camper at any time due to misbehavior.

A Zero Tolerance policy is in effect for any child who demonstrates conduct that could cause themselves, another child or staff member harm. Vulgar language will not be tolerated.

Disrespect toward another child or staff member will not be allowed. A staff member will call or personally speak to a parent when their child demonstrates misconduct. In-camp consequences include time-out or loss of participation in camp activities.

Daily Schedule

Camp Maple will follow this basic outline. We reserve the right to make changes depending on weather, attendance and other factors that might be presented.

Early Drop off	7:30am – 9:00am
Activity # 1	9:00am – 10:30am
Morning snack/water break	10:30am – 10:45am
Activity # 2	10:45am – 12:15pm
Lunch	12:15pm – 12:45pm
Activity #3	12:45pm – 2:15pm
Afternoon Snack/ water break	2:15pm – 2:30pm
Activity #4	2:30pm – 4:00pm
Late pick-up	4:00pm – 5:30pm



Maple Ski Ridge Summer Day Camp Registration

Please fill out this form in full. Mail along with your \$25.00 deposit *per each week* attending to:

Maple Ski Ridge Summer Camp

2725 Mariaville Road, Schenectady, NY 12306, or drop off in office Monday – Friday 10:00am-2:00pm

Please submit one form per child.

Child's Name: _____

Male female

Age: _____ Birth Date: _____ Grade next fall: _____

Parents: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Place of employment & Work phone: _____

Emergency contact person to act in my behalf:

Name: _____ phone: _____

Name: _____ phone: _____

Additional people who can pick up my child:

Name: _____ phone: _____

Name: _____ phone: _____

How did you hear about our Summer Camp? _____

If it was a personal referral, we would like to thank them. Please include their address, phone or email.



Please make checks payable to: Maple Ski Ridge - 2725 Mariaville Road, Schenectady, NY 12306

Our Federal Tax ID is: 14-1499928

Contact us at (518) 381-4700 with any questions. First Registration deadline is JUNE 13th, 2016

Indicate the weeks that your child will be joining us and return this sheet with your \$25.00 deposit *per each week* of attendance. Please remember that the balance must be received as stated below. A 5% discount will be applied for children participating in all 10 weeks and applied to the final week's bill.

Childs name: _____ Age: _____

Your name: _____ phone: _____

Email: _____

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Week 9	Aug 22 - Aug 26	08/08
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Weekly Rates	\$150.00
Early drop off 7:30-9am	\$ 15.00wkly
Late pick-up 4-5:30pm	\$ 15.00wkly

Please circle weeks attending and if early drop off or late pick up is needed.

Early drop off / late pick-up dates



Medical Statement of Child in Summer Camp

To be completed by Licensed Physician, Physician's Assistant or Nurse Practitioner OR submit a printout from Dr. office.

Name of Child	Date of Birth	Date of Examination

Diphtheria, Tetanus and Pertussis (DPT) Diphtheria and Tetanus and acellular Pertussis (DTap)	1 st Date	2 nd Date	3 rd Date	4 th Date	5 th Date
Polio (IPV or OPV)	1 st Date	2 nd Date	3 rd Date	4 th Date	
Haemophilus Influenzae type B (Hib)	1 st Date	2 nd Date	3 rd Date	4 th Date	
Pneumococcal Conjugate (PCV) for those born on or after 01/01/08	1 st Date	2 nd Date	3 rd Date	4 th Date	
Hepatitis B	1 st Date	2 nd Date	3 rd Date		
Measles, Mumps and Rubella (MMR)	1 st Date	2 nd Date			
Varicella (Chicken Pox)	1 st Date	2 nd Date			

Other Immunization may include the recommended vaccines of Rotavirus, Influenza and Hepatitis A

Type of Immunization:	Date:	Type of Immunization:	Date:
Type of Immunization:	Date:	Type of Immunization:	Date:

Test:	Results:
Test:	Results:

Religious Exemptions:

Public Health law Section 2164 allows a child to be religiously exempted from immunization. A written and signed statement from a parent, or guardian of the child stating that they object of the immunization of their child due to their sincere and genuine religious beliefs should be submitted to our health Director.

Please continue the Medical Statement on the next page

[Type text]

[Type text]

[Type text]



Maple Ski Ridge Summer Camp

2725 Mariaville Road, Schenectady, NY 12306 518-381-4700

INDIVIDUAL PERMISSION FOR SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION

(Please submit one form for each medication as necessary)

Name of Child: _____ Name of Medication: _____

Dosage and Frequency: _____ Dates to be administered: From _____ until _____

Refrigeration? Yes _____ No _____ Doctor's approval/note received? _____

Reason for medication: _____

Special instructions: _____

Possible adverse reaction: _____

Additional Comments: _____

I authorize Maple Ski Ridge Summer Camp to allow my child, _____, to self-administer the above noted medication(s). I realize all medication will be secured with the Health Director daily, and at no time will any medication be kept with my child.

Parents Name (print) _____

Parent Signature: _____ Date: _____

[Type text]

[Type text]

[Type text]



Medication Administration Record

Name of Child: _____ Name of Medication: _____

Dates administered	Time(s) administered	Staff member's initials



Maple Ski Ridge Summer Camp

2725 Mariaville Road, Schenectady, NY 12306 518-381-4700

PERMISSION FOR SELF-ADMINISTRATION OF OVER THE COUNTER MEDICATION

(Please submit one form for each medication as necessary)

I give my child, _____, permission to self-administer over-the-counter medications as listed below when Maple Ski Ridge Summer Camps Health Director deems necessary or as outlined below. I realize all medication will be secured with the Health Director daily and at no time will any medications be kept with my child.

_____ Acetaminophen	_____
	Dosage / Frequency
_____ Ibuprofen	_____
	Dosage / Frequency
_____ Antacid	_____
	Dosage / Frequency
_____ Benadryl	_____
	Dosage / Frequency
_____	_____
	Dosage / Frequency

Additional Comments: _____

Parents Name (print) _____

Parent Signature: _____ Date: _____

[Type text]

[Type text]

[Type text]



Photo Consent

I give permission for my child _____, to be photographed by Maple Ski Ridge Summer Camp, and/or parties designated by Maple Ski Ridge to record, videotape and photograph the person/s named above in image and/or voice in all forms of media, including but not limited to company website, Facebook page, newsletter, pamphlet, and for any and all promotional purposes including advertising, display, audiovisual, exhibition or editorial use.

I understand that there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we do want to celebrate your child's experiences.

I further consent to the use of the first name of the person named above in connection with the photographs if needed by Maple Ski Ridge Summer Camp.

I understand that there will be no financial compensation for use of photograph or use of the person's name and release Maple Ski Ridge Summer Camp from any claims.

I also understand that I will not be notified in advance of using of said images.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to Maple Ski Ridge Summer Camp and such rescission will take effect upon receipt.

Check one of the following:

I/We GRANT permission for this child's photo/image and First name only to be published on MSR Summer Camp's website, Facebook page, displayed at camp, in publication or publicity of MSR summer camp.

I/We DO NOT GRANT permission for this child's photo/image and First name only to be published on MSR Summer Camp's website, Facebook page, displayed at camp, in publication or publicity of MSR summer camp.

Child's Name (print): _____ Age: _____

Print Name of Parent / Guardian (print): _____

Parent's Signature (sign): _____

Relation to child: _____ Date: _____

[Type text]

[Type text]

[Type text]