



Haven Schools Summer Program 2023

May 30, 2023 - August 3, 2023

7:00 A.M. - 6:00 P.M.

Bay Haven Campus

What is Haven's Summer Program all about?

Held on the Bay Haven campus, our Summer Program is a highly involved and participant-based youth activity program open to all incoming Kindergarten through 5th grade. We provide organized and supervised activities with highly qualified group leaders. Program hours are 7:00 a.m. until 6:00 p.m. We provide a safe, fun, and educational environment for students.

- Weekly Field Trips
- Planned daily activities
- Supervised free time
- Outdoor activities and sports
- Guest speakers and programs
- Breakfast, lunch, and two snacks

Who can participate?

Haven Summer Program is open to all students who are **Incoming** Kindergarten through **Incoming** Fifth Grade **Only**. Current student registration will be open on March 1, 2023. We will open to the public on March 21, 2023 at the Bay Haven Campus and March 22, 2023 at the North Bay Haven Campus.

Registration will be 9:30-12:00 in the drop off lane in front of each school only. Please remain in your car and we will come to you to collect your completed application and supply/registration fee.

Applications will be accepted through April 14, 2023 or until our maximum capacity of 150 campers is met. All other applicants will be placed on a waitlist after the deadline and will be notified when space becomes available. Registration fee and the first T-shirt fee of \$15 will be due at registration or when application is first turned in. The First week's tuition along with any additional T-shirts at \$12 each will be due no later than April 28, 2023.

SUMMER CAMP WILL BE HELD AT THE BAY HAVEN CAMPUS ONLY.

What is the cost?

The Haven Summer Program is a **PREPAID** service. Weekly fees are \$135 per child and are due on Mondays for the week. A \$10.00 late fee will be charged on Tuesday. There is a \$60 per child registration/supply fee.

Each registered camper is responsible for the full 10 week commitment. The Summercamp rate MUST be paid in full, regardless of attendance. The full payment for the upcoming week must be paid by Monday for that week. In case of an absence on Monday, payment must be received by 6:00 p.m.

Tuesday or a \$10 late fee will be assessed. Accounts must be current to attend the Summer Program. Nonpayment will result in your child(ren) being dismissed from our roster until the account is brought current. **ALL FEES ARE NON-REFUNDABLE**

Late Policy

Any parent/guardian picking up children after 6:00 p.m. will be charged a late fee of \$3.00 per minute, per child which is due at the time of pick-up. If a child is picked up late more than two (2) times, he or she will be dismissed from the program.

First Aid/Medication

No staff member can dispense medication, even upon request from parent/guardian unless a permission to administer medication form is on file. The medication must be delivered by an adult to the specialist in the office in the original container and will be kept in a locked cabinet. One staff member will be designated to dispense medication. A complete record will be kept when medication is administered and by whom.

Staff members are only allowed to clean scrapes, scratches or wounds with soap and water. The use of alcohol or ointment is prohibited. We will clean the wound with soap and water then place a bandaid on it. If it is severe enough, we will call the parent or guardian.

Bay County School Board Policy 7.305 will be followed if a child becomes ill or injured. This policy includes:

1. Administering reasonable first aid.
2. Notifying the child's parents or legal guardians.
3. Notifying a family physician if none of the responsible parties can be reached.
4. Contacting another physician who has agreed and/or is licensed to provide such services if a family physician cannot be reached.
5. Transporting the child to the emergency room of a hospital when necessary to save a life after an attempt has been made to contact an emergency service agency, medical advice has been received about moving the child in a specific situation and response cannot be made quickly enough.
6. Notifying the county Health Department immediately in the case of an animal bite.

In all accidents, an accident report must be filled out immediately by the camp aides or Director and given to the Director.

Each child must have accident insurance coverage. A copy of your insurance card must be provided. If you do not have insurance, contact the office about Student Accident Insurance Coverage.

Nit Free Policy/Infectious Diseases

School Board Policy 7.305-7.307 states:

Any student infested with head lice shall be excluded from school until the student has received treatment for head lice and nits have been removed. To be readmitted to school, the student must bring school personnel a form signed by a physician or Health Department official which verifies the student is free of lice and nits OR the student may be checked at the school by a designated school personnel provided the parent or guardian is present.

PLEASE SEE ATTACHED ACKNOWLEDGEMENT AND DISCLOSURE FORM REGARDING COVID-19 POLICY.

Security Policy

Parents are required to sign their child(ren) IN each morning and OUT each afternoon when picking them up. The following procedures must be followed when picking your child(ren) up:

Parent/Guardian/Authorized person must come INSIDE to SIGN a child(dren) IN for drop off and sign the camper OUT at pick-up time. We will only release a child(ren) to the authorized people on the child's registration card. A valid photo I.D. is required each time you pick your child(ren) up.

If a situation occurs where the person picking up the child is not on the registration form, the child will remain on the campus until a parent/guardian/authorized person arrives.

No child is to be taken from the Bay Haven campus without knowledge of the supervisor. You must come to the desk and sign your child(ren) out. You may not go to the playground and get your child, you must come to the desk first and the supervisor will call your child(ren). Children cannot be picked up from a field trip or in the parking lot upon return. Violation of this policy will result in the dismissal of your child from this program. This is for the safety of all students.

When you enroll your child(ren) in the program, you may add as many names to the authorized persons to pick up your child(ren) as you wish. To make any changes to this list, you must do it **in person at the site**. No phone calls or notes will be accepted. We must have their names in advance if someone else will be picking up your child(ren). Remember, they must have a proper photo I.D. also. This policy is for the protection of your child(ren). Cooperation from all parents/guardians is necessary for us to maintain proper security.

Bay Haven Inc. Summer Program Policy

1. Students must follow directions and be respectful to adults and students- disrespect will not be tolerated.
2. Good sportsmanship and fair play must always be shown.
3. Damaging, defacing, or abusing school property/games/equipment/toys will not be tolerated and will result in a fee charged to parents to replace damaged property.
4. Foul or abusive language may not be used at any time.
5. Fighting of any kind will not be tolerated.

ALL CHILDREN ARE EXPECTED TO COMPLY WITH THE ABOVE POLICY. FAILURE TO COMPLY MAY RESULT IN LOSS OF PRIVILEGES AND/OR DISMISSAL FROM THE PROGRAM.

No refunds will be issued if a camper is dismissed from the program due to discipline issues.

Our Summer Program Directors are always eager to help in any way possible. Please feel free to contact us for any reason.

Traci Cornett, (NBHCA Director) 850-630-6463 cornettl@bayhaven.org

Sheena Hammac, (BHCA Director) 850-596-0820 or hammasg@bayhaven.org

SUMMER PROGRAM ENROLLMENT FORM

\$60.00 enrollment fee

STUDENT'S NAME _____ UPCOMING GRADE _____

ADDRESS _____ HOME PHONE _____

DATE OF BIRTH _____ SEX _____ Email _____

MOTHER'S NAME _____ FATHER'S NAME _____

MOTHER'S EMPLOYER _____ FATHER'S EMPLOYER _____

MOTHER'S WORK PHONE _____ FATHER'S WORK PHONE _____

MOTHER'S CELL PHONE _____ FATHER'S CELL PHONE _____

HEALTH INSURANCE NAME _____ POLICY # _____

(ALL COSTS NOT COVERED BY INSURANCE ARE THE RESPONSIBILITY OF THE PARENT/GUARDIAN)

MEDICAL PROBLEMS / PHYSICAL LIMITATIONS / ALLERGIES:

This student may be picked up **ONLY** by the person(s) listed below. I understand if a situation occurs where a person does not have proper identification or IS NOT LISTED on the registration form for release of my child, the child is kept on the school grounds until the parent or guardians arrive. You may add to this list at any time, however **YOU MUST DO THIS IN PERSON. WRITTEN NOTES AND TELEPHONE CALLS WILL NOT BE ACCEPTED.** The following will be contacted in the event of an emergency, if the parents cannot be reached.

NAME _____ RELATIONSHIP _____ PHONE _____

NAME _____ RELATIONSHIP _____ PHONE _____

NAME _____ RELATIONSHIP _____ PHONE _____

NAME _____ RELATIONSHIP _____ PHONE _____

NAME _____ RELATIONSHIP _____ PHONE _____

"I give permission for my child to participate in all activities, programs and media coverage. I understand that all precautions will be taken for his/her safety and I will not hold Bay Haven/North Bay Haven Charter Academy and/or its staff responsible for any accidents. In case of emergency, I understand that every effort will be made to contact the parent/guardian named on this form. In the event one of them cannot be reached, I hereby give permission for the person in charge to select a physician, to hospitalize, secure proper treatment for, and to order injections, anesthesia or surgery for my child."

LATE FEE: THE CENTER CLOSSES AT 6:00 PM. I UNDERSTAND THAT IF MY CHILD(REN) IS/ARE NOT PICKED UP BY CLOSING, I WILL BE CHARGED A FEE OF \$3.00 PER MINUTE, PER CHILD FOR EVERY MINUTE AFTER 6:00 p.m.

SIGNATURE OF PARENT/GUARDIAN _____

Student Information:

Student lives with: _____ Both Parents _____ Mother _____ Father _____ Other _____

Parents are: _____ Married _____ Divorced _____ Separated _____ Other _____

Are there any custody issues? _____ Yes _____ No

"If so, please describe and attach legal documentation."

Name(s) of
Children _____

Each registered camper is responsible for the full 10 week commitment. The Summercamp rate MUST be paid in full, regardless of attendance.

I understand that ALL weekly fees are due in advance on Monday for that week's summer program. If summer program charges are not paid on Monday, you have until 6:00 p.m. on Monday to pay without incurring a late fee. A late fee of \$10.00 per child, per week will be charged if payments are not paid on time and anyone who has not paid for the week will not be allowed to return to the program.

Parent/Guardian Signature

Date

I understand that I **MUST** pick up my child(ren) **by 6:00 p.m.** or a late fee of **\$3.00/PER MINUTE, PER CHILD will be charged.** Payment of the late fee is due immediately.

Parent/Guardian Signature

Date

I have received and signed a copy of the parent handbook. PLEASE READ CAREFULLY.

Parent/Guardian Signature

Date

I understand that my child(ren) can be dismissed from the Summer Program due to past due accounts and for disciplinary reasons. **No refunds will be given.**

Parent/Guardian Signature

Date

I understand that whoever signs this enrollment form is responsible for the weekly payments during the Summer Program. Summer Program staff members are not responsible for dividing payments between parents and will not become involved in custody issues.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Other Important Points to Remember. Please initial below.

____ Any Parent or authorized person on the registration paperwork must sign in and sign out each camper daily..

____ Remind your child, he or she is responsible for the items they bring to camp. Bay Haven, Inc, is not responsible for any broken or lost personal items that campers bring in. **Please put your child's name on all of their belongings.**

____ **NO (ZERO) ELECTRONICS!** This includes CELL PHONES, iPod, iPad, laptops and e-readers.

____ **No trading cards** (POKEMON etc.), Bey Blades, or L.O.L. Dolls due to ownership battles. (We reserve the right to prohibit additional items if they become a distraction from the camp atmosphere.)

____ Children are responsible for reporting to group leaders immediately upon arrival to be marked in and then sent to breakfast.

____ Appropriate summer attire may be worn, however, NO string tops, short shorts, offensive sayings, or inappropriate logos are allowed. Flip flops may be brought in on days for waterplay or pool field trips. Closed toe and heel shoes will be changed back into when done with water activity.

____ Each camper is expected to wear the field trip T-shirt when leaving campus. **NO EXCEPTIONS.** Any camper not wearing appropriate attire: clothing, shoes, field trip shirt will not be allowed to attend the field trip and sent home with parent upon arrival.

Order Your Camp T-Shirt

Summer Camp T-Shirts must be worn on **ALL** off campus field trips. Campers will not be allowed to participate without a field trip shirt.

The First T-Shirt payment of \$15 (each) must be turned into Ms. Sheena at Bay Haven Aftercare or with Ms. Traci at North Bay Haven Aftercare with the Summer Camp Packet along with the Registration Fee. Any additional T-shirts can be ordered at \$12 (each) and turned in no later than April 28, 2023 along with the first week of summer camp tuition.

Child's Name _____ Grade for next school year _____

(Please circle the size shirt you would like)

Youth X- Small Youth-Small Youth-Medium Youth-Large Youth-X-Large

Adult-Small Adult-Medium Adult Large

Amount Paid \$ _____ Date _____ Cash Money Order Check # _____