Summer Fling 2020





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| **A** | **AWESOME!** |
| **FOR FUN, ADVENTURE, EXCITEMENT, AND FRIENDSHIP** | |

THIS SUMMER CAMP HAS BEEN RATED

***Disclaimer:*** *Parents are always welcome to visit our camp at any time, but sorry — parents cannot enroll in camp!*

**What is Summer Fling?**

Summer Fling is a recreational ***traveling*** day camp. This means that we take a field trip (almost) every day. There will be at least one day a week where we bring something fun into camp. Summer Fling is designed to allow the campers to explore our communities, meet new friends and have lots of summer fun.

Since we do so much traveling, we establish Capital Milestones as our Home Base, and the location to drop off and pick up all campers. Capital Milestones is in Building #3 on the Harriman State Office Building Campus in Albany.

We use chartered school buses for transportation. It’s important to note that campers must ride the bus with Summer Fling to that day’s destination and cannot be dropped off.

This year, Summer Fling runs for ***ten*** one-week sessions. You may choose to attend camp for one week or any combination of weeks. During each session, campers will participate in activities such as games, sports, projects, team building, nature activities, hikes, swimming and more! Our trips include state and local parks, amusement and water parks, museums, and other exciting destinations.

Summer Fling is required to obtain and maintain a permit to operate from the Albany County Department of Health. The Department of Health conducts a minimum of two camp inspections each summer. Copies of these reports are maintained on file with the Albany County Department of Health located at 175 Green Street, Albany, New York.

Summer Fling is only in operation during summer vacation.

But most of all? Summer Fling is a *fun* and active camp—we spend almost all day outside, and do a lot of walking, swimming, playing, etc.

**Age Qualifications**

Summer Fling is open to children that have completed kindergarten through 8th grade. Kindergarteners must have turned 5 years old before December 1, 2019. Children exiting 8th grade must not be older than 14 as of December 1, 2019.

Children are enrolled regardless of race, color, gender, religion, or national origin.

**Priority for Enrollment**

A five calendar day priority period, beginning on the day registration begins, is given to:

* a 2019 alumni of one of our programs
* NYS employees and University at Albany faculty, staff, and students

Upon completion of the 5-day priority period, enrollment is open to the community at large.

**Tips for Ensuring Your Child’s Success at Summer Fling**

Campers are encouraged (but not forced) to participate in each day’s activities. Campers are always supervised, but there is significantly less structure than is found in a school day. Your child can be successful and extremely happy at Summer Fling if they can:

* participate in large and small group activities with loose structure
* be responsible for their belongings
* follow staff directions
* interact appropriately with peers and adults

In our experience, if your child requires medication to be successful in school, they will need to continue that medication when they are in camp.

**Hours of Operation**

Camp hours are 9 am – 4 pm, Monday – Friday

We appreciate that parents are busy, and are thrilled to offer **free** extended care from 7 am – 9 am, and 4 pm – 5:30 pm

We are closed state holidays (July 4th)

Summer Fling is typically scheduled to be on trips and out of the building between 9:00 am - 4:00 pm. There are times when we leave before 9 am and/or do not return until after 4 pm. You will have advance notice of trips with early departures and / or late returns. **Campers must be here 15 minutes before each day’s scheduled departure time**.

If your child arrives after the group has left for their daily trip, additional transportation or care will not be provided. Campers may not be dropped off at the day’s destination. Additionally, Capital Milestones can only pay admission fees for campers who have taken the bus with the group.

Summer Fling ends at 5:30 pm, and our staff is scheduled to leave. Please call Michelle, Summer Fling Camp Coordinator, at (518) 414-1021 if you anticipate being late. Beginning at 5:30 pm, late pick up fees are incurred. See the section on fees for more information on this.

**Emergency Closings**

In the event of unforeseen circumstances requiring us to close, including but not limited to non-essential staff being sent home or the emergency closing of our building, the campers will return from their trips and parents will be notified to pick up their children. Late fees will be applied.

**Rainy Days**

Rainy days happen—but they don’t put a damper on our fun! If our scheduled trip is to an outdoor location (including a beach or a pool), we will often change to something indoors. Typically, the rainy day changes include a trip to the movies, bowling, Chuck E Cheese, etc. We often ask the group of campers help to make the decision—and sometimes they choose to stay at CMCC and “chill”. We’ll notify you as soon as a decision is made. This is an especially important reason to always have socks!

**Payments and Fees**

## Registration Fee

A **$35** **registration fee** is due at the time of enrollment. This fee is nonrefundable. As part of this fee, each child that is registered before May 17, 2020 will receive a Summer Fling red shirt.

## Enrollment Deposit

A **$25 deposit** (per child, per week registered) is due at the time of registration. The deposit is non-refundable and non-transferable, and is applied toward each week’s tuition.

## Tuition Payment Due Dates

Tuition is due on the Friday three weeks before the start of each camp week. When paid by this date, tuition is **$220.00 per week** (remember to deduct the $25 deposit!)

If you have a negative balance that has not been paid before your child’s first day, they will not be able to attend until your balance has been paid.

Any tuition submitted after the payment due date will incur a $5/day late fee.

When two or more siblings attend Summer Fling in the same week, we are happy to offer a $20 discount on the youngest child’s Summer Fling tuition.

Failure to pay tuition, or any fees, for two consecutive weeks may result in disenrollment. The weekly deposit will not be returned.

## Tuition Rates

Summer Fling tuition is $220 / week. This tuition fee includes transportation and all admission fees. Tuition rates are flat weekly fees. There is no reduction for vacations, holidays, illnesses or emergency center closings.

## Returned Check Fee

A fee of $25 is charged each time a check is returned

## Late Pick Up Fee \*\* Please read this carefully, as this has policy has been updated \*\*

Official closing time for the Center is 5:30 pm. Any family leaving the building after 5:30pm will be charged a fee. There is no grace period. The fee for late pick up is as follows:

* *The first occurrence* incurs a charge of $10 for every five minutes-- or part thereof-- that a child is picked up past closing time. A child that is picked up at 5:31 incurs a $10 late fee, and a child that is picked up at 5:37 incurs a $20 late fee.
* *The second occurrence* incurs a charge of $20 for every five minutes-- or part thereof-- that a child is picked up past closing time.
* *The third occurrence* incurs a charge of $30 for every five minutes— or part thereof-- that a child is picked up past closing time. At this time, the Summer Fling Camp Coordinator will request a meeting with you to discuss your child care needs and how we may or may be able to meet them.
* *The fourth occurrence* incurs a charge of $30 for every five minutes—or part thereof—and disenrollment from Summer Fling may occur.

**Payments**

We accept cash, checks and money orders. Families with a SEFCU account can also choose autowithdrawal-- please see Sally for more information about this.

We also accept payments via PayPal. There is an easy link to Paypal on our web site.

Checks can be made payable to Capital Milestones (or CMCC). Payments can be dropped off in our office or mailed to: PO Box 3701 Albany, New York 12203.

Please write your child's name on the memo line of all checks to ensure that proper credit is given.

**Other Fees**

While we strive to check for lunches before leaving each day, mistakes can happen. If a missing lunch goes unnoticed until arrival at the day’s destination and a Summer Fling staff member must purchase a lunch for your child, you will be called, notified of the amount spent and given a receipt. You will then have to reimburse the Center for the cost. Parents/guardians who fail to send their child with a lunch more than three times in a summer may be requested to seek alternate care that better meets their needs.

All accounts are finalized in late September with any refunds due being mailed at that time. Anyone with a balance due to us will go through the collection process, and the child/ren will no longer be eligible to attend.

Tuition for added weeks is due when the week is added or the tuition due date, whichever is later.

A payment schedule will be included with your confirmation letter. Keep this schedule in a safe place that will remind you to pay in a timely manner to avoid additional fees.

**Cancellation Policies (Please read carefully!)**

1. There is no cancellation fee if you cancel one or more weeks BEFORE the close of business on May 17, 2020.  Remember that the $25 deposit is non-refundable and non-transferable.
2. A $100 cancellation fee begins when you cancel one or more weeks AFTER the close of business on May 17, 2020.  This cancellation fee is per child, and per week that is being cancelled.  The cancellation penalty is in addition to the $25 deposit, since that is non-refundable and non-transferable.
3. The $100 cancellation fee is waived *if* you cancel one or more weeks *and* add the equivalent number of weeks.  Please note that this fee is only waived if there is space in the weeks you’re wishing to add.

Cancelled and added weeks require the submission of a completed Week Change form. This form can be obtained by contacting the Summer Fling Camp Coordinator at Summerfling@capitalmilestones.com.

**PAYMENT SCHEDULE 2020**

|  |  |  |
| --- | --- | --- |
| FOR THE WEEK OF: | PAYMENT MUST  BE RECEIVED BY  CLOSE OF  BUSINESS ON: | Cash, check,  or money order  (Remember to deduct  The $25 deposit) |
| **Week 1** (June 29-July 3) | June 5, 2020 | $220 |
| **Week 2** (July 6-10) | June 12, 2020 | $220 |
| **Week 3** (July 13-17) | June 19, 2020 | $220 |
| **Week 4** (July 20-24) | June 26, 2020 | $220 |
| **Week 5** (July 27-31) | July 2, 2020 | $220 |
| **Week 6** (August 3-7) | July 9, 2020 | $220 |
| **Week 7** (August 10-14) | July 16, 2020 | $220 |
| **Week 8** (August 17-21) | July 23, 2020 | $220 |
| **Week 9** (August 24-28) | July 30, 2020 | $220 |
| **Week 10** (Aug 31- Sep 4) | August 6, 2020 | $220 |

**Summary of fees:**

|  |  |
| --- | --- |
| **Fee** | **Amount** |
| Registration (per child) | $35.00 |
| Deposit | number of weeks x $25.00 |
| Weekly tuition, minus prepaid deposit | $195.00 |
| Tuition late fee | $5.00 / day |
| Cancellation Fee *after* May 17, 2020 | $100.00 / week / child |
| Returned Check Fee | $25.00 |

# Registration and Enrollment

Registration begins on Wednesday, April 1st and closes at noon on the Tuesday prior to the actual camp week or when the week is full, whichever is later. Confirmations will be sent to all families.

The registration paperwork on pages 14 - 21 must be completed and returned with payment for your registration to be considered complete. We will not process incomplete applications. The Medical Statement of Child in Childcare *can* be returned later, but we must have it *before your child’s first day of camp*. There are no exceptions to this rule.

**HEALTH**

If a child becomes ill or injured while on a trip, parents will be required to pick up their child from the trip location. Keep this in mind when deciding to send your child to camp each day.

A child who is suspected of being ill or contagious may not attend the camp until all symptoms have cleared, or we receive written notification from the child's physician that they are no longer contagious and can return to the program.

If your child meets any of the following criteria, they must go home and cannot return the next day:

* fever‑-101 degrees, lower if with other symptoms
* diarrhea--three occasions
* vomiting--one occasion
* rashes of suspicious origin
* other symptoms making your child unable to comfortably participate in the program

**Medicine**

We encourage you to administer all medications to your child. If you are unable to, and it is necessary that your child receive the medicine during camp hours, we will do so when:

* We have received our medication form filled out and signed by you *and* your child’s physician. These forms may be obtained from the office. Be sure to have them completed well in advance.
* We receive the medication in the original container and it is given to a counselor. For the safety of all the children, all medication must be stored in our first aid packs. Children are not allowed to carry their own medications.

**Physical Examinations and Immunizations**

A current physical (less than 1 year old) *including* a record of immunizations is required for each child. If your child attended Summer Fling last year, do not depend on using last year’s physical. We need a new form with each enrollment.

**SAFETY**

In the event of an emergency or if the child is unable to participate in the group’s activities due to illness or injury, parents are contacted immediately. It is the parent’s responsibility to pick up their child. If we are unable to reach either parent, then the emergency contact names and numbers you’ve listed on the enrollment application will be notified. Please be sure your emergency contact individuals are aware of their responsibilities and are accessible during the camp day.

**Red Shirts**

All campers that are registered before May 17, 2020 will receive a Summer Fling Red Shirt. *(Campers registering after this date may receive a Red Shirt if quantities allow)* Red Shirts are an additional safety feature during field trips. You will be notified which trips are “Red Shirt Days”.

**Building Entry / Exit**

Access to our building is restricted to families with children enrolled in the Center. Please do not allow anyone that you do not know into the building. You may leave them outside the door and tell any member of the Administrative Staff that there is someone waiting.

Entering and exiting the building must be through the front doors ONLY. All other doors are alarmed and designated as *Emergency Exit Only*.

**Field Trips**

Summer Fling is scheduled to be away on a field trip nearly every day. The staff has been trained in Buddy Checks, attendance, and head counts. However, there is also a responsibility on each camper-- they are expected to stay with their counselor, stay with their group, and follow our rules. Campers who cannot adhere to these expectations may be asked to find a camp that better suits their needs.

**Swimming**

Summer Fling travels to New York State beaches / pools nearly every week to enjoy time in the water. We take our campers’ safety very seriously. Although NYS beaches / pools have their own lifeguard staff, at least one Summer Fling staff member in each age group is a certified lifeguard. While swimming, all campers must come out of the water and check in with their counselor for a “Buddy Check” every 15 minutes. We classify all Summer Fling campers as *non-swimmers.* This means that, regardless of ability, they may not go above chest deep in the water. At least one staff member is always in the water with the group, with the remaining staff at the edge of the water or very close by.

**Ratios**

While swimming, we follow the mandated staff: child ratio of 1:6 (for 5-year-old campers), or 1:8 (for all campers 6-years and older). Our staff: child ratios can increase during other times of the day, depending upon the activity.

**Sunscreen** \*\* this is a new policy, please read carefully\*\*

We spend a lot of time outside, and in the hot sun. Sunburns are painful and dangerous. The first application of sunscreen must be done at home. Counselors will remind (and help!) the campers to reapply more sunscreen, so be sure your child has sunscreen in their backpack each day. Counselors cannot force a camper to apply sunscreen.

We now have two options for campers needing to use our “extra” sunscreen. On page 23, please choose if you *do* or *do not* give permission for your child to use Summer Fling’s sunscreen in the event they don’t have any for the day. We understand mistakes happen, so there’s no charge for the first instance—and then a $5 per day charge for each further instance. You can also opt out, upon the understanding that your child will be unprotected from the sun for the day. We will use individual packets of SunX brand, SPF 30.

**Badges**

If you are a NYS employee with a badge, we may be able to have access to our building added to your existing badge. There is a space to note your badge number in the enrollment paperwork.

Parents who do not have a NYS badge and are enrolling for 6 or more weeks have the option to request a badge for Building access. Keep in mind that another agency handles the badges for us. Some badges take 3 – 6 weeks to arrive. Please note that due to the short summer time frame, lost or stolen badges will not be able to be replaced.

**Accidents and Injuries**

Accident reports are completed on all injuries observed and/or reported to the counselors regardless of severity, e.g., bumps, bruises, scratches, etc. Parents are provided with a copy of this report.

**Sneakers or sturdy shoes are required for all activities**. Sandals and flip flops are dangerous during some activities and are **NOT allowed** for many activities and trips. There are also many trips where the management of the venue won’t allow campers to use their facility with flip flops on. If you choose to allow your camper to wear flip flops to camp, they must have sneakers in their backpack. If a camper refuses to wear their sneakers, you will be called, and the camper will be sent home for the day.

**Meals and Snacks**

Parents must provide a nutritious bag lunch including a beverage every day.Be sure to pack items that will remain safe to eat by lunchtime. If your child arrives without a lunch, you will be notified and asked to bring them a lunch before the group departs for the day. **DO NOT rely on money for snack bars!** Many of our trip locations don’t have a snack bar, and even those that do can’t be depended upon. Extra water and/or juice boxes must be sent as we spend so much time in the heat and sun. Please do not pack soda or energy drinks for your camper!

We encourage positive eating habits and allow ample time for meals. Please remember that a combination of the summer heat and the excitement of Summer Fling activities may cause some children’s eating habits to change. Keep this in mind when packing (and unpacking!) your child’s lunch.

We provide a morning and afternoon snack for those campers who are here at serving time. Morning snack is typically served at 8:30 am (unless the day’s trip requires an earlier departure). Campers wishing to eat with camp must arrive by this time. Afternoon snack is served when all groups return from their trips.

**Arrival and Departure**

Each morning, parents must bring their camper into the Big Gym and sign them in. Be sure that the camper is under the supervision of the counselor before leaving the premises and that you have let the counselor know your camper is there. Similarly, at pick up time parents must sign their camper out and say goodbye to a counselor.

No camper will ever be released to anyone other than the parent without prior authorization from the parents, unless that person is listed as such on the enrollment application. Individuals picking up your camper must be at least 16 years of age and have a valid picture ID.

**Summer Fling Staff**

Summer Fling staff are selected very carefully, and are chosen for their energy, enthusiasm, and love of children. Some of our staff are even former Summer Fling campers, giving them a unique perspective on our program! Our Summer Fling staff spends a week getting ready for the summer. They learn everything from typical child development to how to iron Perler beads!

Each age group includes a Program Leader, a lifeguard, and counselors. While the counselors and lifeguards rotate in and out of each group each week, the Program Leader remains constant. Program Leaders are assigned to one age group for the duration of the summer, have summer camp experience and provide leadership for both the campers and Summer Fling counselors. Additionally, at least one staff member per group is CPR / First Aid certified.

**Groups**

Campers are divided into groups. These groups are based on grade completed and the number of campers enrolled in the program. The “age” of the groups may change from year to year, based on group size. We anticipate having one group for Week 9 & Week 10.

**BEHAVIOR AND DISCIPLINE**

Summer Fling campers are expected to conduct themselves in an appropriate manner. Summer Fling counselors are trained on a variety of disciplinary methods, including reminders, logical consequences, and redirection. Summer Fling’s rules are consistent and clearly stated. Our expectations are developmentally appropriate, but we do realize that problems can occur. When this happens, discipline must be a cooperative effort. It is important that we keep the lines of communication open and work together to meet our goals.

Campers are expected to:

* Respect themselves, fellow campers, camp staff, and property.
* Keep hands, feet, and objects to themselves.
* Listen to and follow directions given by the staff.
* Use appropriate language at all times and with all people while at camp.
* Stay with their group at all times.
* Refrain from participating in behavior that is inappropriate to the camp setting.
* Refrain from bringing any weapons to camp.

If a child does not meet Summer Fling’s expectations, we may use an assortment of techniques including discussion, removal from an activity, visits to the office, loss of privileges, parent discussions, suspension (part or full day) or expulsion. Some actions require immediate dismissal from camp. We reserve the right to immediately send home and / or suspend any camper who engages in fighting, taunting, bullying or who is emotionally, verbally or physically threatening to another camper or staff member.

All campers and parents must read and sign a Behavior Agreement and submit it with their enrollment application. Campers must sign their own Behavior Agreement.

**Disenrollment**

Capital Milestones reserves the right to disenroll a child, if their behavior is determined to be detrimental to the program or if the health and safety of other children or staff are adversely affected. Additionally, failure to keep your tuition account in good standing may result in your child’s disenrollment from camp.

**Electronics and Cell Phones**

It is our long-standing policy that cell phones are NOT PERMITTED at camp. We believe that being at camp is an opportunity for your child to experience a world beyond home. We want Summer Fling campers to enjoy their camp friends, trips, and activities. This allows campers to develop autonomy, independence, and a stronger sense of self. Although cell phones have been strictly prohibited at Summer Fling for a few years, many campers seem to “accidentally” pack a cell phone (sometimes even two!). The consequences of this are disastrous. **We need your support and help, so please do not allow your child to break the rules and bring a cell phone to camp.**

Besides banning cell phones, we also strongly discourage all campers from bringing *any* kind of electronic device to camp. We believe that summer camp should be spent screen free. If you choose to allow your child to bring a hand-held gaming device, or similar form of electronics to camp, please know that their use will be strictly limited to during bus rides. We have plenty of games available for all campers, including board games, cards, Legos and more. These types of games, not hand-held electronics, allow campers to socialize and interact with one another. We recommend that your child powers down, unplugs, and takes what we’re certain is a well-needed break from the world of electronics. Please be respectful of the limitations we have in place.

Staff will confiscate electronic devices if there is any suspicion of questionable material or behavior. Devices will be returned to the parent at departure, following a discussion of the incident. This may include an investigation of the material on the device.

Our Electronics Policy is designed to:

* encourage your child to spend more time outside
* promote socialization between campers
* remove the divide between “the haves and the have-nots”
* reduce the stress associated with the damage to and theft of electronics
* give your child a much-needed break from the world of technology
* allow your child to fully embrace and “plug into” the connections they make with other campers as they “unplug” from their electronics
* ensure that your child is not exposed to age-inappropriate material
* ensure that your child cannot post their camp photos on the internet (and ensure that their fellow campers can’t post pictures of your child!)
* ensure that your children are not focusing on situations revolving around their friends at home
* prevent your children from hearing about situations and incidents concerning home and family before their parents have a chance to communicate with them

**What does my child need each day?**

* a labeled **backpack**
* a labeled **nutritious lunch including drinks**
* extra **water**
* a labeled **swimsuit** and **towel** (on trips where we will be swimming)
* a labeled **change of clothes** (accidents happen!)
* a pair of **socks** (we may change our plans to include an activity that requires socks)
* **sneakers**
* clothing appropriate to the weather and activities
* **non-aerosol sunscreen** (remember the first overall application must be done at home every morning) *We typically apply sunscreen in small spaces, or even on the bus. The FDA is currently investigating the risks of accidental inhalation of spray sunscreens. The other challenge in using spray sunscreens is that it’s difficult to know if you have used enough to cover all sun exposed areas of the body, which may result in inadequate coverage. In light of this challenge, and the FDA investigation, we are requiring the use of non-aerosol sunscreen.*
* **insect repellent** is optional

Campers can bring money for souvenirs, treats, etc., butare responsible for their own money. If you allow your camper to have money, please be sure they have a wallet or pockets!

**CARE OF BELONGINGS**

All belongings **must** be labeled with the child’s name. **Staff are not responsible for children’s personal items.** If you choose to allow your child to bring any items of value, they may become lost, stolen or traded (none of which is allowed.) Items that become disruptive will not be allowed.

DO NOT ALLOW YOUR CHILD TO BRING ANYTHING VALUABLE OR THAT IT WOULD UPSET YOU TO LOSE.

Summer Fling 2019

*We are looking forward to another exciting summer, packed full of fun and adventure. Below is a very brief description of each week’s theme and one of the trips. More games, fun, trips and activities will be added. We hope you can join us as we experience…*

**Week #1 June 29-July 3 Let’s Get It Started!**

We’ll get this summer started the best way we can—with fun trips and new friends! This week will even include a day at **The Great Escape!**

**Week #2 July 6-10 Adventure Awaits!**

The fun, and adventure, never stops in Summer Fling! This is sure to be another thrilling week. The Younger Group will visit **Billy Beez** and the Older Group will conquer the rapids while **White Water Rafting**. What other adventures will we find this week?

**Week #3 July 13-17 Splish Splash**

A Summer Fling week is never complete without water, and this week is chock full of wet fun! We’ll splash around during our annual Water Wars Day and a trip to **Zoom Flume!**

**Week #4 July 20-24 Color Me Happy**

Every Summer Fling week makes us happy! This week we’re pulling double duty as we roll up our sleeves and **paint pottery** andspend a day at the **Saratoga Fair.** What a happy week!

**Week #5 July 27-July 31 It’s a Mystery**

Each group will be given clues throughout the week, that will lead to the big reveal of this year’s **Mystery Trips!** Of course we’ll fill in the week with other fun-filled trips!

**Week #6 August 3-7 Game On!**

Summer time is the best time to play games! The Younger Group will play the day away at **Chuck E Cheese**, and the Older Group will enjoy a morning of **Games On the Go** (the video game bus!). Even with all of this game time, we always find plenty of time for swimming!

**Week #7 August 10-14 Nature Calls**

This is week full of natural wonders! We’ll visit **Adirondack Animal Land** this week, and also take a trip **Up Yonda.**

**Week #8 August 17 – 21 Walking on Sunshine**

As we draw closer to the end of the summer, we’re sure to squeeze fun into every moment we can. We’ll visit the **Altamont Fair** this week, and some of our other favorite spots !

**Week #9 August 24-28 3, 2, 1, Blast Off!**

Summer may be coming to an end, but it’s never too late to blast off to fun! This week, we’ll set our sights skyward with a visit to the **MiSci Planetarium** and many other star-powered activities. *Please note that even though we will be going to state parks this week, there is a strong possibility that we will not be swimming while there!*

**Week #10 August 31 – September 4 Final Fling**

We’ll end our summer by visiting some of our favorite trips one last time. We’ll also visit our last fair of the summer—**The Columbia County Fair**! *Please note that even though we will be going to state parks this week, there is a strong possibility that we will not be swimming while there!*

**Capital Milestones**

**Summer Fling**

Enrollment Application 2020

*Please print* ***neatly*** *and circle the phone number you would like us to call first*

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Street City State Zip

Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: M / F

Parent’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Street City State Zip

Home #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Name and Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City State Zip

Home #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Name and Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best email address to send information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**@**\_\_\_\_\_\_\_\_\_\_\_\_\_

## Emergency Contact and Departure Authorization

An emergency contact is someone we will notify in the event of an emergency if you cannot be reached. Emergency contacts have departure authorization. Under NO circumstance will a child be released to anyone without authorization from the parent or legal guardian, unless they are listed below. Please list daytime phone numbers. If you are having someone listed below pick up your child, please make them aware they will need a photo ID with them.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Union Affiliation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent’s Union Affiliation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Legal Guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Legal Guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

**Week Selection Form 2020**

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade **COMPLETING** in June 2020: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please **check** the box next to each week you are enrolling:

* Week 1 (June 29-July 3)
* Week 2 (July 6-10)
* Week 3 (July 13-17)
* Week 4 (July 20-24)
* Week 5 (July 27-31)
* Week 6 (August 3-7)
* Week 7 (August 10-14)
* Week 8 (August 17-21)
* Week 9 (August 24-28)
* Week 10 (August 31-September 4)

\_\_\_\_\_\_\_\_ TOTAL number of Weeks Selected

x

$25.00 per week deposit

\_\_\_\_\_\_\_\_ Deposit total

+ $35.00 Non-refundable registration fee

**$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount due at registration**

Capital Milestones

**Summer Fling 2020**

**REGISTRATION AGREEMENT**

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the parents/guardians of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the following:

1. To pay a $35.00 non-refundable registration fee for each child upon enrollment in Capital Milestones Summer Fling program. \_\_\_\_\_\_\_\_\_\_*Initials*

1. I/We give permission for our child(ren) to participate in **all** camp activities including but not limited to swimming at Grafton, Saratoga, Moreau State Parks and other locations. \_\_\_\_\_\_\_\_\_\_*Initials*
2. I/We agree to adhere to all other policies and procedures put forth by the Board of Camp Coordinators and Administration of Capital Milestones. \_\_\_\_\_\_\_\_\_\_*Initials*
3. I/We agree to pay all fees and other monies owed to Capital Milestones. \_\_\_\_\_\_\_\_\_\_*Initials*
4. I/We agree in the event that Capital Milestones experiences an unplanned closing, the busses will be recalled, and I will be required to pick up my child(ren) immediately. \_\_\_\_\_\_\_\_\_\_*Initials*
5. I/We agree to send a nutritious lunch and beverage with my/our child(ren) every day that it is required. Additional fees will be charged if Capital Milestones provides a lunch. \_\_\_\_\_\_\_\_\_\_*Initials*
6. I/We understand that if my/our child(ren) brings any items of value, they may become lost or stolen. Capital Milestones and its staff are not responsible for those items. \_\_\_\_\_\_\_\_\_\_*Initials*

1. I/We understand that electronic devices may be confiscated if questionable material or behavior is reported or suspected. Parents will be required to discuss the situation with staff and possibly search the device before it is returned to them. \_\_\_\_\_\_\_\_\_\_*Initials*
2. I understand that in the event that my child is injured while engaged in camp activities my insurance is primary and the camp insurance is supplemental. \_\_\_\_\_\_\_\_\_\_*Initials*

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_

This registration agreement must accompany your enrollment form at the time of enrollment.

No enrollment form will be accepted without a signed registration agreement.

Breaking the registration agreement may result in disenrollment.

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grade completing in June 2020: \_\_\_\_\_\_\_\_\_\_**

#### OGS Badge

#### If you have an OGS Badge, we may be able to have it activated for the front door of CMCC. Please put your badge number here-- it is a six-digit number that begins with 2\*

OGS Badge Number 2\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name as it appears on badge\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OGS Badge Number 2\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name as it appears on badge\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**T-Shirt Size**

Please circle the one most appropriate size for your child

Child medium Child large

Adult small Adult medium Adult large Adult X-Large

**Are there any issues or concerns of which we need to be made aware? \_\_\_\_\_yes \_\_\_\_\_no** *Please let us know* ***anything*** *that would be useful to spending the summer with your child—allergies, fears, etc*

**Does your child have a diagnosed developmental disability? \_\_\_\_\_yes \_\_\_\_\_no**

*If yes, please tell us more:*

**How did you hear about us? Please be as specific as possible!**

**Please provide the best contact information in the event we need to talk to you during the day (for non-emergencies)**

Call me at the following number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email me at the following address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Movie Choice**

On rainy days we may choose to go to the movies. Please circle the movie rating you will allow your child to view. Please take into consideration that due to the number of children participating in our camp we are unable to contact every parent when deciding which movie your child can see. Please note that **PG is the lowest rating because G movies are not always available.** If left blank, we will only allow your child to see PG movies.

**Circle one of the following choices:**

PG PG-13

Summer Fling 2020 Behavior Agreement

*Please mark each bullet point as you read it together, and then sign below. Campers must sign their own Behavior Agreement!*

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I will arrive at camp with a positive attitude, open to meeting new people and trying new activities. I will work hard to maintain this attitude all day
* I will work with my counselors and fellow campers towards creating an environment that is safe and welcoming for each of us.
* I will work with my counselors and fellow campers to set expectations for our group behavior and will adhere to these expectations.
* I understand that doing intentional harm or bullying a counselor or fellow camper, either physically or emotionally, is grounds for dismissal from camp.
* I understand that my actions and words have a direct impact on others’ camp experience, and I will remain respectful of my counselors and fellow campers
* I understand that although I may be able to solve some conflicts on my own, my counselors are always ready to listen and assist if there is a problem.
* I understand that my counselors need and want to help but can only do so if I am willing to share any concerns that I have with them.
* I will remain with my group at all times.
* I will use appropriate language and understand that the use of excessive, deliberate, profane language will not be accepted.
* I will leave my cell phone at home understanding that if there is an emergency the camp staff will allow me to use the phone and will pass on any urgent messages from home.
* I will be respectful of the property and personal space of my counselors and fellow campers.
* I believe that it is possible to spend my time at camp “electronics free” and will try to leave any video games, music systems, or other digital media at home. I might, however, bring a good book! (This may be required if continued use becomes disruptive.)
* I will not possess smoking materials, lighters, matches, illegal drugs, alcohol or weapons of any kind while at camp.

We have read and agree to the above behavior agreement and understand that not following these policies will result in disciplinary actions including dismissal from camp.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Camper’s signature* *Parent’s signature*

Capital Milestones Child Care Center

PO Box 3701

Albany, NY 12203

(518)457 – 3210

**Photo / Website / Marketing Permission**

I hereby consent and agree that the Capital Milestones Child Care may use my child’s picture or likeness, recordings of my child’s voice, and/or pictures or likenesses of my property in the:

*Please initial which permissions are given:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Capital Milestones web site

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ social media (including but not limited to Facebook)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ marketing materials (including but not limited to flyers and brochures)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ internal use only (for example, pictures displayed in the Gym for the other campers to look at)

I understand that once permission is granted, these pictures will be used without further notice. I agree that I am to receive no further compensation by Capital Milestones Child Care, Inc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NO PHOTOS ALLOWED

*Please initial here if you do not give permission for CMCC to use your child’s photo for any reason, including classroom use*

Child(ren)’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / guardian name *(please print):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical Statement of Child in Childcare

To Be Completed By Licensed Physician, Physician’s Assistant or Nurse Practitioner

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Child: | |  | | Date of Birth: | |  | Date of Examination: | | |
| Immunizations required for entry into day care  Medical Exemption The physical condition of the named child is such that one or more of the immunizations would endanger life or health. Attach certification specifying the exempt immunization(s). | | | | | | | | | Yes  No | |
| Diphtheria, Tetanus and Pertussis (DPT) Diphtheria and Tetanus and acellular Pertussis (DTaP) | 1st Date | | 2nd Date | | 3rd Date | | | 4th Date | 5th Date | |
| Polio (IPV or OPV) | 1st Date | | 2nd Date | | 3rd Date | | | 4th Date |  | |
| Haemophilus influenzae type B (Hib) | 1st Date | | 2nd Date | | 3rd Date | | | 4th Date OR 1st Date (if given on or after 15 months of age) | | |
| Pnuemococcal Conjugate (PCV) for those born on or after 1/1/08) | 1st Date | | 2nd Date | | 3rd Date | | | 4th Date |
| Hepatitis B | 1st Date | | 2nd Date | | 3rd Date | | |
| Measles, Mumps and Rubella (MMR) | 1st Date | | 2nd Date | |
| Varicella (also known as Chicken Pox) | 1st Date | | 2nd Date | |

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

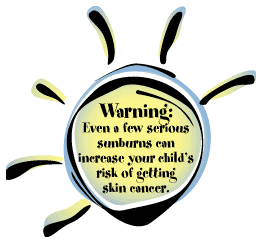
|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of Immunization: | Date: | | Type of Immunization: | | Date: |
| Type of Immunization: | Date: | | Type of Immunization: | | Date: |
| Type of Immunization: | Date: | | Type of Immunization: | | Date: |
| Is medication regularly taken?  (Specify drug and condition) | | Yes  No | |  | |
| Is a special diet required?  (Specify diet and condition) | | Yes  No | |  | |
| Are there any hearing, visual or dental conditions requiring special attention? | | Yes  No | |  | |
| Are there any medical or developmental conditions requiring special attention? | | Yes  No | |  | |

Summary of Physical Exam Include special recommendations to Day Care Providers

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| On the basis of my findings as indicated above and on my knowledge of the named child, I find that: he/she is free from contagious and communicable disease and is able to participate in day care. | | | | | | | | | | Yes  No | | | |
|  | | | | |  |  | | | | | | | |
| Signature of Examiner | | | | |  | Address | | | | | | | |
|  | | | | |  |  | | | | | | | |
| Please Print Name | | | | |  | City, State, Zip | | | | | | | |
|  | | | | |  | (       ) | | | | |  | | |
| Title | | | | |  | Phone | | |  | | Date | | |
|  | Summer Fling Emergency Contact and Medical Care | | | | | | | | | | | | | |
|
| Child’s Full Name: Male Female | | | | | | | | | | | | | |
| Does your child have any allergies?  Yes No  If Yes, what is your child allergic to? | | | | | | | | | | | | | |
| Child’s Source of Medical Care/Primary Care Physician’s Name: | | | | | | | | Telephone Number: | | | | | | |
| Child’s Source of Dental Care/Dentist’s Name: | | | | | | | | Telephone Number: | | | | | | |
| Name of Preferred Medical Care Facility/Hospital: | | | | | | | | | | | | | | |
| EMERGENCY CONTACTS | | RELATIONSHIP TO CHILD | CONTACT NAME | TELEPHONE NUMBER DURING CHILD CARE | | | | **OTHER TELEPHONE NUMBER** | | | | | | |
|  |  | Is this number Work Cell Home | | | | Is this number Work Cell Home | | | | | | |
|  |  | Is this number Work Cell Home | | | | Is this number Work Cell Home | | | | | | |
|  |  | Is this number Work Cell Home | | | | Is this number Work Cell Home | | | | | | |
|  |  | Is this number Work Cell Home | | | | Is this number Work Cell Home | | | | | | |
|  | CHILD’S HOME ADDRESS: | | | | | | | | | | | DATE OF BIRTH: | | |
| HOME PHONE NUMBER: | | |
| DATE OF ACCEPTANCE:  7/1/19 | | | | | | DATE OF DISCHARGE:  9/4/2020 | | | | | | | |
| NAME OF PERSON TO CALL IN EVENT OF EMERGENCY: | | | | | | Parent  Guardian  Other: | | | | WORK phone Number: | | | |
| CELLphone Number: | | | |
| Address of Person Listed Above: (If different from child’s): | | | | | | | | | | | | | |
| AGREEMENTS  * I consent to the enrollment of the child listed above in this facility and have been advised of the policies regarding administration of medications, fees, transportation and the services provided by Capital Milestones / Summer Fling * I give consent for my child to take part in field trips away from the facility * In case of accident or injury, I authorize any and all emergency medical, dental, and /or surgical care and hospitalization advised by the physicians, surgeon or hospital (listed above) necessary for the proper health and well-being of my child * I have provided information on my child’s special needs (Allergies, Diet, Disabilities, and /or Medical Information) to the provider, as may be necessary to assist the facility in properly caring for my child in case of an emergency: | | | | | | | | | | | | | |
|
| SIGNATURE – PARENT OR PERSON(S) LEGALLY RESPONSIBLE | | | | | | | | | | | | DATE: | |

Summer Fling Sunscreen Permission Form

Summer Fling campers spend a lot of time outside, and in the hot sun. Sunburns are painful and dangerous. The following information has been accumulated from the Center for Disease Control (CDC) and American Academy of Dermatology:

* The American Academy of Dermatology (AAD) recommends that all kids — regardless of their skin tone — wear sunscreen with an SPF of 30 or higher.
* Sunscreen should be worn every day that children will be outside.
* Even on cloudy days, up to 80 percent of the sun’s harmful UV rays can penetrate your skin.
* Sand and water increase the need for sunscreen because they reflect the sun’s rays
* Whichever sunscreen you choose, make sure it's broad-spectrum (protects against both UVA and UVB rays) and, if kids are in or near water, is labeled water-resistant. Sunscreen must be applied generously and re-applied often.

Summer Fling campers **must** have their first application of sunscreen at home.

Summer Fling campers must bring sunscreen to camp each day. Counselors will remind (and help!) the campers to reapply more sunscreen throughout the day, so be sure your child has sunscreen in their backpack each day. Counselors cannot force a camper to apply sunscreen.

Please select one of the following options:

* I understand that I must provide sunscreen for my child. In the event that they run out, or it’s accidentally left at home, please allow them to use Summer Fling’s sunscreen. I understand I will be notified the first time my child uses Summer Fling’s sunscreen, and there will not be a charge incurred. I understand that after that the initial instance, there will be a $5 charge each day they must use Summer Fling’s sunscreen.
* I understand that I must provide sunscreen for my child. In the event that they run out, or it’s accidentally left at home, **do not** allow them to use Summer Fling’s sunscreen. I understand that this means my child will not have sunscreen for the day and am aware of the health risks involved. CMCC / Summer Fling is not liable.

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ok, I’m ready to register my child for a great summer! What’s next?

* Read this handbook in its entirety
  + New for 2020—Late Pick up Policy (page 5)
  + New for 2020-- Sunscreen Policy (page 9)
* Complete registration pages 15 – 23
  + Remember campers must sign their own behavior agreement
  + Choose your weeks very carefully, and pay special attention to the Cancellation Policy (page 6)
  + The Medical Statement of Child in Childcare *can* be returned later, but we must have it *before your child’s first day of camp*.
  + If you are printing this packet yourself, please be sure that pages 15 – 23 are *not* double sided.
* Submit the entire registration packet, along with payment, to Capital Milestones
  + Registration must be done in person
  + Be sure to include the Registration Fee and $25 deposit (per child and per week)
* Things to discuss with your child before registering:
  + Behavior expectation (page 11)
  + Electronics policy (page 12)

Other important information:

* You will receive an enrollment confirmation within a few weeks
* A complete schedule of trips will be sent out in the beginning of June
* Questions? Call (518-457-3020) or email Michelle (Summerfling@capitalmilestones.com)

WE’RE LOOKING FORWARD TO HAVING YOU JOIN US FOR A GREAT SUMMER!