

Morley Kids Camp



Operated by:

Morley Extended Day Care, Inc.

Morley Elementary School

77 Bretton Rd.

West Hartford, CT 06119

DATES AND HOURS OF OPERATION

MORLEY KIDS CAMP 2018 offers nine weeks of summer camp experience for children entering kindergarten through sixth grade (the program is recommended for children who are at least five years old). Children from any school in any town are eligible and welcome to attend Morley Kids Camp.

Campers are registered in weekly sessions. Camp sessions start on Tuesday, June 19 and end on August 17. MKC will be closed July 4th and from August 20-28.

Campers may also register for our popular DAY TRIPPER program. Instead of registering for the entire week (and if space is available after the weekly registration has taken place), children may participate in the Wednesday Field Trips only. The Day Tripper option is the only single-day option available. Day Tripper Registration begins May 4.

The camp day runs from 7:30 am until 5:45 pm, and children may arrive and depart at any point during that time period (except on field trip days, when they must arrive at least one-half hour before departure).

At the beginning of the child's camp session, parents will be given a schedule of activities and a Morley Kids Camp Handbook. Each week, parents will be notified of field trip plans as well as special events and activities.

CAMP ACTIVITIES

Weekly themes are reflected in activities, projects, and field trips. During the course of each week, we will play games, create arts and crafts projects, cook, play organized sports, enjoy gym and outdoor games, go to Fern Pool, take a field trip, participate in drama and music activities, and explore science and nature. Children will have daily opportunities to engage in group activities as well as independent projects.

On designated days each week, campers will take public transportation to and from Fernridge Park.

Once a week (Wednesday, unless otherwise noted), we will take a field trip. A list of the exciting trips we have planned is included in this packet. Field trip transportation is by school or coach bus.

To end each week, we will enjoy 'Wacky Water Fun' at Morley ~ sprinklers, water slides, and water games. On Friday afternoons, we will unwind after a busy week with an Awards Ceremony honoring each child's achievements, and a popcorn and movie party!

DAILY CHECK LIST

Campers must bring:

- A nutritional lunch, including drink and utensils; we provide two snacks daily
- A bathing suit and towel for daily pool use or water play
- Sneakers and socks for gym games, Spectacular Sports, and playground use
- SPRAY, 'NO-RUB' sunscreen, to be left at camp
- On field trip days, campers are required to wear our tie-died camp shirt; the order form is included on the registration form
- Campers are encouraged to bring a labeled water bottle and a complete change of clothes

CAMPING IN STYLE

All campers are required to wear the **Morley Kids Camp shirt on field trips**. If your child does not have a shirt from last summer (that still fits!), you must order one and pay for it upon registration; please specify your child's size on the registration form. If your child is registered for at least **four weeks of camp**, you will receive a free shirt; please specify size.

During a non-field trip day, children should dress for comfort and for busy and active (and sometimes messy!) play.

REGISTRATION of MEDC school-year enrollees and 2018 campers begins February 23, 2018

Families who are currently enrolled in MEDC's school-year program and families who enrolled summer campers in 2018 may register upon receipt of these registration materials. Those families enjoy priority enrollment status until March 16th. Registration will be open to the community on March 16th. Enrollment is limited and spaces will be filled on a first-come, first-served basis.

In order to secure your child's space, please complete and return:

- **REGISTRATION FORM** (page 3 of this packet) and **BEHAVIOR MANAGEMENT POLICY** (page 4 of this packet)
- If your child does NOT currently attend MEDC's school-year program, a **non-refundable \$30 REGISTRATION FEE** (per family) is required. Families whose children are currently enrolled in MEDC's before-and/or-after school program do not pay a registration fee; ALL OTHERS do.
- **DEPOSIT: If your child will attend two weeks or more, your deposit equals two weeks' tuition, which will be applied to the LAST TWO WEEKS of attendance. If you are registering for only one week, or if you are registering two or more siblings, a one-week deposit per child is required.**
- **Payment for CAMP SHIRT** if registered for fewer than 4 weeks

Upon receipt of the Registration Form and deposit, your child's enrollment will be confirmed by e-mail within two business days. At that time, you will also receive any paperwork that must be updated and on file before June 1.

REGISTRATION FOR NEW FAMILIES begins March 16th

Registration for NEW campers begins on Friday, March 16th. You may register by mail or in person. If you register in person, please call 860-232-5336 to ensure that someone will be available to assist you.

In order to secure your child's space, please complete and return the following to Morley Extended Day Care, 77 Bretton Rd, West Hartford, CT 06119:

- **REGISTRATION FORM** (page 3 of this packet) and **BEHAVIOR MANAGEMENT POLICY** (page 4 of this packet)
- A **non-refundable \$30 REGISTRATION FEE** per family
- **DEPOSIT: If your child will attend two weeks or more, your deposit equals two weeks' tuition, which will be applied to the LAST TWO WEEKS of attendance. If you are registering for only one week, or if you are registering two or more siblings, a one-week deposit per child is required.**
- **Payment for CAMP SHIRT** if registered for fewer than 4 weeks

Upon registration, your child's enrollment will be confirmed by e-mail and you will be provided with paperwork that must be on-file before June 1. You will also be asked to schedule a meeting with the Director of MEDC before the child starts camp, in order to review the child's records and MKC policies. Campers will not be permitted to attend until all paperwork is on file and a parent/guardian has met with the Director.

CHANGES IN ENROLLMENT

Any changes in enrollment **MUST** be made in writing by **April 20**. If you withdraw your child before April 20, your deposit will be refunded. After April 20, you will be charged for any weeks reserved, unless we can fill your camper's space from our waiting list.

WEEKLY TUITION FEES AND PAYMENT

Early Bird fees until April 21
Day Tripper Fee Starts May 1st.

If you register **BEFORE APRIL 20**, the **EARLY BIRD TUITION FEE** is:

- \$270 for Week 1-2
- \$218 for Week 3 (July 2-6, CLOSED Wednesday, July 4)
- \$270 for Weeks 4-9

If you register **AFTER APRIL 20**, the tuition fee will be:

- ❖ \$285 for Week 1-2
- ❖ \$230 for Week 3 (July 2-6, CLOSED Wednesday, July 4)
- ❖ \$285 for Weeks 4-9

The weekly tuition payment is due the FRIDAY PRIOR to the week of attendance. Payment for Week 1 (June 19-22) is due no later than June 15. The tuition fee includes all activities, two daily snacks, field trip admission, pool admission, our Spectacular Sports program, and bus transportation to trip destinations and to the pool. The tuition fee does NOT include lunch or the camp shirt required for field trips; the shirt is free for campers who are registered for 4 or more weeks.

The DAY TRIPPER Registration Fee is \$60 per day. Day Tripper Registration begins May 1.

Registration Forms are included with this packet and will also be available on our website, medc-ct.org.

Morley Kids Camp Registration Form, 2018



Operated by:
 Morley Extended Day Care, Inc.
 Alternate Location:
 212 King Philip Drive
 West Hartford, CT 06117

STATEMENT OF UNDERSTANDING

By enrolling my child in MORLEY KIDS CAMP, I acknowledge and understand that:

- The enclosed deposit equals two weeks' tuition and will be applied to my child's **LAST TWO WEEKS** of attendance.
- The schedule to which I commit is considered binding. I may change this schedule by submitting a written request to the MEDC office before April 20, in which case my deposit will be refunded. However, if I withdraw my child after April 20, my deposit will be refunded *only if my child's space can be filled from the waiting list.*
- Tuition is due the Friday prior to the week of attendance.
- I will receive a *Handbook of Policies and Procedures*. It is my responsibility to read the Handbook, including the Behavior Expectations Policy.

Parent/Guardian Signature _____

Child's Name _____ Entering Grade _____ (in September, 2018)

Parent/Guardian Name (please print) _____

Day time phone number _____ Home Address _____

E-mail address (your *Confirmation of Enrollment*, as well as Newsletters, forms, and information regarding field trips and weekly events, will be sent to the e-mail address you provide):

Indicate (X) the weeks that you are requesting.
 A CONFIRMATION OF REGISTRATION will be e-mailed to you within two business days.

*****EARLY BIRD rate (until April 20) | After April 20:**

Week 1	June 19-22	_____	(Closed Monday)	\$270/child until April 20	/	\$285/child after April 20
Week 2	June 25-29	_____		\$270/child until April 20	/	\$285/child after April 20
Week 3	July 2-6	_____	(Closed Wed.)	\$218/child until April 20	/	\$230/child after April 20
Week 4	July 9-13	_____		\$270/child until April 20	/	\$285/child after April 20
Week 5	July 16-20	_____		\$270/child until April 20	/	\$285/child after April 20
Week 6	July 23-27	_____		\$270/child until April 20	/	\$285/child after April 20
Week 7	July 30-Aug 3	_____		\$270/child until April 20	/	\$285/child after April 20
Week 8	August 6-10	_____		\$270/child until April 20	/	\$285/child after April 20
Week 9	August 13-17	_____		\$270/child until April 20	/	\$285/child after April 20

*****EARLY BIRD RATES** apply to Registrations received by the MEDC office on or before APRIL 20, 2018.
 Morley Kids Camp will be closed on July 4 and from August 20-28. MEDC will reopen for the 2018-2019 school year on August 29.

CAMP SHIRT ORDER (the shirt is REQUIRED for field trips and will be the same style as Summer 2018):

Camp shirt fee: **\$10.00**

A **FREE shirt** will be provided to any child who is registered for **four or more weeks**; please indicate size.

Child Sizes (check the appropriate size): S (6-8) _____ M (10-12) _____ L (14-16) _____
 Adult Sizes (check the appropriate size): S _____ M _____ L _____

FOR OFFICE USE: Total enclosed: _____ Check Number _____ Staff Initials _____

Payment includes: DEPOSIT (2 week's tuition): \$ _____ \$30 Registration Fee/ *non-MEDC family*: \$ _____

Camp Shirt payment (\$10.00 per shirt, free if enrolled for 4 weeks or more) \$ _____ Size _____

THIS FORM MUST BE SIGNED AND RETURNED WITH THE REGISTRATION FORM

**Morley Extended Day Care / Morley Kids Camp
Policy regarding BEHAVIOR EXPECTATIONS and MANAGEMENT / Statement of Understanding**

MEDC's Mission Statement is to 'nurture individual children's growth in a safe, comfortable, and enriching environment' where they feel welcome and secure.

At Morley Kids Camp, we endeavor to meet the needs of different age groups and individual interests. We provide time, space, opportunity, supervision, and encouragement for children to participate in a wide variety of activities. We provide choices and opportunities for children to make decisions and accept consequences.

The Camp staff is committed to providing the safest environment for each child. As part of that commitment, we accept responsibility for setting limits and for monitoring children's behavior. We also acknowledge our responsibility to take appropriate action if inappropriate behaviors are exhibited by a child or by a group of children.

The following behaviors are not acceptable at Morley Kids Camp because they set bad examples, disrupt the activities of other children, or endanger children and/or staff:

- Bullying (physical, verbal, or emotional) or intimidating
- Using inappropriate physical contact (such as hitting, kicking, spitting, fighting, etc.)
- Swearing or using inappropriate language
- Disregard for the rules of MEDC
- Destruction of property

If, in the opinion of our staff, your child is unable to maintain appropriate behaviors and/or puts the wellbeing of other children or staff in jeopardy, or risks injury to himself/herself, the following actions will be taken:

- Staff will use respectful and positive discipline techniques to guide and redirect the child's behavior.
- If the misbehavior persists, the child will be removed from the activity and placed in supervised time-out. At the end of a specified amount of time (one minute for each year of age), the teacher and the child will briefly review the incident and will brainstorm alternative strategies in case the incident recurs.
- The parent or guardian will receive two copies of a 'Caring and Sharing' note describing the incident and the action taken. A parent/guardian is expected to sign and return one copy of the Caring and Sharing note.
- At the discretion of the Director, a meeting may be called between the child, the parents/guardians, and the Director. Solutions to behavioral problems will be discussed and may include a Behavior Modification Plan.
- In cases of severe or dangerous misbehavior, a parent or guardian will be called and asked to pick up the child within one hour. The child will not be permitted to return to Morley Kids Camp unless and until all parties have met to determine whether the structure of our program is suitable for the child. The child might be suspended for a period of two or more days. If it is decided that the child may continue attending Camp, a behavior plan will be implemented to encourage positive behaviors and the child will be placed on probation.
- If another incident occurs after the above-listed measures have been taken, **OR** if misbehavior is persistent or severe (such as aggressive, destructive, or anti-social displays), **OR** if the behavior (even if not persistent) is, in the judgment of the MEDC Director and staff, dangerous to the child or others in the program, the child may be permanently dismissed from Morley Kids Camp. A child who is permanently dismissed is not eligible for reinstatement.

The Morley Kids Camp staff will strive to create the best possible environment for your child to be successful in our program.

Please **SIGN AND RETURN** a copy of this letter to acknowledge your understanding of this policy, as presented here and as discussed during Orientation. Thank you.

Parent/Guardian Signature _____ Date _____

Child's name (Please PRINT) _____

Let's go Day-Trippin! With MORLEY KIDS CAMP



Limited spaces are available for each of our exciting summer field trips!

The fee for the DAY TRIPPER program is \$60.00/day, plus \$10 for the camp shirt that is required attire for field trips.

DAY TRIPPER REGISTRATION PROCEDURE:

REGISTRATION FORMS FOR THE DAY TRIPPER PROGRAM WILL BE ACCEPTED STARTING ON MAY 1st.

- Children must be registered with this form.
- Put an X next to each trip that your child will attend.
- Payment of \$60 per day, plus \$10 for one camp shirt, must be included with this registration form.
Space will not be held without payment.
- Children will be registered on a first-come, first-served basis, STARTING MAY 1.
 - **Group size will be limited.**
 - Parents will receive a Confirmation of Registration via e-mail.

Child's Name(s) _____

will attend the following day trip(s) with Morley Kids Camp. Payment of \$60.00 per day, per child, is enclosed. Payment of \$10 per camp shirt is also enclosed. I understand that payment secures my child's enrollment and will not be refunded if my child does not attend. I understand that my DAY TRIPPER registration will not be processed before May 1, 2018.

SHIRT SIZE(s): _____ Youth Small=6-8; Youth Medium = 10-12; Youth Large=14-16; Adult S, M, L

Parent/Guardian Signature: _____

- | | |
|--|-------|
| 1. Wednesday, June 20: Drumming Clinic | _____ |
| 2. Wednesday, June 27: Coco Key | _____ |
| 3. Thursday, July 5: Sturbridge village | _____ |
| 4. Wednesday, July 11: CT Science Center | _____ |
| 5. Wednesday, July 18: Quassy Amusement Park | _____ |
| 6. Wednesday, July 25: Newington Skating | _____ |
| 7. Wednesday, August 1: CT Sportsplex | _____ |
| 8. Wednesday, August 8: Blue Fox Rock N' Bowl | _____ |
| 9. Wednesday, August 15: Magic Show | _____ |

DAY TRIPPERS may arrive any time after 7:30 (and must arrive at least ½ hour before trip departure) and must be picked up by 5:45. The fee covers all of the day's activities including trip admission, bus transportation, and two snacks. The fee does not include lunch, which must be provided by the parent or guardian. Each child is required to purchase one camp shirt to be worn on trip days.

PLEASE NOTE: DAY TRIPPER REGISTRATION FORMS WILL NOT BE PROCESSED BEFORE MAY 1, 2018

For Office Use: Date received _____ Amount paid _____ Check Number _____ Staff initials _____

Morley Kids Camp, 2018



Schedule of Field Trips (subject to change)

***Children must arrive at Morley at least one-half hour before departure time.

Week 1: Wednesday, June 20

Drumming Clinic with Sean Lemkey

At Morley from 12:30-2:00pm

Week 2: Wednesday, June 27

Destination: Coco Key, Danvers MA

Departure Time: ***8:45am Return to Morley: 5:30pm

Week 3: Thursday, July 5

Destination: Sturbridge Village

Departure Time: 9:00 am Return to Morley: 2:45pm

Week 4: Wednesday, July 11

CT Science Center, Hartford CT

Departure time: ***10:30 am Return to Morley: 2:00 pm

Week 5: Wednesday, July 18

Destination: Quassy Amusement Park, Middlebury, CT

Departure Time: ***10:00 Return to Morley: 3:45

Week 6: Wednesday, July 25

Destination: Newington Skating Rink, Newington, CT

Departure Time: ***10:45 Return to Morley: 2:00 pm

Week 7: Wednesday, August 1

Ct Sportsplex, North Branford CT

Departure time: ***9:15 Return to Morley: 2:15

Week 8: Wednesday, August 8

Blue Fox Rock N' Bowl, Simsbury CT

Departure Time: ***11:30 Return to Morley: 2:30

Week 9: Wednesday, August 15

Tom O'Brien

Time: 12:00-2:30

For more information:
Morley Extended Day Care, Inc.
Phone: 860-232-5336

morleyextended@gmail.com

medc-ct.org