



# Summer Camp Policies & Procedures

Prince Georges County:  
9300 Livingston Road, Suite B-100  
Fort Washington, MD. 20744  
Office: 301-292-8588

Charles County:  
8030 Matthews Road, Unit 109  
Bryans Road, MD 20616  
Office: 301-684-2265

[www.youthavenues.com](http://www.youthavenues.com)



Welcome to Edutainment Learning Center (ELC) Summer Camp will begin on June 17, 2019 for ages six through thirteen years! We have combined education and adventure all in one with our academic and recreation camp. We will give students the education they need during summer break, while having fun! Campers will be given the opportunity to be ahead for the upcoming school year when enrolled in our academic and recreation Summer Camp. Campers will have lessons in reading, math, writing, and language arts. They will also be able to participate in one field trip each week. We will be going swimming, bowling, skating, parks, etc. We believe that campers need a quality program that provides educational experiences while entertaining.

Our Prince George's County location is for Prince George's County residents and our Charles County Location is for Charles County residents.

All campers registered for will receive a field trip schedule for each week he/she attends summer camp.

**Hours of Operation:**

6:30 a.m. – 7:00 p.m.

Students will need to arrive by 9:00 A.M. to participate in the academic lesson for the day. Students must be here by the scheduled time on the field trip schedule to participate in the field trip for that day. Field trip hours vary.

**Arrival/Departure:**

Upon arrival and departure each parent is required to bring his/her child into the building and see that the child is under supervision of a staff member before leaving the premises. All students must be signed in and out by an authorized adult. An emergency phone number must be left on the sign in/out form daily. You are required to list all individuals that will be picking up your child on the emergency form. If someone other than the persons listed under "authorized to pick up" come to pick up a child, the child will not be released to that person, unless we receive a phone call from the parent or legal guardian. If it is the first time that the child has been picked up by that individual, an ID will need to be shown at the time of pick up, even if the individual is listed under emergency contact.

**Illness of a Student:**

ELC is not authorized to care for sick children. Parents are responsible for providing an alternate care plan in the event of a child's illness. Children with allergies or any other condition will not be excluded from any activity. We are an academic/adventure camp, so if you do not want your child to participate in an activity, you are responsible for providing an alternate care plan. ELC will not administer any medication to a child. If a child is ill when he/she arrives at the center, the child will not be allowed to enter. If a child becomes ill while at ELC or activity destination, parent/guardian will be notified immediately, and the child will need to be picked up from that destination. A child will not be re-admitted to the center after a serious illness, unless the parent/guardian presents a written statement from the physician certifying that the child is well enough to return to ELC.

**Meals:**

ELC do not serve any food. All students are required to bring a non-perishable bag lunch and evening snack unless specified on the field trip schedule. All lunches will be refrigerated at a temperature of 41 degrees or below. Pizza and a drink will be available for \$5.00 on Mondays and Fridays.

**Summer Camp Forms:**

Before any child can start at ELC, the parent/guardian will be responsible for having the following required forms completed and returned to the center. These forms include:

- Summer Camp Policies & Procedures
- Summer Camp Registration Application
- Immunization Certificate/Camper Health History

**Tuition:**

**When a student's registration form is completed and the registration fee is paid that student's slot will be held for the weeks stated on the registration form. The student's first week tuition must be paid in full by the Friday before camp starts. All fees are non-refundable. When camp begins, you are responsible for all of the weeks stated on the registration form, whether the student attends ELC or not.**

**Tuition is due on Fridays before the week of camp starts. NO EXCEPTIONS. If tuition is not paid on Friday, campers will not be able to attend ELC the following Monday.**

**Late Fees:**

**All children must be picked up by 7:00 PM A late fee of \$1.00 per minute will be charged starting at 7:01 p.m. Late fees are due on the same day at the time of pick-up. If you are late more than three times during the summer camp agreement dates, your child(ren) will be immediately terminated from the summer camp.**

- Fees are non-refundable, including field trip and pizza fees.
- I understand that my tuition payment can be paid by cash, credit card, money order, cashier's check, personal or business check. A \$35.00 fee will be charged

for all returned checks. Parent/guardian will be given a receipt for each payment made.

- In the event of nonpayment, collection action will be initiated and parent/guardian will be responsible for all collection fees, including fees for collection agency.

**Field Trips:**

All students will get a copy of our summer camp schedule. Schedule is subject to change. All changes will be posted at the front desk. **There will be no field trips the week of June 19, 2019 and August 26, 2019.** Field trip fees are not included in the weekly fee, but are due when paying the weekly fee. Campers must wear his/her camp T-shirt on EVERY field trip. One t-shirt comes with camp registration. Extra t-shirts are available for purchase for an additional \$15.00 each. If a student comes in without a camp T-shirt he/she will be required to purchase another one on that morning.

**Camper's Belongings:**

Although we take every precaution possible to protect everyone's property, ELC will not be responsible for any item brought from home that is lost or broken. If your child should accidentally take property from the center that does not look familiar, please return it. ELC WILL NOT LOOK FOR ANY MISSING ITEMS THAT CAMPERS BRING INTO THE CENTER.

**ELC Belongings:**

If any item belonging to ELC is purposely broken, that camper's parent will be responsible for paying for that item.

**Behavior:**

All campers are expected to respect other students and camp counselors. The following is our discipline policy:

- Incident 1: Warning/Parent Notification
- Incident 2: Phone Call
- Incident 3: Suspension
- Incident 4: Termination

\*Camp Director have the authority to use any one of these disciplinary actions based on the seriousness of the incident.



### Liability Release Authorization

I hereby grant permission for my child(ren) to be transported by van to and from field trips. I grant permission for my child(ren) \_\_\_\_\_ to participate in all Edutainment Learning Center’s activities/field trips. In case of an emergency, I understand that every effort will be made to contact me or my emergency contact. If I or someone on the emergency form cannot be reached, I give ELC permission to secure the medical treatment necessary for my child. I understand that ELC assumes no responsibility for injuries or illnesses which my child may sustain as a result of his/her physical condition or resulting from his/her participation in any activity. I expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries and illness which may result from his/her participation in these activities and I hereby release and discharge Edutainment Learning Center, affiliates, and employees from any and all claims for injury, illness, death, loss or damage which, he/she may suffer as a result of his/her participation in these activities. I understand that ELC is not responsible for any personal property lost or stolen. ELC photograph and video all participants for advertising purposes only. I acknowledge the waiver and accept the conditions set forth above and am in sympathy with the goals and purposes of ELC. I agree to adhere and abide by the policies as outlined in this agreement.

I do understand and agree to carry out the parent’s responsibilities under this Policy and Procedures Agreement.

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\_\_\_\_\_  
Print Child’s Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



### Summer Camp Application 2019

<b>Camper Information</b>				
Camper's Name:	Age:	Grade (2018/19):	D.O.B.	<input type="checkbox"/> M <input type="checkbox"/> F
Parent/Guardian Name:	How did you hear about us?			
Street Address:	City, State, & Zip:			
<input type="checkbox"/> PG County Summer Camp		<input type="checkbox"/> Charles County Summer Camp		
Parent Guardian Phone: (home):	(work):	(cell):		
Employment:	Email Address:			
Health Problems/Allergies: <input type="checkbox"/> Yes <input type="checkbox"/> No) List any Special Needs (If yes, please explain below)				
<b>Name of Persons Authorized to Pick Up Child</b>				
The adults listed below are authorized to pick up my child from Edutainment Learning Center, LLC. All authorized adults will be required to show identification and sign your child out. List two adults and do not include yourself.				
Name:	Phone:	Relationship:		
Name:	Phone:	Relationship:		
<b>Camp Weeks</b>				
Select the weeks camper will be attending ELC. You are financially responsible for the weeks you select whether the camper attends or not. A minimum of two weeks must be selected.				
<b>2019 Weekly Summer Camp Program</b>				
<input type="checkbox"/> Academic & Recreation Camp (Ages 6 and up) <input type="checkbox"/> Sports Camp (Grades 4 through 8)				
<input type="checkbox"/> Week 1 (June 17 - June 21)	<input type="checkbox"/> Week 5 (July 15 – July 19)	<input type="checkbox"/> Week 9 (Aug. 12 – Aug. 16)		
<input type="checkbox"/> Week 2 (June 24 - June 28)	<input type="checkbox"/> Week 6 (July 22 – July 26)	<input type="checkbox"/> Week 10 (Aug. 19 – Aug. 23)		
<input type="checkbox"/> Week 3 (July 1 - July 5) <b>Closed 7/4</b>	<input type="checkbox"/> Week 7 (July 29 – Aug. 2)	<input type="checkbox"/> Week 11 (Aug. 26 – Aug. 30)		
<input type="checkbox"/> Week 4 (July 8– July 12)	<input type="checkbox"/> Week 8 (Aug. 5- Aug. 9)			
<b>Camper's T-Shirt Size</b>				
<input type="checkbox"/> child small <input type="checkbox"/> child medium <input type="checkbox"/> child large <input type="checkbox"/> Adult S <input type="checkbox"/> Adult M <input type="checkbox"/> Adult L <input type="checkbox"/> Adult XL				
<b>Swimming:</b>				
Camper is a: <input type="checkbox"/> Non-Swimmer <input type="checkbox"/> Beginning Swimmer <input type="checkbox"/> Intermediate Swimmer				
<b>Tuition</b>				
Registration Fee: <input type="checkbox"/> \$50.00 Weekly Fee: Weekly Fee (Ages 6 and Up): <input type="checkbox"/> \$120.00 *Tuition is paid on the Friday before the week starts				
<b>All fees are non-refundable</b>				
<b>Camper Health Information:</b>				
Camper's Name:	Age:	D.O.B.	<input type="checkbox"/> M <input type="checkbox"/> F	
Campers' Physician:	Phone Number:			
Street Address:	City, State, & Zip:			
Health Insurance Carrier Name:	Camper's Insurance Number:			
<b>Emergency Contact:</b>				
1. Name:	Phone:	Relationship:		
2. Name:	Phone:	Relationship:		

I have completely read all forms and I acknowledge and understand all of the terms and conditions therein. By signing, I agree to full and complete financial responsibility for all of the weeks, I have selected. I understand and accept that I am responsible for payment of those weeks. I understand that weeks can not be changed to another week after camper is registered. I agree to uphold all of the terms and conditions of this document as they pertain to my child's enrollment in Edutainment Learning Center.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date