

For Office Use Only:
 Amount Paid: \$ _____
 Check # _____
 Age Group _____
 Teacher _____



Summer Camp 2020

B.E.S.T. Learning Center

June 29th - August 14th

Child's Name: _____ DOB: _____ Gender: _____

Present Address: _____

Phone Number: _____ Grade entering in September: _____

Mother's Name: _____ Home Phone: _____ Cell Phone: _____

Occupation: _____ Work Phone: _____

Employer's Name & Address: _____

Father's Name: _____ Home Phone: _____ Cell Phone: _____

Occupation: _____ Work Phone: _____

Employer's Name & Address: _____

Parents: Married _____ Never Married _____ Separated _____ Divorced _____ Parent(s) Deceased _____

Other children(and ages)in the family? _____ How did you hear about us? _____

T-Shirts: ages 2-5 will receive - S(6/8), ages 6-8 - M(10/12), ages 9-12 - L(14/16) or XL(18/20) unless otherwise specified. Shirts may shrink. We try to meet all requests but requests are dependent on availability.

Program: Please circle weeks or days (if choosing daily rates) attending. We are CLOSED Friday, July 3rd

Half Day (9am -12pm) _____ Mini Day (10am -3pm) _____ Full Day (9am -4pm) _____

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
June 29-July 2	July 6-10	July 13-17	July 20-24	July 27-31	Aug. 3-7	Aug. 10-14
M T W Th	M T W Th F	M T W Th F	M T W Th F	M T W Th F	M T W Th F	M T W Th F

EXTENDED CARE: (available 7-9am & 4-6pm) M T W TH F Hours: AM _____ PM _____
 We are open from 7am – 6pm. Extended care is available as needed for \$10.00 per hour for each hour you go into.

INFANT/TODDLER CARE (3 -18 Months): Weekly Rate: \$450.00 _____
 Daily Rates: Half Day (4 hrs.) \$50.00/day _____ Full Day (9am-4pm) \$100.00/day _____
 Extended Day (up to 10 hours) \$125.00/day _____

Please circle days of attendance: M T W TH F Hours Attending: _____

NO Registration Fees **2020 Summer Rates** **10% Discount for siblings**

EARLY BIRD SPECIAL: Register and Pay in Full by 4/8/20 to receive a 5% Discount

- Half Day Rate (9am-12pm) \$250.00 per week or \$60.00 per day
(for 2, 3 and 4 - year old classes only)
- Mini Day Rate (10am-3pm) \$350.00 per week or \$80.00 per day
- Full Day Rate (9am-4pm)\$450.00 per week or \$100.00 per day

Attend ALL 7 weeks for a 5% DISCOUNTED RATE

**Each child will receive a FREE T-Shirt and Water Bottle. FREE Ice Cream and Ice Pops are served DAILY.
 All Weekly In-House Special Events/Shows are included.**

Medical and Emergency Information:

Does your child take any medication or have any health problems that we should be aware of? _____

Has your child been diagnosed with or experienced any allergies, illnesses, operations, accidents, or hospital experiences? _____

Child's Physician _____ Phone _____

Emergency Contacts (in the order that they should be called in an event the parents cannot be reached):

Name _____ Relationship to child _____ Phone Number(s): _____

Name _____ Relationship to child _____ Phone Number(s): _____

Name _____ Relationship to child _____ Phone Number(s): _____

_____ I DO allow B.E.S.T. Learning Center to post pictures of my child/children on the B.E.S.T. Learning Center website; www.BestLearningCenter.com, for brochures and advertising and our Facebook page.

_____ I DO NOT allow B.E.S.T. Learning Center to post pictures of my child/children on the B.E.S.T. Learning Center website; www.BestLearningCenter.com, for brochures and advertising and our Facebook page.

A \$200 deposit must accompany your completed summer camp application. Camp tuition is due in full by May 15th. Anyone registering for camp after May 15th must pay for camp in full at the time of registration. A returned check is subject to a \$30.00 penalty. A 10% discount is given to the lower tuition for a second child in the same family. There will be no refunds given for change of schedule or absences, under any circumstances. There are no makeup days given. All students attending our extended care program are required to pay a \$100.00 deposit, in addition to the camp tuition. Our program closes at 6pm. Any child picked up after 6 p.m. will be charged \$1.00 per minute. B.E.S.T. Learning Center has the discretion to refuse new or continued admission, without refunds, if necessary. B.E.S.T. Learning Center reserves the right to dismiss any child from our program that in any way compromises the overall classroom routine to the point of serious disruption that impacts other children in our care. This includes aggressive or abusive behavior, both physically and verbally. There will be no refunds for any reason under any circumstances.

Please read, complete and sign this application and parental agreement and return with fees. **A current medical form is due prior to the start of summer camp.** For elementary age children a copy of their school physical is sufficient. Younger children must have a New York State Medical Form. To obtain a medical form, please call 631-864-4064 or download it from our website's home page.

Parent Agreement with B.E.S.T. Learning Center

- * I understand that B.E.S.T. Learning Center will make every attempt to contact a parent/guardian and/or child physician and/or any emergency contact listed. In the event of a serious emergency B.E.S.T. will call an ambulance and a staff member will escort my child. I accept responsibility for any expenses incurred.
- * I give permission for the director/acting director to take whatever steps may be necessary to obtain emergency care if warranted.
- * I agree to comply with all rules and regulations of B.E.S.T. Learning Center regarding tuition, fees, attendance, health, transportation, clothing and other items specified in the school literature issued by the school each year.
- * I give permission for my child to use all playground equipment and participate in all of the activities, events, evaluations and pictures connected with B.E.S.T. Learning Center.
- * I will call the school if someone other than those designated in my child's application will be picking up my child from school and that person will be prepared to show photo identification.
- * I have read and completed all required forms from B.E.S.T. Learning Center necessary for my child's enrollment.
- * I acknowledge that all registration fees and tuitions paid are non-refundable and may not be applied to any other billings.
- * I have read and agree to B.E.S.T. Learning Center's "SUMMER CAMP POLICIES & PROCEDURES AGREEMENT" enclosed.

I verify that all information is complete and accurate. I HEREBY APPLY TO ENROLL THE CHILD NAMED ABOVE. I HAVE READ AND AGREE TO ALL POLICIES, PROCEDURES AND CONDITIONS OF THE PARENT AGREEMENT FOUND IN THIS APPLICATION.

Parent's/Guardian's Signature: _____ Date: _____

B.E.S.T. Learning Center's Summer Adventures Camp 2020

The following information outlines our rules to better accommodate you and your child.

1. Always enter and exit through B.E.S.T. Learning Center's front doors. Always accompany your children to and from their classrooms. Please refrain from wandering within the building. All other inquiries should be directed to the office.
2. Children will be released to authorized people only. When an ***unauthorized*** person needs to pick up a child, a written note from a parent is requested and a photo I.D. will be required.
3. Please send in the following items; **(ALL ITEMS clearly labeled with First and Last name)** with your child each day:
 - *A bathing suit worn under clothing the first day; thereafter, your teacher will advise whether it should be worn or sent in. A spare, dry bathing suit for all full day students for water activities (weather permitting).
 - *Towel.
 - *Full change of clothes; inclusive of underwear. Please remember to label **ALL** clothing and accessories. Additionally, an extra change of clothes left at camp for any accidents that might occur.
 - *Water bottle to refill during the day.
 - *Sunscreen should be applied prior to dressing your child in the morning.
 - *Sneakers, either worn or brought to camp, for outdoor activities.
 - *A smock at the start of camp (an old shirt is okay).
 - *Lunch: all full day and mini day children should bring lunch, a beverage and one snack in a brown bag or lunch sack labeled with your child's full name. Please include an ice pack/cold pack in your child's lunch bag/sack each day.
4. Ice cream and/or ice pops will be served daily.
5. Pizza is available on Fridays. Please complete the Summer Pizza Form if you would like your child to have Pizza on Fridays.
6. Infant/Toddler are responsible to send in all meals, snacks and beverages for their child; labeled with first and last name.
7. Medications can be dispensed by B.E.S.T. Learning Center with the completion of "A Request to Administer Medication" form that your doctor must fill out and sign. This form may be obtained in the office. All medication must be in the original bottle from the pharmacy. Please do not leave any medication in your child's lunchbox or backpack.
8. In the event of an absence, please notify us. There are no makeup days for summer camp.
9. Please arrive at dismissal time to pick up your children. We cannot allow anyone into the building prior to dismissal time unless you are picking up early.
10. All tuition balances are due by May 15th. Extended care is billed separately. Returned checks are subject to a \$30.00 penalty.
11. **PLEASE LABEL EVERYTHING WITH YOUR CHILD'S FIRST AND LAST NAME.**

B.E.S.T. SUMMER CAMP POLICIES & PROCEDURES

B.E.S.T. Learning Center's Summer Camp operates for 7 weeks and is available for children from ages 3 months to 12 years old. Children of all ages (except infants and toddlers) participate in all the summer activities. These activities include Sports, Dance/Movement, Music, Art, Science/Nature, Games & Technology, Cooking, Computers, Playground and Water Play as well as other outdoor activities and many learning experiences in the classroom. We also schedule Special Events with shows or events throughout the summer.

Each class has a Teacher and an Assistant with a maximum of 15 children. In addition, we have 2 Specials Teachers; a Sports/Dance/Movement Teacher and a Science/Cooking/Technology Teacher. Our program is NOT supervised by teenagers and our classes maintain small teacher to child ratios according to NYS regulations; which enhances the learning opportunities, structure, safety and overall wonderful experience for our children. **Our program is NYS licensed 12 months per year ensuring year-round compliance with the many regulations that protect our children.**

There are no refunds or tuition adjustments for absences. There are no make-up days. Summer Camp is divided into 7 weeks. The Half Day rate is available for the 2, 3 and 4 -year old classes only. Enrollment for ALL 7 weeks is calculated at the weekly rate x 7 and then a 5% discount is applied. Additional weeks and / or days may be added to your original camp registration, if we have availability in the class. B.E.S.T. Learning Center's security system consists of cameras throughout the classrooms, hallways, gymnasium, playground and parking areas.

Drop off and Pick up

The staff at the school will let you in at drop-off and pick-up times. Always accompany your child to and from their classroom. Please do not enter the classroom prior to your class's start time. Please refrain from wandering within the building. All inquiries should be directed to the office. Children will only be released to people authorized in your application and must have photo identification

such as a valid driver's license. Parents will not be permitted to enter the building until 5 minutes prior to start and dismissal times unless for other explained reasons.

At dismissal time the parents are asked to wait outside the classroom until their child is dismissed in an orderly manner. Please be punctual upon arrival and dismissal. Please be considerate at all times so as not to disrupt your child's class or any other class.

A complete change of clothes should be sent on the first day of camp in a labeled Ziploc-bag. Please see the list of supplies needed for summer camp. **Please make sure all items are labeled with first and last name.** Teachers will advise you of any supplies needed.

All Infants must sleep in an evacuation approved crib in our staff supervised napping rooms; according to their sleeping schedule, as noted by the parents. Infants may not sleep in a car seat, swing, bouncer or stroller. All cribs and cots are cleaned and disinfected regularly and as needed. All Full Day Toddlers, 2 and 3-Year Old classes have a staff supervised naptime on a designated cot in their classroom following lunch. Please send a crib sheet and breathable blanket; to be sent home weekly for laundering. A spare set is also requested.

Children MUST wear appropriate clothing and footwear at all times. Safe, sturdy, rubber soled shoes, preferable sneakers must be worn for all outdoor and gym activities. Please refrain from sending children with "Croc" style shoes, flip-flops and sandals. Children wearing inappropriate footwear will not be permitted to participate in recess, sports or gym activities.

Parents are required to supply any diapers and wipes that their child will need. All children are preferred to be toilet trained upon entering the three-year-old summer camp classes but it is not required until September for 3-year old classes.

Ice cream/ice pops are provided to each child in our 2 through 12-year old classes. All Mini Day and Full Day campers should bring a bagged lunch with an ice/cold pack for lunchtime. In the full day and mini day 2 & 3-year old classes; lunch is followed by naptime. Each child is designated a cot and parents send in a sheet and blanket. Naptime is supervised by our staff in their classroom. All cots are cleaned/disinfected weekly or as needed. Linens are sent home at the end of each week to be laundered.

Illness

It is the responsibility of the parent or guardian that children not attend camp when ill and that if a child should become ill during camp hours, the parent will provide transportation from the facility immediately. If a child leaves school with a fever, he/she must be fever free for 24 hours before returning to school. Please call us at 631-864-4064 if your child will be absent from camp. Please do not allow your child to attend if they are not feeling well.

The following symptoms are signs of a contagious illness and are not acceptable for a classroom environment:

Vomiting, diarrhea, fever (anything above 100), rash, excessive coughing, runny nose (running yellow or green and thick mucus) and conjunctivitis (pink eye). Children must be symptom-free for 24 hours to return to school.

It is imperative that we have updated emergency notification phone numbers in your child's file. Please check with the office to add phone numbers, including cellular phone numbers. When a parent is called to pick up a child due to illness, they are expected to come immediately or have someone on their list come immediately.

We are a MAT certified facility; therefore, we can administer medications. All medications must be brought to the front office in the original prescription bottle from the pharmacy. A "Request to Administer Medication" form must be completed, signed and submitted to the office. **Please do not leave any medications or vitamins in your child's lunchbox or backpack.** Please check with the main office for the necessary forms required for medication.

B.E.S.T. Learning Center's Discipline Policy

B.E.S.T. Learning Center uses positive reinforcement to encourage and promote positive behavior within the classroom. Each teacher will outline positive and acceptable behavior to the children at the beginning of camp and will use praise and reinforcements such as stickers, incentive charts, prize boxes, etc.

In the event that a child behaves inappropriately (i.e. hitting, pushing, refusing to cooperate) a verbal explanation of appropriate behavior will be given to the child to remind them of classroom rules, sharing and cooperation. If the negative behavior continues the child will be redirected to an alternate activity. A child may be asked to sit at a table and do a puzzle or look at a book and relax for a few minutes and calm down. This time will be based according to the child's age (2 to 3 minutes for a 2-year-old, 3 to 4 minutes for a 4-year-old, etc.). We do not use the term "time out", as this can have a negative stigmatism involved and may focus too much attention on the negative behavior.

Negative behavior that is continuous and reflects on the child's ability to participate in the class will be taken further. First the child will be brought to the main office to speak with the director. A "pep talk" will often capture the child's attention enough to correct the negative behavior and enable them to rejoin the class successfully. If the behaviors continue a call will be made to a parent to discuss the child's behavior in an attempt to rectify this matter. Situations where a child poses a threat to him or herself or the other children in the class or we feel that the child may need other services; a swifter resolution may be necessary. When a parent is called to pick up a child; they are expected to come immediately. In some cases, the child may have needs that our program is not designed to meet and an evaluation may be recommended. If so, an evaluation recommendation form will be completed and must be signed and dated by a parent. In extreme cases, parents may be asked to withdraw their child from our program.