

MONROE STREET MOVEMENT SPACE

SUMMER ARTS & MOVEMENT CAMP 2012

Thank you for enrolling in our Summer Arts Camp. We are in our 9th year as a State of New Jersey Licensed Camp. Along with our status come policies that build more safety for our program and for the children.

Please read very carefully the following document for important details.

This document contains our official policies which we expect all camp families to know and comply with. There are no exceptions or negotiations of our policies. Failure to adhere to our policies will result in your child's camp schedule being cancelled without refund or credit.

Your signature on our Enrollment Agreement Form is acknowledgement of our policies and an agreement to adhere to them.

Attached is our record of your schedule and invoice.

Please check through this to be sure it is correct. Any changes must be done on or before June 1st in writing. If you would like to add dates to your schedule do this ASAP as the program will begin to close on certain days.

All student information forms, documents and final payments must be turned in on or before June 1st.

The following copies of records must be sent at the same time. We cannot accept any students without the following student documents nor can we complete registration or guarantee your child's place without all documents. Past camp paperwork cannot be used in place of these required documents.

- Enrollment Agreement/Medical Permission
 - Student Information/Medical History
 - Student Interests/Parental Insights
 - Copy of Current Immunization Record
 - Copy of Birth Certificate (Ages 3-5 years)
 - Final Tuition Payment
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Please arrive on time.

Our day begins with a circle at 9:15am. This circle time includes all students, teachers and teen assistants and is a very important time for your child to integrate with the group and teachers.

Wear shorts, t-shirts, sweatpants, etc...clothing that allows freedom of movement.

For art a short sleeve t-shirt works best. We provide smocks for art classes although this does not guarantee the clothes will stay art free. Please send your child in clothes that are okay to get messy. Girls who wear a dress please wear shorts underneath.

Girls and boys with long hair.

Please clip, tie back, or braid hair away from your child's face.

All children must wear rubber bottom slippers or rubber treaded slipper socks.

In case of emergency evacuation the children will exit in slipper/slipper socks. To allow for freedom of movement and emergency exit please be sure they fit well to the feet.

Custom made rubber treaded slipper socks in all children's & adult sizes are now available at the Movement Space for \$3.00 a pair.

Strollers, bicycles, scooters, skateboards, etc.

Please do not leave your child at camp with these items.

We do not have extra space to store them away from the children attending camp.

Snacks & Lunches

- **We are a nut-free environment and do not allow any food items with any kind of nuts. Each year we have students attend who are dangerously allergic to all types of nuts and ask you to please honor this policy. A good substitute for any nut butters is Soy Butter. If you send this, put a note with it saying it is Soy Butter to avoid confusion.**
- Send a healthy snack, which will be a part of our morning and afternoon activities. Children leaving at 12noon, 1pm or 3pm need one snack and children staying till 5pm need two snacks. Suggested snacks are juice, fruit or fruit rolls, vegetables, cheese, crackers...
- Children staying for lunchtime bring a lunch.
- Because of various diets and food allergies children do not share food and eat only what you have provided.
- Please write your child's name on snack & lunch bags.
- Do not send any glass containers or bottles that will easily break when dropped.
- Provide a cold pack for items that need refrigeration.
- We are unable to heat foods. Foods that need heating should be sent already heated in a thermos.

Escort your child to and from the studio.

Our activities will be held inside our doors and no child will leave our premises until picked up by an authorized adult. As there are many businesses at work in this building, walk quietly in the hallways.

Health Policy

We will have two Health Directors on the premises every day. Health Directors, Dena Reynolds and Luke Faust are Professional Level CPR and First Aid trained by the American Red Cross.

Children attending the Summer Program need to be in good health both for their own benefit and the protection of classmates and teachers. Please keep your child home if he or she is ill or uncomfortable.

It is important that your child remain at home if he/she has fever, diarrhea, vomiting, a persistent cough, nasal discharge, unexplained rashes, chicken pox, head lice, reddened eyes, herpes mouth sore or other contagious conditions.

To help protect all children from contagious conditions, we require that you report the contagious condition to the Movement Space Health Directors. If there is an exposure to other students of a contagious condition all other families will receive a note informing of the illness. Confidentiality will be maintained.

Children must be fever free for 24 hours before returning to the Summer Program.
Children must be on antibiotics for 24 hours before returning to the Movement Space.

Should your child become ill at the Movement Space, you will be contacted and expected to pick up your child within one half hour after the call has been made. If you are not available, emergency contacts will be called.

Medications

No medications will be administered at the Monroe Street Movement Space unless in the case of life-threatening circumstances. In this case of life threatening circumstances, the medication shall be administered only after receipt of written authorization from the student's parent, guardian or prescriber.

All medication shall be labeled and stored in the original prescription container and in accordance with manufacturers' instruction. The child's name must also be clearly labeled on the medication. Personally contact Movement Space Health Directors, before your first day of attendance, if this applies to your child so that the proper procedure can be implemented.

Emergencies

Parents sign a medical release form allowing the Monroe Street Movement Space to seek emergency medical care for any enrolled child. In the event of an emergency, the Director or her designee will first take immediate action to get medical attention for your child. We will also contact you or your authorized emergency contact.

The Monroe Street Movement Space has a written agreement with Hoboken University Medical Center to provide treatment in case of illness or injury to all children participating in the Summer Arts and Movement Program, 2012. Hoboken University Medical Center is located at 308 Willow Avenue in Hoboken.

The phone number of Hoboken UMC is: 201-418-1000

If there is an emergency situation concerning the Monroe Center building and we must leave the building, we will have 2 cell phones with us: 201-988-8930 and 551-697-4833. We will seek a safe place to escort the children and immediately contact families by phone.

Camp Day Time Extensions

If you would like to extend your child's hours on any given day, it must be done in writing by email or note. Notice must be given before or at drop-off of the morning you would like to extend. We cannot extend your child's hours on any day if notice is not received before 10am on the day you would like to extend.

Late Pick-up

Please pick your children up on time. Our daily schedule depends on promptness for the sake of the camp, the staff and other campers. Late charges will be \$10.00 per half hour after 12, 1, 3 or 5 and \$25.00 per half hour after 6:00pm. Late charges begin 5 minutes past your scheduled pick-up time. There can be no exceptions to this charge and it must be paid immediately at pick-up.

Daily Schedule

Mornings	8:00-8:45am	Early Drop-off (Additional \$5.00)
	8:45-9:00am	Arrival Time
	9:00-12noon	ARTS & MOVEMENT
	12noon	Pick-up
	12-1:00pm	Bring Your Own Lunch Hour
	1:00pm	Pick-up
Afternoons	1:00-5:00pm	ARTS & MOVEMENT
	3:00pm	Pick-up
	5:00pm	Pick-up
	5:05-6:00pm	Late Pick-up (Additional \$10.00)

We would appreciate your help collecting any of the following items for Art projects.

Involving your child in collecting might be a good way to prepare for the Summer Program: Beads, shoe boxes, cardboard, toilet paper/paper towel tubes, coffee cans, fabric, scarves, craft items.

ANY QUESTIONS? CALL: 201-222-8033

THANK YOU AGAIN.....

SEE YOU SOON....DENA REYNOLDS, LUKE FAUST & KIM PERAGINE

Student Information/Medical History

NAME _____ AGE _____ BIRTHDATE _____

ADDRESS _____

CITY/STATE/ZIP CODE _____

TELEPHONE _____ EMAIL _____

FATHER/GUARDIAN _____ DAY PHONE _____

MOTHER/GUARDIAN _____ DAY PHONE _____

CARETAKER _____ PHONE _____

IN EMERGENCY CALL _____ PHONE _____

WHO IS ALLOWED TO PICK UP YOUR CHILD?

NAME _____ RELATION _____

PHONE _____

NAME _____ RELATION _____

PHONE _____

HEALTH HISTORY	
Name:	
Doctor:	
List Any Medical Problems we should know about:	
List Your Childs Prescribed Medications:	
Name the Drug	Times Taken
Allergies:	
Allergic To	Reaction

MONROE STREET MOVEMENT SPACE
SUMMER ARTS & MOVEMENT CAMP 2012

DUE JUNE 1, 2012

Student Interests/Parental Insights

LIST SOME OF YOUR CHILD'S INTERESTS.

WHAT WOULD YOU LIKE TO SEE YOUR CHILD GET OUT OF THIS PROGRAM?

ANY ADDITIONAL INFORMATION YOU FEEL WE SHOULD KNOW IN ORDER TO WORK WELL WITH YOUR CHILD.

Enrollment Agreement/Medical Permission

I grant permission for my child

_____ (print full name)

to participate in the Monroe Street Movement Space
Summer Arts Camp to be held at: 720 Monroe Street, C-504, Hoboken, NJ
June 11-August 24, 2012

I understand that every precaution will be taken to ensure my child's safety and well-being while my child is participating in this program.

I hereby waive and release Monroe Street Movement Space and its staff from any claim for injuries or illnesses sustained by my child while attending Camp.

In the case of immediate medical attention being needed on behalf of my child,
I give representatives of Monroe Street Movement Space authority to approve emergency care for my child. I understand that all medical bills for service rendered are my responsibility.

I grant permission for my child to be photographed or filmed while in camp activities for the purpose of promotion on our website, facebook page and printed materials.

I have read the Movement Space Camp Policies, understand and agree to comply with all of the policies stated. I understand that failure to comply will result in my child's camp schedule being cancelled with no refund or credit.

Submitted Today: One Set for each child enrolled.

- Enrollment Agreement/Medical Permission
- Student Information/Medical History
- Student Interests/Parental Insights
- Copy of Current Immunization Record
- Copy of Birth Certificate (Ages 3-5 years)
- Final Tuition Payment

SIGNED _____ Father/Guardian _____ Date

SIGNED _____ Mother/Guardian _____ Date