



## TERMS OF ENROLLMENT FOR HILLSIDE SUMMER CAMP 2010

### MEDICAL INFORMATION & REQUIRED PAPERWORK

- Medical Forms & Parent Questionnaire – NY State Law requires that all forms be completely filled out and signed by a physician and parent(s)/guardian(s) certifying that the applicant is in good physical and mental condition. Forms must be returned to us at least 14 days prior to the starting date to continue to hold your space. NOTE: We cannot except forms on the first day of camp.
- Medication - Physician authorization is required to be on file and current in order for campers to carry and/or self-administer medication. For the safety of your children, our Counselors, Supervisors and Administrative Staff cannot accept any medications. All medications accompanied by the appropriate paperwork must be turned in and signed off by the Camp Nurse.

### FEES, PAYMENTS & ADDITIONAL CHARGES

- A non-refundable deposit of \$100 per camper, per session is required to guarantee placement.
- The camp tuition balance is due one month prior to each session. Please make all checks payable to: **Green Chimneys**
- All payments must be submitted directly to the Hillside Office. Parent(s)/guardian(s) are responsible for replacing any lost payment(s) and the cancellation fees.
- If your child leaves the program after camp begins, a prorated refund will be made with a \$100.00 charge added for Administrative Expenses.
- All changes, including cancellations must be made in writing. Any program modifications or changes made after May 1st will require a \$25.00 administrative fee.
- There is a \$35.00 returned check fee; subsequent to a returned check Hillside can only accept money orders, bank checks, credit cards, or cash payments.
- There are no refunds or reductions in fees due to absence, holiday closures, or for campers who are suspended or sent home from camp for any reason
- Fees include all activities, overnights, trips, lunch and an afternoon snack.
- Prorating Policy: We are unable to prorate for missed days/weeks at camp. Therefore, if you are signed up for a full session but will only be attending specific days/weeks, you will be charged the full session rate. Please choose a camp session that best fits your summer schedule.

### SIGN IN & OUT AND EQUIPMENT

- Parent(s)/guardian(s) must sign child(ren) in and out of camp everyday to ensure accountability of campers at all times.
- Any additional persons permitted to pick up your child(ren) from camp, must be submitted in to the Hillside Office.
- Hillside is not responsible for any lost, stolen or damaged property- this includes, but is not limited to the following: cell phones, sports equipment, cards, weapons, animals, games, toys, iPods, Mp3 players, video games and gaming devices, drugs, alcohol, money. (Please see the day camp equipment list as additional reference)
- Please send your campers with weather appropriate clothing and footwear. Hillside reserves the right to suspend child(ren) from activities if inadequately dressed or to contact parent(s)/guardian(s) for appropriate apparel.

### BEFORE & AFTER CARE

- Hillside offers Early and Late Care for all participants at a fee, pre-registration is required. This service will be provided from 7:30am-8:45am and 4:45pm-6:00pm.
- There will be late charges of \$5 for every 15 minutes late, for regular pick up/late care, payable to the Hillside Office. This charge will be placed on your camp bill.
- If you require Before & After care, but are not registered for please notify the Hillside Office so we are aware your child(ren) will not be leaving at the regular dismissal time. You can register for these services at any time throughout the summer.

# **TERMS OF ENROLLMENT FOR HILLSIDE SUMMER CAMP** *(cont'd)*

## **PHOTOGRAPHS & SUNSCREEN**

- By registering for Hillside Summer Camp you hereby give your permission to Hillside Summer Camp & Green Chimneys School, non-profit organizations, to permit your child(ren)'s photograph to be taken during camp session activities. You will also be consenting to having such photographs with your child(ren)'s first name(s), used for any of the public relations and charitable events described above. You also hereby release Green Chimneys School from all claims for libel, slander, and invasion of the right of privacy or any other claims which you may have or may arise as a result of the publications, exhibition, display, or other use of any photograph for any of the purposes referred to above. This authorization shall be effective until revoked, in writing, and received in-hand by Hillside Summer Camp Office Staff/Green Chimneys School.
- By registering for Hillside Summer Camp you also hereby give your permission for Hillside Summer Camp staff to apply sunscreen and assist in the application of sunscreen to your child(ren). This authorization shall be effective until revoked, in writing, and received in-hand by Hillside Summer Camp Office Staff/Green Chimneys

## **FOOD**

- Hillside Summer Camp provides a nutritional lunch reviewed by a dietitian with a simple alternative at each meal, beverage, and afternoon snack.
- We cannot always accommodate to all the dietary restrictions/allergies so, parents are advised to review menus located on our website and provide alternatives if necessary
- Please send your camper in with a water-bottle everyday.

## **GROUPS**

- Groups are coed, based on age and grade. We cannot guarantee requests for children who want to be grouped together or grouped separately; although with early notice we will do our best to accommodate. We cannot make any group changes on the first day of a Session.

## **BEHAVIORAL ISSUES**

- Campers who are suspended from camp and/or are having behavioral problems at camp may be denied from attending trips, over-nights or other camp activities and you may be asked to pick them up as soon as possible. Again, no refunds or reductions will be issued for such occurrences.
- Hillside Summer Camp and Green Chimneys, reserves the right to remove a child from camp.
- Hillside Summer Camp and Green Chimneys reserve the right to deny admission to any child who's physical or emotional needs are unable to be met by our staff. Significant medical problems will be reviewed by Green Chimney's medical staff before a child is admitted and during our program, as we are concerned in all cases about the health and safety of all of our campers.
- Bullying: Hillside Summer Camp will not tolerate bullying amongst campers or staff. Each case of bullying will be dealt with individually, taking into account the age of the campers involved and the specific situation.

## **REGISTRATION & CONTACT INFORMATION**

- Please register online at [www.hillsidesummercamp.org](http://www.hillsidesummercamp.org) . Call our camp office at 845-279-2995 ext. 166 or email us at [mneri@greenschimneys.org](mailto:mneri@greenschimneys.org) for more information
- All of our forms: Registration, Contact Information, Parent Questionnaire, and Medical Packet are available on our website under the "Register" tab.

## **GREEN CHIMNEY'S EMPLOYEES**

- A 15% Employee Discount is granted to all Green Chimney's employees. This discount is deducted after all other additional camp discounts are factored.
- Payment is due in full via a pay roll deduction as a payment plan option prior to your child(ren)'s first day of camp.
- All employees must sign there child(ren) in and out of camp each day.
- We ask Green Chimney's employees not to eat lunch with the children or check on their group's periodically through out that day. Please contact the Hillside Office if you have any questions or concerns.