

# Kenwood Summer Day Camp

4955 Sunset Lane Annandale, VA 22003  
703-256-4711, fax: 703-256-0659 <http://camp.kenwoodschoo.com>

## Application for Registration

Please complete **ALL** fields. Incomplete registration forms will be returned, which may result in lack of availability. Hereafter Kenwood Summer Day Camp will be referred to as "KSDC". \* denotes required field, incomplete forms may result in delay in processing.

### CHILD'S INFORMATION

CHILD'S FULL NAME*		NICKNAME	SEX	DATE OF BIRTH (MM/DD/YYYY) *	
CHILD'S (FULL MAILING) HOME ADDRESS*				HOME PHONE NUMBER*	
SOCIAL SECURITY NUMBER	SCHOOL IN SEPTEMBER 2009	AGE AS OF 6/14/10*		CURRENT GRADE*	RISING GRADE
PROOF OF IDENTITY <sup>1</sup> (OFFICE USE ONLY)		<input type="checkbox"/> NEW CAMPER <input type="checkbox"/> RETURNING CAMPER <input type="checkbox"/> CURRENT KENWOOD STUDENT			
T-SHIRT SIZE* YOUTH <input type="checkbox"/> S (6/8) <input type="checkbox"/> M (10/12) <input type="checkbox"/> L (14/16) ADULT <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL					SHOE SIZE
CONDITION WHICH REQUIRES SPECIAL ATTENTION*					

### PARENT / GUARDIAN INFORMATION

FATHER'S FULL NAME*		EMPLOYER AND OCCUPATION*			
FATHER'S HOME ADDRESS (IF DIFFERENT FROM CHILD'S) *		FULL BUSINESS MAILING ADDRESS			
FATHER'S HOME PHONE NUMBER* ( )	FATHER'S CELL PHONE NUMBER* ( )	FATHER'S WORK PHONE NUMBER* ( )	SOCIAL SECURITY NUMBER		
MOTHER'S FULL NAME*		EMPLOYER AND OCCUPATION*			
MOTHER'S HOME ADDRESS (IF DIFFERENT FROM CHILD'S) *		FULL BUSINESS MAILING ADDRESS			
MOTHER'S HOME PHONE NUMBER* ( )	MOTHER'S CELL PHONE NUMBER* ( )	MOTHER'S WORK PHONE NUMBER* ( )	SOCIAL SECURITY NUMBER		
MOTHER'S EMAIL ADDRESS		FATHER'S EMAIL ADDRESS			

#### PERSON(S) OR AGENCY HAVING LEGAL CUSTODY OF CHILD\*:

I LIVE WITH  MOM AND DAD TOGETHER  MOM AND DAD SEPARATE (SHARE CUSTODY)  MOM  DAD  OTHER:

### EMERGENCY INFORMATION

ALLERGIES OR INTOLERANCE TO FOOD, MEDICATION, ETC. AND ACTION TO TAKE IN AN EMERGENCY*:					
PHYSICIAN'S NAME*			PHONE NUMBER* ( )		
NAME OF A RELATIVE, FRIEND, OR OTHERWISE RESPONSIBLE PERSON TO CONTACT IF PARENTS CANNOT BE REACHED:					
1. NAME*			2. NAME*		
RELATIONSHIP*	HOME PHONE*		RELATIONSHIP*	HOME PHONE*	
HOME STREET ADDRESS*			HOME STREET ADDRESS*		
CITY*	STATE*	ZIP*	CITY*	STATE*	ZIP*
WORK PHONE	CELL PHONE		WORK PHONE	CELL PHONE	

#### PERSONS AUTHORIZED TO PICK UP CHILD\*

<sup>1</sup>PERSONS **NOT** AUTHORIZED TO PICK UP CHILD\*

<sup>2</sup>Appropriate paperwork such as a divorce decree **must** be attached if a parent is not allowed to pick up the child.

### AUTHORIZATION FORM

Parents hereby give permission for camper to attend all activities and field trips, including swimming. All children are expected to participate in swimming unless a doctor's note is sent to camp specifying otherwise.

\*I give permission for my child \_\_\_\_\_ to swim in water at or above shoulder level on field trips with KSDC. His/her swimming ability at the time of enrollment is:

- My child cannot swim  Beginner/Intermediate  Intermediate/Advanced  
 Beginner  Intermediate  Advanced

#### Movies with KSDC

The campers will watch movies that are rated **G** or **PG**. Older or more mature campers may want to watch movies which are rated PG-13. Please mark the box below if you give permission for your child to watch PG-13 movies.

Parents hereby give permission for their child to watch PG-13 movies at camp or on a field trip with KSDC.

# Kenwood Summer Day Camp Policies/Procedures

KSDC is open to all children who have completed Kindergarten – 8<sup>th</sup> grade. All camp programs are on a first-come, first-served basis.

Kenwood campers must bring a lunch with a drink everyday; lunches should be in a disposable container. Coolers will be provided: there is NO refrigeration available. Afternoon snack is provided for all KSDC campers.

3 camp t-shirts are included with your paid registration fee. Additional camp shirts are available for \$5 each. Each camper must wear a camp t-shirt each day. If a camper is not wearing a camp t-shirt, we will provide one for the camper and charge your account \$5.

Parents hereby give permission for use of pictures, audio, or visual of camper participation in summer camp activities for camp publicity purposes.

## Camp Care Duty

The camp shall exercise reasonable care in the supervision and welfare of the camper during the period the camper is in attendance. In a medical emergency, the camp shall attempt to contact the parents as soon as possible; but it shall be free to secure the most available medical assistance consistent with what appears to be in the best interest of the camper at the time of the emergency.

## Health Policy

Parents agree that if the child's temperature rises above 100° or shows signs of other communicable illness while at camp, the parents will make every effort to have the child picked up within the hour.

KSDC staff will not administer any medication; this includes prescription and over-the-counter medications, with the only exception being life-saving medications. Parents/legal guardians may come to camp or meet the camp on a field trip to administer medication to their child. Under no circumstances may a child retain possession of any medication once he/she comes under the supervision of Grasshopper Green/KSDC staff.

## Personal Belongings/Money

Due to the nature of our camp the following items are **strongly discouraged** to bring to our camp program: personal game consoles, collectibles, electronic devices, and personal listening devices (including headphones).

The staff of KSDC will not be held responsible for the loss of money brought to camp by campers or parents for field trips for any reason. Please make sure your child understands that if he or she brings money for any reason that the money is his/her responsibility. KSDC will not be held responsible for the loss of personal property or money.

## Sunscreen

For all outdoor field trips, sunscreen with an appropriate SPF is highly recommended. Sunscreen is applied by the KSDC staff on swim days only unless otherwise requested.

KSDC staff will **only** apply sunscreen provided by parents. They **will not** be permitted to apply their personal sunscreen or another child's sunscreen to your child. Please clearly label all sunscreen and insect repellent with your child's name. Parents hereby grant permission for KSDC to apply sunscreen and/or insect repellent to their child.

## Camp Schedule

KSDC is open from 7:00 AM to 6:00 PM Monday through Friday. The campers will go on field trips most days which takes them away from camp from 9:00 AM until 4:00 PM. Weekly schedules of field trips and sports camps will be available the beginning of each week and on Fridays for the following week. Please try to schedule any appointments for your child outside of these hours. If scheduling an appointment during camp hours is unavoidable, the camper will need to be picked up before the camp departs or meet the camp at their destination for pickup. Campers may not stay back at camp to wait for a pickup. If you need to drop your child off after the campers have departed, you must meet them at the destination to drop off. There are no exceptions to this policy. Departure and return times are our best estimate and we try to keep to our listed timetables. Events such as traffic delays, changes in weather, or other unforeseen events may affect the times of the trips.

## Payment

The non-refundable registration fee is \$175. Families with two or more children can pay the family registration fee of \$200. Weekly KSDC tuition is \$220. Tuition is due every Monday. If tuition is not paid by the close of business on Tuesday, a late payment fee of \$15 will be charged to your account. If tuition is not paid in full by Friday, your child will not be permitted to return to camp the following week. There is no prorating of weeks for holidays or absences. Week 12 is only 3 days and the tuition for this week is \$132. No other weeks will be prorated.

Campers who only attend 1 week of camp can pay the one-week only fee of \$245 and not pay a registration fee. If any weeks are added, the remainder of the registration fee is due.

Checks are to be made payable to Kenwood Summer Day Camp. The returned check fee is \$30.00.

Camp hours are 7:00 AM to 6:00 PM. If your child is not picked up by 6:00 PM the following late charges will be applied: 6:00-6:15 PM (or any portion thereof) \$15. After 6:15 PM the charge is \$5 per five minutes of any portion of five minutes will be added.

Weeks dropped after May 29, 2009 will result in a \$50 penalty fee per week dropped. The \$50 fee also applies to weeks attended without proper notice. Notice of adding a week may be given as late as 6:00 PM the Wednesday before but must be submitted in writing. You may add additional weeks at any time with required notice at no additional charge. Adding of weeks depends on availability for that week.

# Attendance

CHECK EACH WEEK OF PLANNED ATTENDANCE\*\*

- |   |   |
|---|---|
| <input type="checkbox"/> WEEK 1 (JUNE 14-18)            | <input type="checkbox"/> WEEK 7 (JULY 26-30)                          |
| <input type="checkbox"/> WEEK 2 (JUNE 21-25)            | <input type="checkbox"/> WEEK 8 (AUGUST 2-6)                          |
| <input type="checkbox"/> WEEK 3 (JUNE 28-JULY 2)        | <input type="checkbox"/> WEEK 9 (AUGUST 9-13)                         |
| <input type="checkbox"/> WEEK 4 (JULY 5-9) <sup>3</sup> | <input type="checkbox"/> WEEK 10 (AUGUST 16-20)                       |
| <input type="checkbox"/> WEEK 5 (JULY 12-16)            | <input type="checkbox"/> WEEK 11 (AUGUST 23-27)                       |
| <input type="checkbox"/> WEEK 6 (JULY 19-23)            | <input type="checkbox"/> WEEK 12 (AUGUST 30-SEPTEMBER 1) <sup>4</sup> |

<sup>3</sup>We are closed Monday, July 5. There is **no** prorating of fees for this week. All weeks are on a first come, first served basis.

<sup>4</sup>We are closed Thursday, September 2 and Friday, September 3 for teacher work days. The fee for this week is \$132.

\*\*Due to limited space, all changes must be made in writing and received in the office no later than Monday, May 31. Weeks dropped after May 31 will result in a \$50 penalty fee per week dropped. The \$50 fee also applies to weeks attended without proper notice. Notice of adding a week may be given as late as 6:00 PM the Wednesday before, but must be submitted in writing. You may add additional weeks at any time with required notice at no additional charge. Adding of weeks depends on availability for that week. There will be no exceptions to this policy, even if your child is withdrawn. If you have any questions about this policy, please contact the Camp Director or Center Director.

\*The parents of \_\_\_\_\_ submit herewith a non-refundable registration fee of \$175 for enrollment in the Kenwood Summer Day Camp (KSDC) program. I have also read and understand the policies stated in this application and agree to abide by these policies.

MOTHER / LEGAL GUARDIAN	DATE	FATHER / LEGAL GUARDIAN	DATE

★ Ask about discounted family registration rates.

<sup>1</sup>Proof of identity and age may include a certified copy of birth certificate, record from a public school in Virginia, birth registration card, passport, copy of placement agreement or other proof of the child's identity from a child placing agency, or certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented. Documentation must be presented to KSDC and signed off by office personnel.

How did you hear about our camp?

- Former Kenwood Student  
  Friend  
  Phone Book  
  Internet  
  Ad \_\_\_\_\_  
  Other \_\_\_\_\_

## OFFICE USE ONLY

<input type="checkbox"/> REGISTRATION FEE RECEIVED <input type="checkbox"/> CHILD INFORMATION <input type="checkbox"/> PROOF OF IDENTITY <input type="checkbox"/> PARENT INFORMATION	<input type="checkbox"/> EMERGENCY CONTACT 1 <input type="checkbox"/> EMERGENCY CONTACT 2 <input type="checkbox"/> SWIM LEVEL	<input type="checkbox"/> EMERGENCY MEDICAL FORM <input type="checkbox"/> PARENT AGREEMENT <input type="checkbox"/> CAMPER AGREEMENT
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DIRECTOR	DATE

# KSDC 2010 Registration Checklist

Welcome back for another great summer at Kenwood Summer Day Camp! We have provided you this page to use as a reference of what you signed up for this summer; do not return it to KSDC. To ensure swift registration in the fabulous 2009 program, please make sure that you return all of the following documents, completed in their entirety. **Your child is not registered until we have all of these forms completed along with a proof of identity and two emergency contacts.**

- Registration Form (white) ★
- Emergency Medical Form (green) ★
- Parental Agreement (orange) ★
- Camper Agreement (orange) ★

## ★Required Form

Don't forget to double-check the weeks that you have signed up for. Our Add/Drop week policy is as follows:

*“Due to limited space, all changes must be made in writing and received in the office no later than Monday, May 31. Weeks dropped after May 31 will result in a \$50 penalty fee per week dropped. The \$50 fee also applies to weeks attended without proper notice. Notice of adding a week may be given as late as 6:00 PM the Wednesday before, but must be submitted in writing. You may add additional weeks at any time with required notice at no additional charge. Adding of weeks depends on availability for that week. There will be no exceptions to this policy, even if your child is withdrawn. If you have any questions about this policy, please contact the Camp Director or Center Director.”*

Incomplete forms will be returned and will result in a delay of processing. This delay may cause you to not receive your first choice in weeks.

**Save \$50 off the registration fee!** Visit our website, <http://camp.kenwoodschool.com> to download and print it out.

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The checklist below is for you to record the weeks you marked on the registration form. The registration form submitted to KSDC is the official record of the weeks for which you are registered. You may request a copy of your registered weeks, in writing, from the office at any time.

- |   |   |
|---|---|
| <input type="checkbox"/> WEEK 1 (JUNE 14-18)            | <input type="checkbox"/> WEEK 7 (JULY 26-30)                          |
| <input type="checkbox"/> WEEK 2 (JUNE 21-25)            | <input type="checkbox"/> WEEK 8 (AUGUST 2-6)                          |
| <input type="checkbox"/> WEEK 3 (JUNE 28-JULY 2)        | <input type="checkbox"/> WEEK 9 (AUGUST 9-13)                         |
| <input type="checkbox"/> WEEK 4 (JULY 5-9) <sup>3</sup> | <input type="checkbox"/> WEEK 10 (AUGUST 16-20)                       |
| <input type="checkbox"/> WEEK 5 (JULY 12-16)            | <input type="checkbox"/> WEEK 11 (AUGUST 23-27)                       |
| <input type="checkbox"/> WEEK 6 (JULY 19-23)            | <input type="checkbox"/> WEEK 12 (AUGUST 30-SEPTEMBER 1) <sup>4</sup> |

KSDC is **closed** Monday, July 5, Thursday September 2, and Friday September 3.

☺ Please keep this page for your records. Do not return to KSDC. ☺

Date mailed/turned in to KSDC \_\_\_\_\_

## Kenwood Summer Day Camp Discipline Policy – Parental Agreement

Kenwood Summer Day Camp offers an exciting fun-filled program for all enrolled campers. The entire program is designed to provide wholesome activities under the direct supervision of the Camp Director and qualified Camp Counselors. Emphasis is placed on teamwork and mutual respect for one another.

In the event that discipline becomes necessary while a child is at camp, the following actions are standard and may be used in any combination while on camp property during a camp sponsored field trip or activity:

- ◆ Verbal Warning
- ◆ Time Out
- ◆ Exclusion from activity
- ◆ Incident Report
- ◆ Early pick-up by parent
- ◆ Suspension

◆ Removal from camp

In the event of fighting or other physical harm to another child, an incident report will be completed, signed by the parent, and will remain on file. Additionally, the child could receive either a written warning or suspension, at the discretion of the Center Director, without any reduction in weekly tuition.

\*Possible suspension of one or more days will be given as a result of any of the following incidences:

- ◆ Repeated bullying or threatening another child
- ◆ Hitting a staff member
- ◆ Repeated use of foul language
- ◆ Stealing
- ◆ Bringing drugs/weapons to camp or any camp sponsored field trip or activity.\*

Children who are constant discipline problems and/or abusive to other will be removed from camp. Once a child receives three incident reports, he/she will be considered, at the discretion of the Camp Director, for suspension or removal from camp.

Any questions regarding this policy should be directed to the Center Director.

I \_\_\_\_\_ have read, understand, and will comply with the Kenwood Summer Day Camp Discipline Policy. I have discussed the above policy with my child and understand that if he/she fails to comply, they may be removed from camp without abatement of tuition paid or due.

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

\*In the event that drugs or weapons are found, the parent will be called immediately and the incident will be reported to the Fairfax County Police.

## Kenwood Summer Day Camp Camper Agreement

We have many exciting activities planned this summer that will be enjoyed by everyone. It is part of your responsibility to help make camp an exciting and safe environment for everyone.

In order for everyone to have a safe and fun-filled summer at Kenwood Summer Day Camp (KSDC) you must follow these rules:

- ★ Play fairly and be honest
- ★ Be respectful of all KSDC staff and campers.
- ★ Avoid the use of inappropriate language and behavior.
- ★ Follow and respect all KSDC bus rules
- ★ Take care of KSDC facilities and equipment.
- ★ Stay with your group at all times unless, directed by a staff member.
- ★ Do not bring any personal belongings to camp, unless directed by a staff member. KSDC is not responsible for items brought to camp. If you bring something to camp, it is your responsibility to keep track of it.
- ★ Comply with all KSDC discipline policies.
- ★ Do not throw any objects over the wooden playground fence.
- ★ Do not deface the camp property, buildings, vehicles, or any staff property.

I \_\_\_\_\_ have read, understand, and will follow all KSDC policies and rules. I also understand all consequences for failure to follow rules.

Camper Signature \_\_\_\_\_ Date \_\_\_\_\_

## Child's Emergency Medical Authorization

NAME OF CHILD		DATE OF BIRTH (MM/DD/YY)
NAME OF PARENT(S)/GUARDIAN		
HOME ADDRESS		
HOME PHONE ( )	MOTHER CELL PHONE ( )	FATHER CELL PHONE ( )
PLACE OF MOTHER'S EMPLOYMENT		PHONE ( )
ADDRESS		
PLACE OF FATHER'S EMPLOYMENT		PHONE ( )
ADDRESS		

We authorize Kenwood Summer Day Camp to obtain immediate medical care and consents to the hospitalization of, the performance of necessary diagnostic tests upon, the use of surgery on, and/or the administration of drugs to, our child or ward if an emergency occurs when we cannot be located immediately. It is also understood that this agreement covers only those situations that are true emergencies and only when we cannot be reached. Otherwise, the parents/guardians expect to be notified immediately.

1. I/WE WILL BE RESPONSIBLE FOR PAYMENT OF MEDICAL CARE EXPENSES.	
2. MEDICAL TREATMENT COSTS ARE COVERED BY:	
A. BLUE CROSS/BLUE SHIELD POLICY NUMBER	
B. MEDICAID COVERAGE INSURANCE	
C. OTHER MEDICAL INSURANCE	
NAME OF INSURANCE COMPANY	
POLICY NUMBER	
D. NO INSURANCE	
CHILD'S PHYSICIAN OR CLINIC ATTENDING	
CHILD'S ALLERGIES	
CHILD'S DOCTOR	PHONE ( )
FAMILY DOCTOR	PHONE ( )
MEDICATION CHILD IS TAKING	
LAST TETANUS SHOT	
OUTSTANDING MEDICAL HISTORY (I.E. ASTHMA, DIABETES, HEART PROBLEM, DEPRESSION, EATING DISORDER, ETC.)	

PARENT SIGNATURE	DATE
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THIS FORM TO BE KEPT BY THE LICENSED CARE PROVIDER AND IS TO BE TAKEN TO THE DOCTOR OR TREATMENT FACILITY IN CASE OF EMERGENCY.