

Attention Parents and Guardians,

Thank you for your interest in the 2017 Summer Enrichment Camp sponsored by the Nelson Resource Center. As we enter our sixth year of operations, we are excited to announce that we have completed plans for the biggest, and most interactive camp that we have offered yet. This year we will be introducing a new highly qualified teaching staff, along with a great team of youth advisors to make this year's camp a huge success.

Each week students will focus on reading and literacy with storybooks and passages based on a different theme. We have also added a variety of field trips and outings to our schedule that coincide with these reading passages along with a new bus that will not only be able to carry our campers to many featured attractions, but will also be able to pick up participants and drop them off each day of camp.

Again we are excited to take this years operation to new levels and glad that you have chosen to allow your child to participate in this year's events. We want to thank you again for allowing your child to participate and we look forward to meeting this year's new as well as returning participants.

If you have any questions, please contact us at (731) 612-9402.

Sincerely,



Johnny L. Nelson
Program Director



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Child Information

Child's Name _____ Child's Birth Date _____ Age _____

Grade (entering 2017 - 2018) _____ Male _____ Female _____

School (Upcoming school year) _____

Parent/Guardian Information

If there are custody issues involved with your child, you must provide the center directors with full court papers indicating who has permission to pick up the child. The program may not deny a parent to access to his/her child without proper documentation.

Name _____ Name _____

Address _____ Address _____

Relationship _____ Relationship _____

D.O.B. _____ D.O.B. _____

Phone #1 _____ Phone #1 _____

Phone #2 _____ Phone #2 _____

Work _____ Work _____

Child Lives With _____

Authorized Persons to Pick Up Child

Your child will only be released to a parent/guardian or persons listed in this section.

Name _____ Name _____

Relationship _____ Relationship _____

Name _____ Name _____

Relationship _____ Relationship _____

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Fees

The fee for the entire enrichment program is \$150. Payment is due at registration. Cash or credit is acceptable. All funds have to be paid by **Friday June 30, 2017** in order to assure your child has a spot.

Early Registration

Parents who register their child by **Friday June 16** will receive \$25 off registration fees.

Child Drop-Off/Pick-Up Policy

It is to be understood our policy is for you to **bring your child into the program area each morning, sign the attendance sheet, and let one of the staff members know your child has arrived.** Please note, we are not legally responsible for your child if he/she is dropped off outside of the building.

As a parent or guardian, I am aware that the Nelson Resource Center staff is not responsible for my child unless I bring my child into the facility and sign him/her in before arrival each day. I understand state law requires me to **sign my child in and out** each day. I also understand state law requires I **notify staff my child is leaving** for the day.

Parent/Guardian Signature _____ Date _____

Emergency Contact: Parents **cannot be listed** as emergency contacts. List the name of at least one person who can be contacted in the event of an emergency or illness **if you cannot be reached.** Any person listed should be able to assist in contacting you. At least one person listed must be within one hour of the center and be able to take responsibility for the child in case the parent/guardian cannot be contacted and should be at least 18 years of age.

Name _____ Name _____

Address _____ Address _____

Phone #1 _____ Phone #1 _____

Phone #2 _____ Phone #2 _____

Relationship _____ Relationship _____

Name of Physician/Clinic/Hospital _____

Phone _____

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Bus Rules & Regulations For Safety

To ensure safe and orderly means of transportation, the following guiding principles are established for riders:

- Be at the proper location prior to the arrival of the bus.
- Wait on the sidewalk, away from the curb, until the bus comes to a complete stop.
- Go directly to an available seat and be seated in order to keep aisles and exits clear.
- Keep noise at classroom level.
- Keep head, hands, and objects inside the bus.
- Respect the rights and property of others.
- Obey the driver promptly and respectfully.
- If the driver does not see the expected and customary safe environment for any student exiting the bus after school, that student will be asked to re-board the bus. Any student refusal to re-board the bus will require law enforcement involvement.
- Remain seated until the bus has come to a complete stop and use the emergency door only in an emergency.
- No drugs, weapons, hazardous materials, or animals allowed on the bus.
- No objects permitted on bus that cannot be held in a student's lap.
- No profanity, chewing gum, eating or drinking on the bus.
- No throwing or passing objects allowed on, from, or into the bus.
- The bus radio may be played at the driver's discretion. Student requests will be considered to encourage proper behavior on the bus. Please call the director if you have concerns.

Consequences:

1. A Bus Disciplinary Report will be completed by the bus driver as a warning and forwarded to the director.
2. Two (2) Bus Disciplinary Reports will result in a three- to five-day suspension from the privilege of riding the bus.
3. Three (3) Bus Disciplinary Reports will result in an additional ten (10) days suspension from the privilege of riding the bus.
4. Four (4) Bus Disciplinary Reports or zero tolerance offenses will result in suspension from the privilege of riding the bus for the remainder of the program.
5. The parent/legal guardian is held legally responsible for any damage to the bus and/or bus equipment by his/her child.

*The Nelson Resource Center's Bus is a courtesy extension of the program; therefore, students should conduct themselves in a consistent manner with established safety standards and classroom conduct. Students are still under the direct supervision of the staff and bus driver while riding.

*When necessary, this document may be modified per the Board's discretion.

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Transportation/Field Trip/Media Form

Date: _____ Child's Full Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Address: _____

Parent/Guardian's Cell Phone#: _____ Work Phone#: _____

Emergency Contact Name and Phone#: _____

DAILY TRANSPORTATION AND MEDIA CONSENT:

*PLEASE CAREFULLY READ THE FOLLOWING AND INITIAL WHERE APPROPRIATE

___ My child **WILL** need **MORNING** transportation.

___ My child **WILL** need **AFTERNOON** transportation.

___ My child will **NOT** need transportation to and from the Nelson Resource Center.

___ My child **HAS PERMISSION** to be in photographs/videos for use on media sources.

___ My child **DOES NOT HAVE PERMISSION** to be in photographs/videos for use on media sources.

FIELD TRIPS:

*PLEASE CAREFULLY READ AND COMPLETE THE FOLLOWING INFORMATION AND SIGN BELOW

My child, _____, has my permission to ride the bus provided by the Nelson Resource Center to attend the Summer Enrichment Camp (if applicable for morning/afternoon transportation) AND to attend **ALL** field trips during the course of the Camp. I also have been given a copy of the field trip schedule.

My child and I have read and understand the Nelson Resource Center Transportation Rules and Regulations and agree to adhere to them. This agreement is binding for one year starting on the date above. Furthermore, I release the Nelson Resource Center, the Board Members and Owner from being liable and/or negligent in the event of an accident occurring. I understand that the bus is insured and any expenses will be handled by the insurance company on behalf of the facility.

Parent/Guardian's Signature: _____

Child's Signature: _____

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Health

If your child takes medication please notify our staff (send a note) of the details. The Youth Summer Enrichment Camp staff has the authority to refuse any child that may show signs of any contagious illness. In such cases, the judgment of the staff is final and refusal to come pick up the child will result in dismissal from the program.

If your child had a fever, they must be fever free for 24 hours in order to return to the program. Staff also has the authority to request that you provide a note from your child's doctor stating that the child is able to safely return to the program.

Code of Conduct

Participants are expected to exhibit appropriate behavior at all times.

Participants shall:

1. Show respect to participants/staff, and take directions from staff.
2. Refrain from using abusive or foul language.
3. Refrain from causing bodily harm to self, participants or staff.
4. Show respect to equipment, supplies, and facilities.

Participants who do not conform to these rules risk extended time outs, removal from class into the office, suspension, or dismissal from the program.

Disciplinary Action

The Youth Summer Enrichment program will follow a progressive form of discipline as outlined below, if deemed appropriate:

Written or Verbal Warning: Staff will discuss with the parent/guardian the undesirable conduct and why the action is not appropriate. If the action continues, a meeting will be held with the parent to try and resolve the situation prior to suspension.

Suspension: Staff may temporarily ban a participant from a number of activities, games, practices, facility or programs. (The length of the suspension will be determined by the severity of the action).

Dismissal: If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program, facility or activity may be necessary. Once again, the Park District. Refunds will not be given.