



The Fruit of the Spirit

St. Luke Early Learning Center's 2017 Summer Camp (K-5th)

Hello Parents and Guardians!

This year our summer camp theme is "The Fruit of the Spirit." We are looking forward to having your child be a part of our program this summer! As you go through this packet, you will see many of the activities we have planned and registration information. This year we are offering the opportunity for you to pick the specific weeks you would like your child to attend the summer program or sign up for the full summer. A breakdown of the pricing structure can be found on the page titled "Summer Program Fees." To help us plan for activities, we ask that you select your weeks when you register. Please note that you are responsible for the weeks you register for, even if your child does not attend. To reserve a spot for your child in the summer program we will need your nonrefundable registration/activity fee along with the completed registration packet by Wednesday, April 19th. After you have paid the registration fee, you are responsible for the entire amount corresponding with the number of weeks you have chosen. After Wednesday, April 19th, any remaining spaces in the program will be offered to children on the summer program waitlist.

Thank you!

Sam Wells & Lauren Kraemer
St. Luke ELC
School-Age Coordinators
schoolageprogram@stlukeum.com
706-322-2703

Parent Information

We are very excited about our upcoming summer program here at the St. Luke Early Learning Center! This summer, the program will revolve around the theme “The Fruit of the Spirit.”

Tentatively, some of our weekly activities will include:

Art
Music/Chapel
Science Experiments
Cooking
Team building activities
Swimming at the YMCA

Tentatively, some of our field trips will include:

Hollywood Connections: Mini Golf
Liberty Bell Pool
Cici’s Pizza
Carmike Cinemas: *Cars 3*
Idle Hour Park with Splash Pad
Bowlero
Country’s BBQ
CSU Theater
Vacation Bible School

We also have the Ministry Center with the gym and playground available across the street from the ELC.

Summer Program Fees and Weekly Field Trip Information

Chart A below is the breakdown of the Summer Program Fees. This will provide the exact total cost for the number of weeks you select (including registration and tuition costs). Chart B provides the dates for all twelve weeks of the summer and the corresponding field trip for that week. **Please note that you are responsible for the weeks you register for, even if your child does not attend.**

A. Summer Program Fees			
Number of Weeks*	Weekly Rate	Registration/activity fee	Total Cost
12 Weeks	\$165.00/wk	\$175.00 - due at registration	\$2,155.00
11 Weeks	\$165.00/wk	\$175.00 - due at registration	\$1,990.00
10 weeks	\$165.00/wk	\$175.00 - due at registration	\$1,825.00
9 weeks	\$165.00/wk	\$175.00 - due at registration	\$1,660.00
8 weeks	\$180.00/wk	\$20/wk- due at registration	\$1,600.00
7 weeks	\$180.00/wk	\$20/wk- due at registration	\$1,400.00
6 weeks	\$180.00/wk	\$20/wk- due at registration	\$1,200.00
5 weeks	\$180.00/wk	\$20/wk- due at registration	\$1,000.00
4 weeks	\$195.00/wk	\$20/wk- due at registration	\$860.00
3 weeks	\$195.00/wk	\$20/wk- due at registration	\$645.00
2 weeks	\$195.00/wk	\$20/wk- due at registration	\$430.00
1 week	\$195.00/wk	\$20/wk- due at registration	\$215.00

*If you register for less than twelve weeks, you should reserve your weeks on the Registration Agreement on the following page. Reserving your weeks guarantees your child a spot in the camp for the weeks you select. **Please note that you are responsible for the weeks you register for, even if your child does not attend.**

B. Summer Field Trip Schedule*			
<u>Dates</u>	<u>Field Trip</u>	<u>Dates</u>	<u>Field Trips</u>
5/24-5/26	Ice Cream Girl & Water Play	7/3-7/7	Mini Golf & Lunch at Hollywood Connections
5/30-6/2	Idle Hour Park with Splash Pad	7/10-7/14	VBS
6/5-6/9	Oxbow Meadows	7/17-7/21	Country's BBQ
6/12-6/16	CSU Theater: <i>Freckleface Strawberry</i>	7/24-7/28	Liberty Bell Pool
6/19-6/23	Freeze Frame	7/31-8/4	Cici's Pizza
6/26-6/30	Carmike Cinemas: <i>Cars 3</i>	8/7-8/11	Bowlero

***Field trips are weather dependent and subject to change**

Registration Agreement

Please fill out this form and return it to the
St. Luke ELC before Wednesday, April 19, 2017.

Child's Name _____

Current Grade _____

T-Shirt Size _____

_____ I have enclosed the registration fee corresponding to the number of weeks I have chosen to enroll my child in the St. Luke ELC Summer Program. (Payment of the non-refundable registration fee reserves your child's space in the Summer Program. This commits you to the tuition corresponding to the number of weeks you have chosen).

Please note that you are responsible for the weeks you register for, even if your child does not attend.

I would like my child to attend for _____ weeks **OR** _____ Full Summer.

Please check off the weeks your child will attend below:

_____ Week 1—(5/24-5/26)

_____ Week 7—(7/3-7/7)

_____ Week 2—(5/30-6/2)

_____ Week 8—(7/10-7/14)

_____ Week 3—(6/5-6/9)

_____ Week 9—(7/17-7/21)

_____ Week 4—(6/12-6/16)

_____ Week 10—(7/24-7/28)

_____ Week 5—(6/19-6/23)

_____ Week 11—(7/31-8/4)

_____ Week 6—(6/26-6/30)

_____ Week 12— (8/7-8/11)

Parent's Name _____

Parent's Email _____

Parent's Signature _____

St. Luke Early Learning Center 2017 Summer Camp Rules

Dates & Hours of Operation:

The St. Luke ELC Summer Program includes the 12 weeks of summer beginning May 24th through August 11th. The ELC is closed for Memorial Day on May 29th and July 4th.

The Early Learning Center is open from 7:30 a.m. through 6:00 p.m. Please be aware that picking your child up late (beginning at 6:01 p.m.) will result in a late fee of \$1 per minute, per child.

Adding additional weeks will only be possible if space is available. In regards to tuition, if you decide after registration to add additional weeks your weekly rate will remain unchanged. For example, if you registered for 8 weeks at \$180.00/wk and then decide later to add a ninth week, your weekly rate will remain \$180.00/wk.

Meals at the Early Learning Center:

Breakfast begins at 8:15 a.m. and ends at 9:00 a.m.

Lunch is from 11:30 a.m. —12:30 p.m. *

Snack is from 3:00 p.m. to 3:30 p.m.*

- ◆ Children must be present during their assigned meal time to eat at the Early Learning Center. For example, breakfast is only served until 9:00 a.m.—after this time, the children leave the cafeteria to participate in their daily activities.
- ◆ Because the ELC participates in the State Food Program, regulations state that children **may not bring food from home** or restaurants into the Early Learning Center.
- ◆ Lunch and snack time may change due to field trips*

Clothing:

In order for your child to fully participate in the many Summer Program activities that we have planned, they are **required to wear tennis-shoes at all times!** Sandals, flip-flops, and crocs are not appropriate footwear. If your child comes to the ELC with unapproved footwear, you will be called and asked to bring replacement shoes before your child will be allowed to participate in activities.

Please remember that shorts and t-shirts are the best clothes for your children to play in. Spaghetti strap tank-tops are not allowed, and all clothing should be free of inappropriate graphics.

On swim/water play days please dress your child in a swim suit, cover-up, and shoes for the pool. Please remember to pack a change of clothes, towel, and appropriate footwear for your child on swim/water play days.

Personal Belongings:

Toys, money, and food (candy, gum, etc.) are not allowed to be brought into the Early Learning Center. Toys and money are often lost, damaged, and may cause unnecessary conflict.

I-pods, reading devices, and other electronic games are not permitted during the summer program.

Swimming:

Every class will be going swimming at the YMCA most weeks. Please be sure that your child comes prepared to swim with appropriate attire. Everyone will go swimming with their class at the designated time. Kindergarten and First grade swim on Thursdays; Second through Fifth grade swim on Tuesdays. The weeks that we do not swim at the YMCA will be noted on the calendar.

Field Trips:

You will receive a calendar for each month that includes all field trip information. All trips away from the Early Learning Center will depart at their scheduled time. If your child is late, they will miss the field trip and may stay with a remaining class until their class has returned to the ELC. **You may not drop your child off at the Field Trip Site if you have missed the bus.**

State regulations require a field trip form for each trip with all parent signatures included. These forms will be kept at the front desk of the ELC. You can sign all the field trip forms for the Summer at the front desk. Please stop by at your earliest convenience to sign the field trip forms for the days your child will be in attendance. **If you do not sign the field trip forms your child will NOT be allowed to go on the field trip.**

Drop-Off / Pick-Up:

When you drop-off your child at the Early Learning Center, you **must enter the building with them** to ensure that they arrive to their classroom safely. Similarly, when you pick-up your child from the Summer Program you must enter the building. **We will not allow children to leave the building unless they are accompanied by an adult.**

Disenrollment Policy:

The center reserves the right to drop any child from enrollment whenever it appears to be in the best interest of the child and/or other children in the center. A two-week notice will be given to the parents.

Child's Name: _____

Parent Signature: _____ Date: _____

ELC Summer Payment

We strongly encourage parents to enroll in automatic bank draft payment (this form is included in your registration packet). Bank draws are on the 15th and 30th of each month. The bank draft amount will be the full amount of how many weeks you signed up for divided by 5 (5 is the amount of bank drafts in the summer. The bank draft days are May 30th, June 15th, June 30th , July 17th, July 31st).

If you choose not to participate in bank draft, tuition will be due in full on the first of each month. Cash, check, or credit cards (online only for credit cards) will be accepted. Your child will not be allowed to attend unless your payment is made on the first of the month.

EXAMPLE: If your child is signed up for two weeks in June, the full amount for those 2 weeks is due on June 1st.

Please direct any questions regarding payment to Leigh Anne Smith in the business office. Her number is 706-327-4343.

Student Information Forms

If your child did not attend the ELC after school program during the 2016-2017 school year, or if your information has changed, you will also need to fill out a Student Information Sheet and a Student Health Sheet. Please see the front desk of the ELC or email schoolageprogram@stlukeum.com for these pages.

ELC Tuition Auto-Debit Authorization

Please fill out this form and return it to the Early Learning Center office. If you have questions, call the ELC at 706-322-2703.

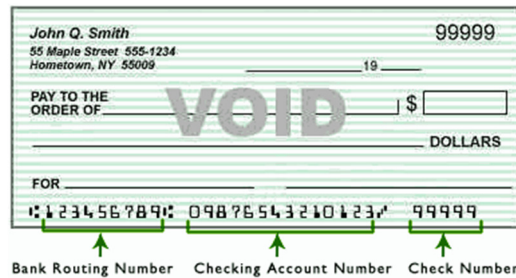
Auto Debit Authorization Form

Please initial below:

___ I authorize St. Luke Early Learning Center to initiate electronic debit entries to my checking account for payment of my ELC tuition on the 15th and 30th of each month.

___ I acknowledge that the origination of ACH (electronic) transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect **until I have cancelled it in writing.**

Please attach a **voided, unsigned check** to this completed form which must include your signature.



SIGNATURE OF ACCOUNT HOLDER _____ Date: _____

Student Name:

Tuition Rate

(Will be prorated and verified by Business Office)
