



Summer Camp 2017

Saint Eugene Catholic School is excited to offer our Annual Summer Camp! Under the new leadership of Jenny Blevins, we look to offer the same great child care options with a new approach. Students will still enjoy weekly swimming at the Sante Fe Club as well as trips to the bowling alley. Each week will have a theme as well as a corresponding daily activities.

Our summer program is for ages 5 years of age through 8th grade!

CAMP DATES & HOURS

JUNE 5, 2017 – JULY 31, 2017

MON-FRI

7:00-6:00

CAMP RATES

\$100 Registration Fee per Family

\$75 Registration fee if you pay by 5/5/17

1-DAY: \$65 PER CHILD/WEEK

2-DAYS: \$110.00 PER CHILD/WEEK

3-DAYS: \$135.00 PER CHILD/WEEK

4-DAYS: \$160.00 PER CHILD/WEEK

5-DAYS: \$175.00 PER CHILD/WEEK

Rates include am/pm snack & activities

All campers must provide their own lunch daily

FOR ENROLLMENT INFORMATION:

Jenny Blevins, DIRECTOR

405-751-0067

SUMMERCAMP@STEUGENESCHOOL.ORG

SAINT EUGENE CATHOLIC SCHOOL & CHURCH

2400 W. HEFNER ROAD., OKC, OK 73120

THE CATHOLIC SCHOOL OF
S A I N T  **E U G E N E**

SUMMER CAMP CHECKLIST

- **ENROLLMENT & GUIDELINES**
- **REGISTRATION FORM**
- **PARENT/GUARDIAN PERMISSION & LIABILITY WAIVER**
- **MEDICAL CONSENT FORM**
- **MEDICATION PERMISSION**
- **FIELD TRIP PERMISSION FORM**
- **PHOTO/VIDEO RELEASE FORM**
- **SWIMMING REQUIREMENTS FORM**
- **IMMUNIZATION RECORDS (IF APPLICABLE)**

Camp Reminders

*All payments are due on Monday morning or the first day the child is attending camp for the week. No exceptions.

* All students are required to bring a water bottle.

*If your child does not attend St. Eugene's then we will need a current copy of his/her shot record.

*We will be swimming weekly so your child will need sunscreen, a towel, proper shoes and a bathing suit. Please remember to send your child with additional clothing to put on after they swim. If your child has trouble swimming then please send a life jacket or floaties. The pool does not supply these.

* Morning snack will be given at 9:00-10:00.

* If you do not register early then please plan on spending about 30 extra minutes the first day to fill out the paper work.

If you have any questions please feel free to email or call us at 751-7115 (ext 118) .

St. Eugene's Summer Camp 2017

Registration Form

CAMP DATES & HOURS

June 5, 2017-July 31, 2017

Mon – Fri

Camp: 7am to 6pm

Please fill out both sides of the form and return it with the non-refundable, **family registration fee of \$100. If the fee is paid prior to May 5, 2017, the registration fee will be \$75.** Please turn in all paperwork into the School office or mail to the address listed below. *This form will not be processed without the registration fee. **No Cash, please!***

Child's name: _____ Birthday: _____ Age: _____ Grade (fall of 17): _____
Child's name: _____ Birthday: _____ Age: _____ Grade (fall of 17): _____
Child's name: _____ Birthday: _____ Age: _____ Grade (fall of 17): _____

Current School Child Attending: _____

Mother's Name: _____ Address: _____ City: _____ Zip: _____
Ph: (H) _____ (W) _____ (C) _____ email: _____
Place of Employment: _____

Father's Name: _____ Address: _____ City: _____ Zip: _____
Ph: (H) _____ (W) _____ (C) _____ email: _____
Place of Employment: _____

Emergency names and phone numbers:

(1) Name: _____ Ph: (H) _____ (C) _____ Relationship: _____
(2) Name: _____ Ph: (H) _____ (C) _____ Relationship: _____
(3) Name: _____ Ph: (H) _____ (C) _____ Relationship: _____

In the event I am unable to pick up my child from Summer Camp, I give my permission for the following people to do so:

(1) Name: _____ Ph: _____
(2) Name: _____ Ph: _____
(3) Name: _____ Ph: _____

Child's Physician: _____ Name of Insurance: _____ Ph: _____

Please list any medical condition concerning your child: _____

If your child requires medication, a medication permission form must be completed (see Director).

In case of emergency, after calling the above numbers and I cannot be reached, I authorize St. Eugene's Summer Camp, at their discretion, to take my child to his/her physician or emergency room (Mercy Hospital), by private car or ambulance. I will be financially responsible for any costs incurred.

Signature

Date

Please sign and date where indicated on both pages; see reverse side.

St. Eugene's Summer Camp 2017

Enrollment & Guidelines

CAMP DATES & HOURS

June 5, 2016-July 31, 2017

Mon - Fri

Camp: 7am to 6pm

Children 5yrs old to 8th grade

5-days: \$175.00

4-days: \$160.00 Monday Tuesday Wednesday Thursday Friday

3-days: \$135.00 Monday Tuesday Wednesday Thursday Friday

2-days: \$110.00 Monday Tuesday Wednesday Thursday Friday

1-day: \$65.00 Monday Tuesday Wednesday Thursday Friday

- Summer camp fees are paid by the week. All fees are due on arrival Monday morning for that week.
- This form will not be processed without the registration fee; the registration fee is non-refundable.
- Payment is due based upon the option you chose above regardless of attendance. **There are no discounts, credits or refunds for absences!**
- If you are attending a vacation or other activities please list the dates so that we may be prepared for your child's absence: _____
- Your child will not be accepted if he/she does not have a current immunization record, The immunization record must be on file by the first day of camp (those who attend St. Eugene's school already have one on file).
- If your child remains in our care after 6pm, there will be an additional fee of \$15 per child, per quarter hour and will be due at the time of pick up.

Yes, I am in agreement to the above stated guidelines and I agree to pay according to the option that was selected. I also understand that if my account is overdue more than two weeks, my child may be removed from the program until the matter is rectified.

Signature

Date

Office use only:

Enrollment fee paid? Amount: Date: Payment method?

NOTES: _____

St. Eugene's Summer Camp Guidelines

2017

Drop Off and Pick Up:

Your child may arrive and be picked up anytime between 7am & 6pm. On days that field trips are planned, please bring your child prior to the scheduled departure time.

- Between 7am & 8:00 am the children gather in Ross Hall.
 - Upon arrival, children need to be escorted into the building and checked in & out each day.
 - If there is a custody issue that requires additional attention, please contact the Director.
- When picking up your child, please enter Ross Hall.
 - The names of persons given permission to pick-up your child must be on file with the Director.
 - If your child is to be picked up by anyone other than a parent, proper ID is required.
 - Any changes in the normal pick up routine needs to be communicated, verbally and in writing, to the camp staff.
- There will be a \$15.00 charge per quarter hour that your child is left after 6pm.

Security:

Your child's safety is our number one priority. We have certain procedures and guidelines in place for the staff as well as parents and guests, to make sure that all child are kept safe.

- Parents, grandparents, parishioners, volunteers, guest speakers etc. are always welcome at St. Eugene Catholic Summer Camp. The safety and security of your children requires that all visitors/guests check in with a camp staff member as well as the church office.
 - All those visiting must receive a "visitor" badge from the church office. It is necessary to check-in with the church office when:
 - You are coming, unannounced, to visit with your child.
 - If you are here as a special guest
 - If you are a family member or friend that is not listed on the Summer Camp registration form.
- If a situation should arise that poses a threat to the safety of either the students or faculty, required security procedures are in place. If you need further explanations of these policies, please ask.
- As required by the Archdiocese, background checks are conducted on persons, either paid or volunteer, with responsibilities involving children.

Medication/Health

All medical conditions will be treated seriously. It is important that we are told of any serious conditions that may affect the safety or well being of your child upon their first day of camp and this must be listed where indicated on all camp forms.

- If your child has any food or insect allergies or any other medical condition we need to know about, please list them on the medical information form (these forms can be obtained from the Director).
 - If your child has to have an Epi-Pen, please provide this with the prescription and any written list of specific allergies that we need to be made aware of. Also, it is helpful to have a list of items that are acceptable for your child to be around or consume.
- If a child has to take any medication while at camp that is prescribed by a doctor, that medication must:
 - Be in the original container from the pharmacy with child's name, date, frequency of dosage and dosage.
 - Have a Medication Permission Form on the file in the summer camp office with physician's signature.
 - Students must have their inhalers with them at all times while on school campus (the early childhood teachers will keep the inhalers for those students who need them).
- All medication will be locked in the camp director's office (with the exception of inhalers & Epi-pens) and a Medication log will be kept.
- Any student, volunteer or staff member with a communicable disease or condition will be considered on a case by case basis in accordance with guidelines set by the Center for Disease Control and / or State Health Dept.
- If your child has any special dietary needs please inform your child's camp staff.

Discipline:

Each and every child is a gift from God and worthy of love. We encourage students to be self-disciplined and responsible. Disruptions are not acceptable and will be handled appropriately, taking into consideration the age of the student.

- For most young children, K-2, time out is effective for most incidents.
 - If the child is disciplined several times though out the day the parents will be informed verbally or by note.
- The Director reserves the right to assess the situation and if the situation deems necessary further action may be taken, such as:
 - A call to parents may be warranted. In serious situations the child may be asked to go home for the day or until the child's behavior is corrected.

Field Trips:

- All children are transported by bus to the scheduled activities by a licensed driver. Substitute drivers are difficult to find. Please understand that field trips may be cancelled if a qualified, alternate driver cannot be found.
- Field trip costs are included in the summer camp tuition.
- Each family must have a signed permission form on file to attend any activity scheduled off property.

- If you arrive after the scheduled departure time given on the field trip calendar, it is the parents' responsibility to bring the child to the location of the field trip. If you are unable to bring your child to the field trip location, it will be necessary to find alternate arrangements for that day. We are not able to leave any staff members behind to be with children who arrive late.
- Children must wear sneakers/tennis shoes when attending field trips.
- On the day of bowling field trips, students must wear socks.

Weather Policy:

If the heat index is over a 100°F, we will try not to be out for periods over 20 minutes at a time for recess. Field Trips that are outdoors will occur even if the heat index is over 100°F. If inclement weather is in the forecast the field trip may be cancelled. We will re-schedule if possible.

- If we are attending a field trip on an extremely hot day, we will give breaks in the shade, if possible, and encourage plenty of fluids.
- Children are required to bring their own water bottles.
- If there is a tornado warning or watch we will be alerted by the weather radio. If we are advised to take cover near the bathrooms of the new Church. We will take cover if the Village sirens sound.

Meals:

We provide morning/afternoon snack only. The only day lunch is provided are Fridays, for pizza day. If your child arrives after the scheduled meal times, then you are responsible for providing them with a meal. Snacks are served daily.

- Children are welcomed to bring their own lunch from home, no fast food please or soda pops.

Enrollment Options: Your child is enrolled in the option chosen on the enrollment form.

- If you chose to change your enrollment status this must be done at least one-week prior, in writing.
- If we cannot honor your enrollment change request then you will be responsible for attendance and payment as agreed to on your original enrollment form.

Payment Information:

Summer Camp tuition is due on a weekly basis. All payments should be received on the first day of each week or pay in advance for as many weeks as needed.

- No cash will be accepted. If necessary, please pay with a money order or cashiers check.
- Make checks payable to St. Eugene; please make sure that your child's name is on the memo section of the check (especially if last names differ from the name that is listed on the check).

Non-Discriminatory Policy:

St. Eugene Catholic Summer Camp does not discriminate as to race, color, gender or ethnic origin.

Child Abuse Laws:

St. Eugene Catholic School Summer Camp abides by the child Abuse Prevention, Adoption and Family Services Act.

I, _____, the parents of, _____,
agree to the above Summer Camp Guidelines.

Parent/Guardian Signature

Date

MEDICAL CONSENT FORM

To the best of my knowledge, my/our child, _____, is in good health.

In the event of circumstances which indicate that my/our child is in need of medical care, I/we authorize St. Eugene Parish/School officials to consent to any necessary x-ray examination, medical or surgical diagnosis, treatment, medication or hospital care in accordance with standard medical practice by licensed medical personnel. I/we release and agree to hold St. Eugene Parish/School harmless from any claims due to illness suffered by my child in the course of receiving such medical treatment and consequences that may arise as a result of this treatment.

Parent/Guardian's Name _____

Home Address _____ City & Zip _____

Home Ph _____ Work Ph _____ Cell Ph _____

MEDICAL INFORMATION (Please Print)

My/Our child's physician is _____ Ph _____

My/Our child is allergic to _____

My/Our child must take the following medication (indicate dosage, frequency, etc.)

Other medical information _____

Date of Last Tetanus Booster _____ Birth Date _____

Parent's Employer _____

I/we (circle one) do or do not grant permission to employees and agents of St. Eugene Parish/School to give my/our child non-prescription drugs in the event of circumstances reasonably demonstrate that my/our child is in need of such drugs.

Parent/Guardian Signature

Date

MEDICATION PERMISSION

I HEREBY AUTHORIZE St. Eugene Catholic School Extended Care/Summer Camp to administer _____, the medication listed below.

Name of Child

(which has been supplied by me *and* is clearly labeled), according to the following instructions:

Medication: _____

Instructions:

Effective Dates: From _____ Through: _____

Physicians Name: _____

Physicians Signature: _____

Office Phone Number: _____

Parent/Guardian Signature

Date

FIELD TRIP PERMISSION FORM

2017

Location of the field trips: The locations will vary (the field trip schedules for June & July will be given on the first day of camp). If an alternate trip or location change would be necessary then prior notice will be given.

Departure: Each field trip time will vary (see activity schedule).

Transportation: School bus, driven by a certified driver.

Child(ren) Name(s): _____

I, the parent of the above stated children, give permission for them to attend the scheduled field trips throughout Summer Camp. I understand if I do not get my child to St. Eugene's before the scheduled departure time, it is my responsibility to take them to the location of the field trip or make alternate arrangements for that day.

In case of emergency, I give permission for my child to receive medical treatment. In case of such an emergency, please contact:

Name: _____

Number: (H) _____ (W) _____ (C) _____

Parent/ Guardian Signature: _____ Date: _____

St. Eugene Catholic School Summer Camp

Photo/Video Release Form

Campers Name(s): _____ Age(s): _____

Parent/Guardian: _____ Phone: _____

Address: _____

City & State: _____ Zip: _____

I, _____, parent/guardian of
_____, hereby give and grant the Catholic Summer Camp of St.
Eugene permission to use and publish/air a photograph/videotape of my child in any parish,
archdiocesan, community or school publication, including bulletin boards, camp information and
parish website. I further certify that I am of full legal capacity to execute this authorization and
release.

Parent/Guardian Signature: _____ Date: _____

Summer Camp Swimming Requirements

Kindergarten (5yrs old) through 8th grade:

This specified age group of children will be attending swimming activity/field trip.

If you would prefer that your child not attend other arrangements will need to be made for the day they are scheduled to attend. Unless specified otherwise, it will be assumed they have the ability to participate. There will be a certified lifeguard on duty, as well as our staff will be closely supervising.

Please check the appropriate option below:

_____ My child has my permission to attend the swimming activity/field trip with no specified needs.

_____ My child has my permission to attend the swimming activity/field trip with specific needs, as specified below:

_____ My child may attend the swimming activity/field trip but must wear a life jacket. ***If your child has little to no swimming abilities they must wear a life jacket.**

_____ My child may attend the swimming activity/field trip but must wear earplugs, which will be provided with specific care instructions.

If you have more than one child, please complete a form for each one. This form reflects their individual ability; one form per child must be completed and returned to the child's teacher.

Child's Name: _____ Grade/Age: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Permission and Liability Waiver

Name of Youth _____

Birth Date: _____ Age: _____ Sex: _____

Parent/Guardian's Name: _____

Address: _____ City/Zip _____

Telephone: Home # _____ Work # _____
Cell # _____

Emergency # _____ Name: _____

I/We, (name of parent/guardian) _____, grant permission for my/our child(ren), _____, to participate in All Extended Care/Summer Camp Activities.

I understand this activity will take place under the guidance and direction of the Director of Extended Care at St. Eugene Catholic School.

I agree on behalf of myself, my child's other parent or guardian, my child named herein, or our heirs, successors, and assigns to release, waive indemnify and hold harmless and defend St. Eugene Catholic Parish, its directors, employees, and volunteers, and the Archdiocese of Oklahoma City and the officers, agents, representatives, volunteers and employees of the Archdiocese with respect to any and all actions, claims or demands that may be made or brought against St. Eugene Parish or the Archdiocese of Oklahoma City.

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility of the health of my child.

LOST OR STOLEN ITEMS: St. Eugene Parish and the Archdiocese of Oklahoma City will not be held liable for any valuables lost or stolen at the activity described above.

I/we understand and agree that this release is required as contractual consideration to St. Eugene Parish and the Archdiocese of Oklahoma City for allowing my/our daughter/son to participate in this activity and that my/our agreeing to this release of liability is a required pre-requisite for the Parish to allow my son/daughter to participate in the above described activity.

Parent/Guardian Signature

Date

PLEASE COMPLETE AND SIGN MEDICAL CONSENT FORM ON REVERSE SIDE.

ST.EUGENE SUMMMER CAMP

CONTACT NUMBERS

SUMMER CAMP CELL PHONE: 405-535-1975

SCHOOL OFFICE: 405-751-0067 X.118

CHURCH OFFICE: 405-751-7115 X.118

DIRECTOR: Jenny Blevins