



Northminster Learning Center



## Grade School Summer Camp Registration Letter

It is time to register for summer camp 2017! We look forward to providing your child with a great summer of learning and friendship including many fun, hands-on activities. We offer a high quality program by structuring a camp day with many choices for our children. Our program is designed so children enjoy the feeling of community between our children and teachers. The children will be divided into two to three age appropriate classrooms with a core group of teachers working with each group.

On our website you will find many documents about our summer program including the schedule and descriptions of each camp week. Please look through these and choose the weeks of camp you would like your child to attend. **We are asking that all enrollment forms be returned by Friday, April 28th so we can finalize plans for staff, materials, field trips etc.** If you have not used Northminster Learning Center during the 2016-17 school year, you will also need to include a registration fee of \$ 50.00 per family. Applications will be accepted on a first-come, first served basis until the program is filled. (Please be aware that each age group is limited to about 20-25 children per day).

### Items that Need to be Returned to Complete Enrollment:

1. Enrollment Form (including Summer Handbook Agreement, Behavior Policy Agreement, & EFT form)
2. A copy of your child's last physical w/ immunizations (if you are not a current after-school program student)
3. \$50 registration fee if your child has not been enrolled at Northminster during the school year (no registration fee if registering for 1-2 weeks of camp)
4. If you are a new family, we need a copy of a certified birth certificate.

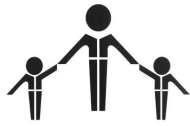
If you have any questions, please feel free to call me at the Learning Center at 691-6322. Thank you for considering summer programming at Northminster Learning Center for your child.

Sincerely,

Michelle Lundquist, Associate Director  
Northminster Learning Center  
michellel@northminster.us

### **Please return or mail your enrollment forms to:**

Michelle Lundquist, Associate Director  
Northminster Learning Center  
10720 N. Knoxville Avenue  
Peoria, IL 61615



# Northminster Learning Center

*Northminster Presbyterian Church*

## 2017 Summer Enrollment Form

Please Print or Type

Date \_\_\_\_\_

Grade in School 2016-2017 (Please circle) PK K 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup>

School Attended \_\_\_\_\_

Child's Name \_\_\_\_\_  
Last First Middle

Nickname (if any) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent E- Mail: \_\_\_\_\_

Father's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent E-Mail: \_\_\_\_\_

Legal Guardian (if other than parent) \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

**AUTHORIZED PEOPLE THAT MAY PICK UP CHILD**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

**Is there anyone who is specifically NOT authorized to remove your child from our care?**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Signature of parent/guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Medical Information**

Child's Physician \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Preferred Hospital if any \_\_\_\_\_

Does your child have any special medical needs/concerns? No \_\_\_\_\_ Yes \_\_\_\_\_

Is your child on any medications? No \_\_\_\_\_ Yes \_\_\_\_\_

Does your child have any food allergies or diet restrictions? No \_\_\_\_\_ Yes \_\_\_\_\_

Is your child a vegetarian? No \_\_\_\_\_ Yes \_\_\_\_\_

If Yes, What can they **Not** eat? \_\_\_\_\_

**Signature of parent/guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**EMERGENCY CONTACT, when parent cannot be reached:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

**Signature of parent/guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

# Consent Form

Child's Name \_\_\_\_\_  
Last First Middle

## Emergency Medical Care

In case of emergency medical or first aid care, treatment of illness or accident, I hereby consent Northminster Learning Center to provide emergency medical care, through a hospital, clinic, and physician or by Northminster Learning Center staff.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_  
=====

## Permission for Trips and Excursions

I hereby give consent to Northminster Learning Center for my child to participate in special excursions to places of interest, with the understanding that such trips are under supervision of authorized personnel of the program, and that all possible precautions will be taken to ensure the health and safety of my child. In the event there is a field trip off the premises, you will have prior notice.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_  
=====

## Photographs

Northminster Learning Center has my permission to use my child's likeness in photographs, film, video, and the internet for publicity purposes, advertising or for display in the church. I understand that my child's likeness or work will **not** be labeled with his/her full name.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_  
=====

## Internet

I hereby give consent to Northminster Learning Center to place my child's art work/projects on the Northminster web site. I understand the child's first name & age may be included.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_  
=====

## Payment of Fees

All fees will be deducted by EFT or charged to a credit card on the 15<sup>th</sup> of the month unless the entire summer tuition has been paid by check by the first day of summer camp attendance. In the event you fail to pay all charges due within 60 days of our written notice and we must enforce our rights to collect unpaid fees, you must pay all charges, including collection agency fees, attorney fees, court costs, court reporter's fees for depositions and at trial, and others expenses we incur in enforcing our rights. **I understand that without a two week written notice I will be responsible for the summer camp days and weeks I have submitted on this form.**

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_



## Behavior Policy Agreement

Children are entitled to a pleasant and harmonious environment at the Northminster Learning Center program. Northminster Learning Center cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program time. If a child cannot adjust to the program setting and behave appropriately, the child may be discharged.

Because we strive to provide a Christian atmosphere for children, parents, and staff, we have high expectations for our campers! Each day we expect children to be responsible for their actions, listen to their teachers, and respect the rules that guide them during the day while at the program. For their safety children must remain with the group and staff at all times. During the day children need to take care of materials and equipment properly and return them to their place when done or before taking out new ones. Children will refrain from using profanity or discussing inappropriate subject matter as deemed by the church staff. By following these rules, parents can feel good about where their child is spending their time and child can feel safe and secure in a structured environment.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

- a. brief cool down periods
- b. behavior report/talk with parent
- c. visit with director in director's office, conversation with parent
- d. child faces removal from the program

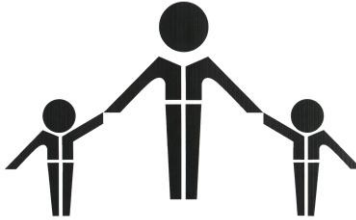
Please sign below if you and your child understand and agree to the behavior expectations at Northminster Learning Center.

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Summer Handbook Agreement

I have read and agree to the policies as listed in the 2017 Summer Camp Handbook from Northminster Learning Center. I agree to the summer handbook policies which include payment of tuition, changes in schedule, and behavior expectations. I accept responsibility for following the policies and procedures as described in the handbook. The handbook is found on our website [northminster.us](http://northminster.us) or you can pick up a copy in the office.

Signature: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Date: \_\_\_\_\_

The Licensing standards are found on our website at [northminster.us](http://northminster.us)

CFS 581  
Rev. 12/2000

Illinois Department of Children and Family Services

## VERIFICATION OF RECEIPT

I/WE, \_\_\_\_\_  
Please Print Name(s)

hereby certify that I/we have parent(s) of:

\_\_\_\_\_  
Name(s) of Child(ren)

received a copy of a summary of licensing standards printed by the Illinois Department of Children and Family Services in the Northminster Learning Center enrollment packet.

Signature of Parent (s) \_\_\_\_\_

Date \_\_\_\_\_

**THIS COMPLETED FORM IS TO BE PLACED IN EACH CHILD'S FILE AT THE DAY CARE FACILITY.**

CFS 581

## Summer 2017



*Northminster Learning Center*

**May 30-June 2 Get Back to Nature:** After a whirlwind of a Winter, get back in touch with nature through art, planting, and animals. (Field Trip: Hiking at a local park )

**June 5-9 Rainforest Adventure :** Create a jungle in your classroom. Learn about and create different jungle animals using clay or paper mache'. Make rain sticks or taste some new tropical fruit. (Field Trip: Luthy Botanical Gardens)

**June 12-16 Vacation Bible School/Invention Convention:** In the morning, discover Jesus at Gadgets and Gizmos Vacation Bible School. In the afternoon, work with gears, wheels, and more. You might even make your own Rube Goldberg invention. (Field Trip: VBS)

**June 19-23 "Lights, Camera, Action":** Dive into the world of theater. Be an actor, a playwright, a director, or work behind the scenes making sets and working with the lights and sounds. (Field Trip: The Arc Light Theater)

**June 26-30 Hometown Heroes:** Learn about all the people that help keep us safe. Write letters and draw pictures for the soldiers. Learn more about the Police, Fire Dept. and EMTs. Make models of the different vehicles they use like helicopters and fire engines. Learn some basic safety skills. (Field Trip: National Guard)

**July 3, 5-7 Holiday Warp:** The children enjoy a different holiday each day. It might be Valentine's day and Halloween the next. Enjoy several holiday traditions in one week like painting eggs, searching for a Leprechaun, and decorating a Christmas tree. (Field Trip: no field trip due to short week)

**July 10-14 Are you part of the Light Side or the Dark side?:** Experiment with shadows and light all week through art projects, science experiments, and exploration. (Field Trip: Riverfront Museum: Playing with Light)

**July 17-21 Make It, Take It Art Week:** Every day, make a new art or craft that you can take home that day! Use paint, string, beads, and recycled materials to create something new! (Field Trip: Art with an Expert)

**July 24-28 I'm a Survivor!:** If you had to go into the woods for a week, what would you take and why? This week, go on an adventure and learn how to survive in the wilderness. Learn basic survival skills, use a compass to find treasures, and create your own maps. (Field Trip: Forest Park Nature Center Traveling Naturalist)

**July 31- Aug. 4 Are you the Next American Ninja Warrior?** Can you climb the warp wall? Can you balance across a beam? Can you make it through an obstacle course in record time? Find out during our fitness week! (Field Trip: Peoria area gym)

**Aug. 7-11 Life's a Beach:** End the summer on the beach! Play games like Limbo, Frisbee, Hula Hoop and water games. Create leis and wear your Hawaiian shirt! (Field Trip: Extra Swimming Day)



# Summer Camp Selection

\*\* Summer camp is designed for children who have completed preschool will be entering Kindergarten in the fall of 2017. Children who completed fifth grade during the 2016-17 school year are eligible for summer camps.

*Please **circle** the weeks your child will be attending:*

<u>Week</u>	<u>Dates</u>	<u>Theme</u>
1	May 30-June 2 (4 days)	Get Back to Nature
2	June 5-9	Rainforest Adventure
3	June 12-16	Vacation Bible School/Invention Convention
4	June 19-23	"Lights, Camera, Action"
5	June 26-30	Hometown Heroes
6	July 3, 5-7(4 days)	Holiday Warp
7	July 10-14	Are you part of the Light Side or the Dark side?
8	July 17-21	Make It, Take It Art Week
9	July -24-28	I'm a Survivor!
10	July 31- Aug. 4	Are you the Next American Ninja Warrior?
11	Aug. 7-11	Life's a Beach

Enrollment Options:

\_\_\_ Full time enrollment (Monday-Friday with before and after care 7:30 a.m. -5:30 p.m.) \$140/week

\_\_\_ Camp with no extended care (Monday –Friday 9:00 a.m.- 4:00 p.m.) \$125 per week

\_\_\_ Part-time enrollment (choose at least 3 days per week) \$35 per day

*Please circle the days (for part-time students) your child will be attending. Part-time students are encouraged to attend at least 3 days per week.*

Monday

Tuesday

Wednesday

Thursday

Friday

Please note if your occupation will require a rotating schedule that will vary each week:

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# **Northminster Learning Center**

## **Grade School Camp**



### **Basic Daily Schedule**

<b>7:30</b>	<b>Learning centers during extended care</b>
<b>8:30</b>	<b>Children divide into age groups</b>
<b>8:45</b>	<b>Classroom learning centers and morning meeting time</b>
<b>9:45</b>	<b>Snack</b>
<b>10:00</b>	<b>Project work related to our theme</b>
<b>11:30-1:00</b>	<b>Lunch/ Independent Reading/Outside time</b>
<b>1:00</b>	<b>Free choice recreation time</b>
<b>1:30</b>	<b>Project work related to our theme</b>
<b>3:00</b>	<b>Snack</b>
<b>3:15</b>	<b>Media/Art activity/Project Wrap Up</b>
<b>4:00</b>	<b>Learning centers during extended care</b>
<b>5:30</b>	<b>End of program day</b>

From 8:30 a.m. until 4:30 p.m., children are divided into two or three age groups depending on enrollment for a given week. The above times may be slightly different in order to accommodate each of the age groups. Maximum group size is about 20 with two teachers.

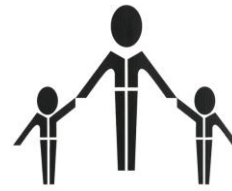
Notes: (Cost for all field trips and swimming is included in your weekly tuition)

\*As much as possible, field trips are scheduled on Tuesdays or Thursdays.

\*\* We typically swim at Princeville Pool (outdoor pool) on Wednesday afternoons being back to the school by 4:00.

# **IMPORTANT INFORMATION!**

## **Please read thoroughly!**



*Northminster Learning Center*

Dear NLC Families,

You will be billed monthly for the Summer Camp weeks you have signed up for, which we will deduct from your pay source on the 15<sup>th</sup> of the month. **Payments by check or cash will not be accepted, unless you wish to pay for the entire summer in advance.**

Your two payment options are:

1. Electronic Funds Transfer (EFT) through your bank account (checking or saving account)
2. Credit Card payment + 5% credit card fee (Visa, Mastercard or Discover)

Billing weeks begin on Mondays, so if a month has 5 Mondays, you will be billed for 5 weeks in that particular month. A copy of your invoice will be available a day or two prior. **Remember that we require two weeks written notice for all schedule changes.**

**\*\*\*** If you wish to bring your child to Summer Camp on a day you did not sign up for, you will be assessed an **additional drop-in fee of \$5.00**, and required to pack a lunch for your child. If you have any questions or concerns, please don't hesitate to contact me. Please refer to the summer camp handbook for

Kim Holdham  
Office Manager

691-6322

[kimh@northminster.us](mailto:kimh@northminster.us)



# Electronic Tuition Payment Due with Enrollment Papers

**VOIDED  
CHECK IS  
REQUIRED  
PLEASE!**

Northminster Learning Center **requires** Electronic Funds Transfer (EFT) for all families paying **monthly and weekly** tuition.

Your payment will be conveniently transferred approximately the 15th of each month from your bank account **or** to your credit card from September through May.

*If you would prefer to pay the complete tuition for the school year by check as another option, please contact Kim Holdham for your total.*

**Steps to Enroll:**

- Fill out the form below and sign your name.
- Include a **voided check** if deducting from a checking account or a **voided deposit ticket** if deducting from a savings account.

**If you have provided this information previously and it is current, please turn this form in and write "ON FILE".**

## Authorization Agreement for Pre-Authorized Payment or Credit Card Charges

Northminster Learning Center, 10720 North Knoxville Avenue, Peoria, IL 61615

I (We) hereby authorize Northminster Learning Center of Peoria, Illinois, to initiate electronic debit entries to my checking or savings account listed or to post charges to my credit card as listed below to fulfill my tuition payments. I am supplying my financial institution's name and my account number below.

**Checking/Savings:** Name of Bank: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
\_\_\_\_ Checking or \_\_\_\_ Savings      Routing # \_\_\_\_\_ Account # \_\_\_\_\_

**Credit Card: If electing to pay by credit card, your tuition payments will be increased by 5% to cover credit card processing fees.**

\_\_\_\_\_ Mastercard      \_\_\_\_\_ Visa      \_\_\_\_\_ Discover

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

I understand that my payment will be transferred directly from the account/credit card noted above approximately the 15 of each month. A record of my payments will appear on my bank or credit card statement. I realize that the transferred amount may change from month to month. If I have any questions regarding this payment, I may call Kim Holdham, (309) 691-6322.

Parent Name(s) \_\_\_\_\_ Student Name(s): \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE CONTACT KIM WITH ANY CHANGES TO YOUR ACCOUNT INFORMATION.**



**JUNE**  
**12th -16th**  
**9:00 am-12:15 pm**  
 Please Fill out if your child is  
 attending this week!  
**Cost is Included in your  
 Summer Camp Tuition**

@ Northminster

10720 N Knoxville Ave. , Peoria, IL 61615  
 309-691-6322      www.northminster.us/vbs

# REGISTRATION FORM

Child's First & Last Name	Sex (M or F)	Grade for Fall 2016	School Attending	D.O.B.	Friend Request (limit 1 - same grade)	T-Shirt Size (see chart)

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/St./ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

I hereby grant Northminster Presbyterian Church permission to use my child's/children's photograph(s) in any and all publications, including web sites, without payment or any other consideration in perpetuity. **(Names will not be used).**

Signature of Parent or Guardian: \_\_\_\_\_

**T-shirts will be available  
 in the following sizes:  
 Child's XS (2-4), S (6/8), M (10/12),  
 L (14/16) or Adult S, M, L, XL**

**We will do our best to honor all  
 T-shirt size requests but cannot  
 guarantee availability.**