

A CHILD'S PLACE @ HOLLIN HALL SUMMER DAY CAMP

1500 Shenandoah Rd Alexandria VA 22308

703-765-8811

Main Office; acphollinh@aol.com / Camp Manger; hsummerdaycamp@aol.com

Application for Registration

Please complete every box. If something does not apply, please indicate with N/A. If working from home, please state. Incomplete registration forms will be returned for completion and may result in a delay in processing. Hollin Hall Summer Day Camp will be referred to as "HHSDC".

CHILD'S INFORMATION					
CHILD'S FULL NAME		NICKNAME		SEX	DATE OF BIRTH (MM/DD/YYYY)
CHILD'S (FULL MAILING) HOME ADDRESS				HOME PHONE NUMBER	
SCHOOL ATTENDING FALL 2023	AGE AS OF 6/1/2023	CURRENT GRADE		RISING GRADE	
<input type="checkbox"/> NEW CAMPER <input type="checkbox"/> RETURNING CAMPER <input type="checkbox"/> CURRENT SACC FAMILY <input type="checkbox"/> FORMER SACC FAMILY <input type="checkbox"/> CURRENT PRESCHOOL FAMILY					
T-SHIRT SIZE: YOUTH <input type="checkbox"/> XS (2/4) <input type="checkbox"/> S (6/8) <input type="checkbox"/> M (10/12) <input type="checkbox"/> L (14/16) ADULT <input type="checkbox"/> SM <input type="checkbox"/> MED <input type="checkbox"/> LG					
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 ()	FATHER'S EMAIL	
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 ()	MOTHER'S EMAIL	
PERSON(S) OR AGENCY HAVING LEGAL CUSTODY OF CHILD:					
I LIVE WITH <input type="checkbox"/> MOM AND DAD TOGETHER <input type="checkbox"/> MOM AND DAD SEPARATE (SHARE CUSTODY) <input type="checkbox"/> MOM <input type="checkbox"/> DAD <input type="checkbox"/> OTHER:					
EMERGENCY INFORMATION					
ALLERGIES OR INTOLERANCE TO FOOD, MEDICATION, ETC.			ACTION TO TAKE IN AN EMERGENCY:		
PHYSICIAN'S NAME			PHONE NUMBER ()		
NAME OF LOCAL RELATIVE, FRIEND, OR OTHERWISE RESPONSIBLE PERSON TO CONTACT IF PARENTS CANNOT BE REACHED. THESE INDIVIDUALS ARE ALSO AUTHORIZED TO PICK-UP THE CHILD, IF THE PARENT IS UNABLE TO BE CONTACTED.					
1. NAME			2. NAME		
RELATIONSHIP		HOME PHONE		RELATIONSHIP	
HOME STREET ADDRESS		HOME STREET ADDRESS			
CITY	STATE	ZIP	CITY	STATE	ZIP
WORK PHONE		CELL PHONE		CELL PHONE	
PERSONS AUTHORIZED TO PICK UP CHILD (NAME, PHONE, RELATION)					
PERSONS NOT AUTHORIZED TO PICK UP CHILD					
Appropriate paperwork such as a divorce decree must be attached if a parent is not allowed to pick up the child.					

AUTHORIZATIONS FORM

Parents hereby give permission for camper to attend all activities and field trips, including swimming.

1. Photos with HHSDC

- Parents hereby give permission for use of pictures, audio, or visual of camper participation in summer camp activities for camp publicity purposes.
- No, I/we do not give permission for use of pictures, audio or visual of camper participation in summer camp activities for camp publicity purposes.

2. Swimming with HHSDC

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

My child cannot swim

Beginner/Intermediate

Intermediate/Advanced

Beginner

Intermediate

Advanced

3. Movies with HHSDC

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 appropriate box below:

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

No, I/we do not want our child to watch PG-13 movies at camp or on a field trip with HHSDC.

Hollin Hall Summer Day Camp Policies/Procedures

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

HHSDC campers must bring a **peanut/tree nut-free** lunch with a drink every day; lunches should be in a disposable container and labeled with the campers' name and date. Coolers will be provided: refrigeration is available for onsite activities. Morning and afternoon snack is provided for all campers. _____ (please initial acknowledgement)

3 camp t-shirts are included with your paid registration fee. Additional camp shirts are available for \$10 each. Each camper must wear a camp t-shirt on field trips. If a camper is not wearing a camp t-shirt on field trip day, we will provide one for the camper and charge your account \$10.

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 100.4° 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. _____ (please initial acknowledgement)

HHSDC staff will not administer any medication; this includes prescription and over-the-counter medications, with the only exception being life-saving medications (Epi/Auvi-Q pens, inhalers & Benadryl). 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 HHSDC staff.

Personal Belongings/Money

Due to the nature of our camp the following items are **not allowed to be brought** to our camp program: Pokemon and other collectable trading cards or related toys, personal game consoles, collectibles, electronic devices. If they bring phones or electronics, they are the camper's responsibility. _____ (please initial acknowledgement)

The staff of HHSDC 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 that the money is his/her responsibility. HHSDC 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. Please send your child to camp with sunscreen, etc. **already applied.** Sunscreen is re-applied by the HHSDC staff on swim days only unless otherwise needed. Children 9 years and older may apply their own sunscreen with adult supervision and help.

HHSDC staff will **only** apply sunscreen/insect spray provided by parents. They **will not** be permitted to apply their personal sunscreen or another child's sunscreen to your child. Siblings are not permitted to share sunscreen, due to VA Licensing guidelines. Please clearly label all **unexpired** sunscreen and insect repellent with your child's name. Parents need to fill out a separate medication authorization form *for each product.*

Camp Schedule

HHSDC 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 \$150. Families with two or more children can pay the family registration fee of \$225. Weekly HHSDC tuition is currently \$320 for all weeks however this is subject to change. If the bigger field trips are able to be taken this summer an additional fee may be

required. Tuition is due every Monday. If tuition is not paid by the close of business on Wednesday, a late payment fee of \$30 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 tuition for camper absences. Families are financially responsible for weekly tuition, regardless of their camper's attendance.

Checks are to be made payable to A Child's Place at Hollin Hall. The returned check fee is \$30.00. Debit cards and credit cards are accepted as online options only in Procure. Debit transactions include a \$1 fee, while credit card transactions include a 3% fee.

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.

Due to limited space, all schedule changes must be made **in writing via email** to acphollinh@aol.com on or before Monday, May 1st, 2023. If dropping a week, notification must be sent in writing two weeks prior to change, or tuition is charged in full regardless of your child's attendance. There will be no exceptions to this policy. Your camper may be added to additional weeks after the deadline if there is available space. These requests are on a first come first serve basis. If you have any questions about this policy, please contact the Center Director.

Attendance

CIRCLE EACH WEEK OF ATTENDANCE:

Week 1: June 19-23 (<i>closed Monday</i>) Week 2: June 26-30	Week 3: July 3-7 (<i>closed Tuesday</i>) Week 4: July 10-14 Week 5: July 17-21 Week 6: July 24-28 Week 7: July 31-Aug 4	Week 8: Aug 7-11 Week 9: Aug 14-18 Week 10: Aug 21-25 (<i>tentative, depending on FCPS schedule, not yet released</i>)
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*The parents of _____ submit herewith a non-refundable registration fee of \$150 for enrollment in the A Child's Place at Hollin Hall Summer Day Camp (HHSDC) program (\$225 for family). 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

¹Proof 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 HHSDC and signed off by office personnel.

How did you hear about our camp?

- Former HHSDC Camper
 Former Preschool Student
 Former SACC Student
 Friend
 Internet
 Ad _____
 Other _____

OFFICE USE ONLY

<input type="checkbox"/> Registration Fee Received <input type="checkbox"/> Completed Registration Form <input type="checkbox"/> Proof of Identity: _____ <input type="checkbox"/> Other form of Proof: _____ <input type="checkbox"/> Birth Cert #: _____ <input type="checkbox"/> Birth Date: _____ <input type="checkbox"/> Place of birth: _____ <input type="checkbox"/> Date issued: _____	<input type="checkbox"/> Parent/s Information <input type="checkbox"/> Emergency Contact #1 <input type="checkbox"/> Emergency Contact #2 <input type="checkbox"/> Photos: _____ <input type="checkbox"/> Swim Level: _____ <input type="checkbox"/> PG-13 Movies: _____	<input type="checkbox"/> Emergency Medical Form <input type="checkbox"/> Parent Agreement <input type="checkbox"/> Camper Agreement <input type="checkbox"/> Sunscreen Form <input type="checkbox"/> Most Recent Physical <input type="checkbox"/> Up to Date Shot Record
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