



We have now opened up our school age Summer Camp enrollment!

Please see the attached enrollment form and our activity planner! We bill Summer Camp monthly. Our Summer Camp will begin Monday, May 29th and last until the day before school begins in August (TPS has not release that day yet). We will offer one Vacation week between those time frames. Example of this would be someone who does not want to start summer camp until Monday June 5th, your vacation week would then be used for May 29th through the 2nd and you would not receive another vacation week for the duration of the summer. Please know that health and safety is of the utmost importance and we will continue to monitor COVID cases and safety protocol throughout the summer.

There is a \$200 Summer Camp enrollment/supply/field trip fee. This covers supplies needed, field trip costs, food costs, etc. This fee CONFIRMS and HOLDS your summer camp spot. **Please know that your spot is only held when that \$200 Enrollment & Supply fee is paid and the enrollment packet is turned in!**

Tuition includes breakfast, lunch, & snack, field trips, & more!

5 Days a week: \$1,150 per month (\$265 per week)

Operating Hours: 7:00 am – 6:00 pm, Monday through Friday and your tuition covers that entire day if needed!

Currently enrolled families get “Early Bird enrollment!” We will open our enrollment up to current families first to obtain your spot! Please know that spots fill QUICKLY and we will be opening up enrollment to outside inquires on Monday, March 6th. If you haven’t enrolled by then, you can assume that enrollment will fill by the end of March! Enrollment is on a first come, first serve basis, so reserve your spot quickly if you are wanting your child to participate.

ALL Enrollment Packets are due by Monday, April 3rd so that we can start planning our numbers for field trips and order our shirts!

We are so excited for summer camp this year! We cannot wait to have an awesome summer filled with learning and fun! If you have any questions regarding what you see attached, please let me know!

Rory Morgan

Center Director

Happy Campers at John Knox

(918) 742-7656

happycampersjohnknox@gmail.com



2023 HCJK Summer Camp Enrollment Form

Last Name: _____ First Name: _____ Middle: _____

Completed Grade: Pre-K **K** 1 2 3 4 5 Sex: M F Birthdate: ___/___/___
(circle one) (circle one)

Home Address: _____ City: _____ Zip: _____

Child's T-shirt Size: (circle one) Youth Size S M L XL Adult Size S M L XL

Child lives with: _____

Parent/Guardian Information:

	Parent/Guardian 1	Parent/Guardian 2
Name		
Cell Phone #		
Employer		
Work Phone #		
E-mail Address		

Other Emergency Contacts *(Please list at least 3 that are not already listed above.)*

Name	Relationship to child	Phone #	Is this person authorized to pick up?
1.			
2.			
3.			
4.			
5.			

Please check yes or no for each of the following questions: <i>(Must answer all.)</i>	Yes	No
Does your child receive special services (IEP, Title I, APP, 504, etc.) or have any special needs? <i>(If "yes", please explain)</i>		
Does your child have any food or other allergies? <i>(If "yes", please explain.)</i>		
Other information we may need to know about your child? <i>(Please explain.)</i>		
Does your child require medication, inhaler, epi pen, etc.? <i>(If yes, please explain. You will be asked to complete a Medical Authorization Form for the administration of any medications.)</i>		

Parent Signature _____ Date _____

ENROLLMENT FORM IS DUE TO HAPPY CAMPERS AT JOHN KNOX BY MONDAY APRIL 3RD!
IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE OFFICE AT 918-742-7656



Enrollment Agreement

*This Enrollment Agreement is due upon enrollment, along with the Enrollment Form and Immunization Form. By **initialing** the following, I am agreeing that I understand:*

- _____ I understand that tuition is \$1,150.00 for 5 days a week and my vacation week is worth \$265.00.
- _____ Tuition is due on the 1st of each month and considered late on the 5th. Tuition can be paid via check, cash, Visa or Mastercard through automatic withdrawal. I understand that I have the auto draft option of all at the 1st of the month, or half (\$575) on the 1st of the month and the other half on the 15th of the month.
- _____ My child's picture will be taken for classroom use and to post on our Facebook/Newsletter. No names will be posted publicly in conjunction with your child.
- _____ I understand that in order to receive 1 vacation week, I have to submit my vacation slip at least 2 weeks in advance. A credit of \$265 will then be added to your account. Please know that no refunds will be given for last minute vacation plans and your enrollment in our program is from May 29th through the last day before school starts (Date TBD by TPS).
- _____ I understand that by enrolling my school age child in our Summer Camp Program, we will not be responsible for any toilet accidents that occur. If your child has an accident at school and notifies us, we will call the parent or guardian to tend to the child. HCJK staff cannot not be responsible for tending to, cleaning up, or changing any school age children.
- _____ I understand that behavior is of the utmost importance during Summer Camp. I understand that if my child is using profanity, being disrespectful towards staff or friends, aggressive, or exhibiting any serious behavior concerns, we will be sending that child home immediately and repeated occurrences could result in disenrollment from the program. Frequent disruptions in class, disrespect, or safety concerns *will* result in disenrollment.
- _____ I understand that HCJK reserves the right to disenroll for any reason at any time.
- _____ I understand that if I choose to pull my child for any other camps (Church camp, Girl Scout Camp, Horse Camp, Boy Scout Camp, TPS July Camp) I will be disenrolling unless tuition is paid in full. **Any child leaving for TPS Camp in July will not be allowed to return in August unless tuition for July is paid in full.**
- _____ I understand that credits are not given for days missed due to illness and last-minute absence.
- _____ My account must be up to date, with a zero balance, at the conclusion of Summer Camp to avoid any debt being sent to collections.
- _____ I understand that HCJK is a nut free schools and any items brought from home must be nut free out of the respect for staff and children with nut allergies.
- _____ If my child has food restrictions (allergies, vegetarian, vegan, or any other dietary needs) I understand that I must supplement his/her food each day by bringing a **nut free** meal, snack, or alternate milk (**no almond milk**), so that my child has something to eat for their meal times during the school day.
- _____ I understand that my child must be at HCJK before 10:00am each day and must be picked up no later than 6:00pm. **SOME FIELD TRIPS MAY BE SCHEDULED TO LEAVE BEFORE 10AM; HCJK WILL COMMUNICATE THESE CHANGES WHEN NECESSARY.**
- _____ If my child misses the field trip bus, I understand that I will be responsible for their care that day and no tuition credit will be offered.
- _____ I must pick up my child each day before the school closes – there is a \$1 per minute charge if my child is not picked up by 6:00pm – it must be paid in cash at the time of pick up.
- _____ I have read and understand the sick policy located in the parent handbook (online – a hard copy can be provided to you upon request) and understand its contents.

Parent Signature _____

Date _____



Parent - Provider Summer Camp Transportation Agreement

I, _____ , give permission for my child care provider, or any approved
(Name of parent)
employee of Happy Campers at John Knox, to transport my child(ren) for all summer camp field trips.
Names of children: _____

It is agreed that:

1. The caregiver will never leave my child(ren) unattended in any motor vehicle or other form of transportation.
2. Each child will board or leave a vehicle from the curb side of the street.
3. My child(ren) will be secured in safety seats or by safety belts as appropriate for the age of the child(ren) in accordance with the law.
4. Any motor vehicle used to transport my child(ren) will have current registration and inspection stickers and must be operated by a person who is at least 18 years of age and possesses a valid driver's license.

I understand that:

- If I arrive at school after the field trip bus has left, it is my responsibility to get my child to the field trip.
- If my child cannot attend one of the field trips, for whatever reason, I must keep my child home that day. HCJK has no way to care for a school age child at the center, when all school age teachers and children are off site.
- If my child does not follow safety procedure while on the bus or at a field trip, we reserve the right to dis-enroll your child from afterschool care. Safety is our first priority. We will not tolerate unsafe behavior while on the bus, or while on a field trip.

(Parent or Guardian)

(Date)



Behavior Management Policy

Happy Campers Philosophy on Behavior Management: Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of the child. We must have the parent's help and support in this matter. The staff shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. The staff will interact with each child in a positive, respectful manner. Positive behavior will be praised. The discipline approach shall always be gentle, but firm. Redirecting the child to another activity shall always be the first method of discipline. Time out is used as a last resort. No child will be subjected to physical or psychological punishment.

If behavior issues with a student arise, staff will abide by the following policies:

- Discuss the concern with the student. Offer alternative suggestions to handling the student's feelings/negative behaviors (ex. breathing exercises, finding another activity, walking away from the situation/asking to take a break) and/or model correct behavior to the student.
- If negative behavior continues or behavior is severe, a written Behavior Report will be sent home to parents/guardian. Discuss the behavior with the parent and possible strategies that may be utilized to help the child succeed.

If a child receives TWO Behavior Reports sent home, the following steps will be taken:

- The parent/guardian of the child will be contacted to have a Parent Meeting with the Director and a Behavior Intervention Plan will be discussed. This plan could include shortening the length of time the child attends in a day, requiring immediate parent pickup upon negative behavior instances, etc. ***NO TUITION DISCOUNT WILL BE GIVEN IF A CHILD IS REQUIRED TO SHORTEN THEIR DAY/TIME AT HC DUE TO BEHAVIOR CONCERNS.**
- If the child continues to exhibit negative behaviors on a consistent basis/behavior is severe enough, the child may first be given a suspension from the program for **up to 5 days** at the discretion of the Director.
- If behavior continues, the child may be subject to permanent **disenrollment** from the program. **Happy Campers reserves the right to disenroll any student at any time for any reason.**

The following behaviors will result in disciplinary action:

- If the student is harming themselves.
- If the student is harming others (other students or staff).
- If the student is harming HC property.
- Student is using profanity or unkind language.
- If the student runs out of the classroom/off site/out of the sight of a staff member without permission.
- If the student is disruptive on the bus/refuses to board the bus.
- If the student's behavior is consistently disruptive to the program and affects all other students attending the program.
- If a parent or guardian verbally or physically abuses a staff member, another parent or another student.
- If a parent or guardian fails to abide by any HC policy/procedure or Behavior Plan.

I understand the behavior plan and what is explained above and have discussed HCJK's expectations with my child.

Child's Name: _____

Parent Signature: _____

Date: _____



Vacation Week Notice

I _____ would like to request a vacation week (\$265) be added to my account for the week of _____ through _____. I understand that this notice has to be given *at least* 2 weeks prior to my requested week and that if this form is not turned in by the minimum of 2 weeks, Happy Campers reserves the right to decline the vacation credit, and payment will be due.

I understand that I am enrolling for the duration of the summer (May 29th through the last day before school starts) and any delayed start or early leave will require a vacation week for credit.

Child(ren) Name: _____

Parent Signature: _____

Date: _____



HCK Summer Camp 2023 Calendar

Week	Theme	Monday	Tuesday	Wednesday	Thursday	Friday
5/29 – 6/2	All About Me: Welcome to Summer.	Closed: Memorial Day	All about me poster board	Guthrie Park	Baileys Ice Cream	Cinemark
6/5 – 6/9	Everyday Heroes	Marshmallow Sculpture	Police	Splash @ HCK	Dusty Dye	Big Hero 6
6/12 – 6/16	Adventureland	Rainbow Milk	Putt Putt	Manion Park Splash Pad	Baileys Ice Cream	Cloudy with a chance of meatballs
6/19 – 6/23	Animal Planet	Animal Imitation	Zoo Trip	Splash @ HCK	Safari Sanctuary	Madagascar
6/26 – 6/30	Anything Goes	Nature Mirror	Bounce U	Chandler Park Splash Pad	Baileys Ice Cream	The Secret Life of Pets
7/3 – 7/7	Stars and Stripes	Fireworks in a Jar	Closed: 4 th of July	Splash @ HCK	Ambulance	An American Tail
7/10 – 7/14	Wind & Sea	Tape Tornado	Aquarium	Whiteside Splash Pad	Baileys Ice Cream	The Sea Beast
7/17 – 7/21	Treasure Hunters	Floor is Lava	Fire Truck	Splash @ HCK	Geoscience Museum	Night at the Museum
7/24 – 7/28	Space is the Place	Bedroom Planetarium	Tulsa Air & Space	Hunter Park Splash Pad	Baileys Ice Cream	Apollo 10 1/2
7/31 – 8/4	Amazing Race	Mini Greenhouse	Andy B's	Splash @ HCK	Purple Glaze	The Bad Guys
8/7 – 8/11	Gold Rush	Mud Fun	Discovery Lab	Helmerich Park Splash Pad	Baileys Ice Cream	Cinemark
8/14 – 8/18	Summer Send Off	Magic T-Shirt	Bike Day	Splash @ HCK	End of Summer Party	Hotel Transylvania 3
Off Campus Field Trips	Science	Art Activities	Activities @ HCK	Parks and Splash Pads/HCK	In House Visitors	Movie Day

Please know that this schedule/calendar is subject to change.