

A Child's Place at Hollin Hall Summer Day Camp

1500 Shenandoah Rd Alexandria VA 22308; 571-368-2687 acphollinh@aol.com

Application for Registration

Please complete **ALL** fields. Incomplete registration forms will be returned, Hollin Hall Summer Day Camp will be referred to as "HHSDC". * Denotes required field, incomplete forms may result in delay in processing.

CHILD'S INFORMATION

CHILD'S FULL NAME*		NICKNAME	SEX	DATE OF BIRTH (MM/DD/YYYY) *	
CHILD'S (FULL MAILING) HOME ADDRESS*				HOME PHONE NUMBER*	
SOCIAL SECURITY NUMBER	SCHOOL IN SEPTEMBER 2021	AGE AS OF 6/13/2022*		CURRENT GRADE*	RISING GRADE
PROOF OF IDENTITY ¹ (OFFICE USE ONLY)		<input type="checkbox"/> NEW CAMPER <input type="checkbox"/> RETURNING CAMPER <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"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL				SHOE SIZE	
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* ()	SOCIAL SECURITY NUMBER		
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* ()	SOCIAL SECURITY NUMBER		
MOTHER'S EMAIL ADDRESS*		FATHER'S EMAIL ADDRESS*			
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. AND ACTION TO TAKE IN AN EMERGENCY: *					
PHYSICIAN'S NAME*		PHONE NUMBER* ()			
NAME OF A 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 PHONE*	
HOME STREET ADDRESS*			HOME STREET ADDRESS*		
CITY*	STATE*	ZIP*	CITY*	STATE*	ZIP*
WORK PHONE*	CELL PHONE*		WORK PHONE*	CELL PHONE*	
PERSONS AUTHORIZED TO PICK UP CHILD*					
² PERSONS NOT AUTHORIZED TO PICK UP CHILD*					

²Appropriate paperwork such as a divorce decree **must** be attached if a parent is not allowed to pick up the child.

AUTHORIZATION FORM

Swimming with HHSDC:*

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

*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:

- | | | |
|---|--|--|
| <input type="checkbox"/> My child cannot swim | <input type="checkbox"/> Beginner/Intermediate | <input type="checkbox"/> Intermediate/Advanced |
| <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |

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 box below if you DO NOT want your child to watch PG-13 movies.

- Parents hereby give permission for their child to watch PG-13 movies at camp or on a field trip with HHSDC.
 Parents DO NOT give permission for their child to watch PG-13 movies at camp or on a field trip with HHSDC.

Image Use by HHSDC*

Parents hereby give permission for use of pictures, audio, or visual of camper participation in summer camp activities for camp publicity purposes.

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 lunch with a drink everyday; 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.

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.

HHSDC staff will not administer any medication; this includes prescription and over-the-counter medications, with the only exception being life-saving medications (Epi-pen, Auvi-Q & Asthma inhalers). 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 **strongly discouraged** to bring to our camp program: personal game consoles, collectibles, electronic devices, or Pokemon/other trading cards. If they bring phones or electronics, they are the camper's responsibility.

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. Sunscreen is re-applied by the HHSDC staff at frequent intervals throughout the day.

HHSDC staff will **only** apply sunscreen and/or insect spray which is 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 the sunscreen 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 \$320 for all weeks. 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 of weeks for absences. **Families are financially responsible for weekly tuition, regardless of your camper's attendance.**

Checks are to be made payable to A Child's Place at Hollin Hall. The returned check fee is \$30.00. Credit cards not accepted.

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.

Special Program Attendance (COVID19): Due to limited space, all schedule changes must be made in writing via email to acphollinh@aol.com on or before Friday, March 11, 2022, or the tuition for the time your child is scheduled to attend will be charged to you 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.

CIRCLE EACH WEEK OF ATTENDANCE**

WEEK 1: JUNE 13-17	WEEK 4: JULY 5-8 (CLOSED MONDAY JULY 4 TH)	WEEK 8: AUG 1-5
WEEK 2: JUNE 20-24	WEEK 5: JULY 11-15	WEEK 9: AUG 8-12
WEEK 3: JUNE 27-JULY 1	WEEK 6: JULY 18-22	WEEK 10: AUG 15-19
	WEEK 7: JULY 25-29	

*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 Former SACC Former Preschool Friend Internet Ad _____ Other _____

OFFICE USE ONLY

<input type="checkbox"/> REGISTRATION FEE RECEIVED <input type="checkbox"/> CHILD INFORMATION <input type="checkbox"/> PROOF OF IDENTITY: _____ _____ _____	<input type="checkbox"/> PARENT INFORMATION <input type="checkbox"/> EMERGENCY CONTACT 1 <input type="checkbox"/> EMERGENCY CONTACT 2 <input type="checkbox"/> SWIM LEVEL: _____ <input type="checkbox"/> MOVIES: _____ <input type="checkbox"/> PHOTOS: _____	<input type="checkbox"/> EMERGENCY MEDICAL FORM <input type="checkbox"/> PARENT AGREEMENT <input type="checkbox"/> CAMPER AGREEMENT <input type="checkbox"/> SUN SCREEN FORM
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DIRECTOR	DATE

HHSDC 2022 Registration Checklist

Welcome back for another great summer at A Child's Place at Hollin Hall Summer Camp! We have provided you this page to use as a reference of what you signed up for this summer; **do not return it to HHSDC**. To ensure swift registration in the fabulous 2022 program, please make sure that you return all of the following documents, completed in their entirety. **Your child is not registered until we have all of these forms completed along with a proof of identity and two emergency contacts.**

- Registration Form & Fee ★
- Emergency Medical Form ★
- Parent/Guardian Agreement ★
- Camper Agreement ★
- Sunscreen Agreement ★

★Required Form

Special Program Attendance (COVID19): Due to limited space, all schedule changes must be made in writing via email to acphollinh@aol.com on or before Friday, March 11, 2022, or the tuition for the time your child is scheduled to attend will be charged to you 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.

Don't forget to double-check the weeks that you have signed up for. You have until Friday, March 11th, 2022, to make changes to your child's schedule.

Incomplete forms will be returned and will result in a delay of processing. This delay may cause you to not receive your first choice of weeks available.

The checklist below is for you to record the weeks you marked on the registration form. The registration form submitted to HHSDC is the official record of the weeks for which you are registered. You may request a copy of your registered weeks, in writing, from the office at any time.

CIRCLE EACH WEEK OF ATTENDANCE**

WEEK 1: JUNE 13-17	WEEK 4: JULY 5-8 (CLOSED MONDAY JULY 4 TH)	WEEK 8: AUG 1-5
WEEK 2: JUNE 20-24	WEEK 5: JULY 11-15	WEEK 9: AUG 8-12
WEEK 3: JUNE 27-JULY 1	WEEK 6: JULY 18-22	WEEK 10: AUG 15-19
	WEEK 7: JULY 25-29	

☺ Please keep this page for your records. Do not return to HHSDC. ☺

Date packet mailed/turned in to HHSDC _____

HHSDC 2022 Activity and Tuition Information

Registration is now OPEN! Make sure to pick your weeks and sign up early.

Weekly Activities:

- Arts & Crafts
- Sports Clinics
- Swimming, typically twice a week
 - Camp-wide events
 - Camper vs Counselor events
 - Video game competitions..and so much more!

The calendar of activities and field trips will be available at a later date based on COVID-19 restrictions. Notifications will go home to those families enrolled.