



ADVENTURE CAMP REGISTRATION PACKET

*****ENTERING GRADES K-7*****

Save \$25 per week by using our Early Bird Discount!

To take advantage of the discount, turn in your registration forms and first session payment by May 25. See packet for details.



2018 ADVENTURE CAMP REGISTRATION PACKET

ENTERING GRADES K-7

On behalf of Sunshine, we thank you for your enrollment at this year's summer camp. We are excited to have you as part of our Sunshine family!

In this packet you will find the required enrollment forms for Sunshine's Adventure Camp, entering grades K-7 as of June 2018. Please review the forms carefully as you complete the information. Sunshine offers two types of summer camp programs: Adventure Camp (entering grades K-7) and Travel Camp (entering grades 6-9). For Travel Camp enrollment paperwork, please see the program director or visit www.sunshinedaycamp.com for more information.

Here are the forms you will need to complete:

- Page 1-2018 Summer Camp Tuition & Cancellation Policy
- Page 2-Registration Cost Form-Adventure Camp (*for Adventure Camp child only*)
- Page 3-Enrollment Application
- Page 4-Enrollment Agreement
- Page 5-Contract & Consent
- Page 6-Consent for Medical Treatment
- Page 7-Identification and Emergency Information (*authorization to pick-up*)
- Page 8-Change Form (*to make changes, cancel, or add a week at a later date*)

To complete the enrollment process, please return all enrollment forms and payment to your nearest Sunshine Day Camp facility. Visit us online at www.sunshinedaycamp.com for digital copies of our camp calendars, FAQ's, and other useful information.

EARLY BIRD DISCOUNT-SAVE \$25 PER WEEK, PER CHILD

To take advantage of the Early Bird discount, all registration forms, summer camp registration fee (new families only), and first session payment is due by Friday, May 25. See attached info for more details.

2018 ADVENTURE CAMP TUITION & CANCELATION INFORMATION

ANNUAL REGISTRATION FEE (for families not currently enrolled at Sunshine)-\$25.00 per child

A current Sunshine family is described as a family currently attending one of the following Sunshine locations: Fair Oaks Ranch, Mitchell, Oak Hills, Pico, Stevenson Ranch, Valencia Valley, and Pinetree.

SESSIONS-Summer Camp begins Monday, June 18, 2018, and runs until Friday, August 10. Summer tuition fees are charged on weekly basis but billed/payable by session. Payment by check, EFT, and credit card (we except all major credit cards, including AMEX) is available. Summer camp sessions are as follows:

- **SESSION #1 (weeks 1-4) of camp (June 18-July 13)**
- **SESSION #2 (weeks 5-8) of camp (July 16-August 10)**

EARLY BIRD WEEKLY TUITION RATES*

Weekly Charge per child	Adventure Camp (Entering Grades K-7) Optional field trip available (grades 1-7) each week for an additional charge (see calendar/reg form for details)
5 Days	\$185
4 Days	\$175
3 Days	\$165
2 Days	\$145

Customizable Summer Schedule-Sunshine offers a very flexible/customizable schedule. You can select as many weeks as you prefer, either one week or every week. In addition, each week is also customizable to your schedule. Come five days one week and two the next, or any combination you can come up with. Adventure Camp pricing does not reflect optional field trip charge. Adventure Camp has an optional field trip available every Thursday, for children entering grades 1-7. Price varies per trip. Cost of the optional field trip includes field trip admission ticket, adult staffing, and transportation to and from event.

EARLY BIRD TUITION REDUCTION

Take advantage of our EARLY BIRD tuition discount by enrolling by Friday, May 25, 2018! By taking advantage of the EARLY BIRD program, you could be saving up to \$25 per week, per child, off the regular weekly tuition rate. Please review the proper steps below on how to take advantage of this offer.

1. The Early Bird tuition discount entitles your family to save \$25 off of the regular weekly tuition rate per child.
2. To take advantage of the Early Bird tuition rate, registration paperwork, and registration fee (new families only) must be received by Friday, May 25.
3. **First Tuition Payment, Session #1 (weeks 1-4), is due Friday, May 25th.**
4. **Second Tuition Payment, Session #2 (weeks 5-8), is due Friday, July 6th.**
5. If payment is not received by the deadlines listed above, the Early Bird tuition rate cannot be applied to your account.
6. Paperwork necessary for the Early Bird deadline includes: Summer Camp Registration/Cost Form, Contract and Consent, Enrollment Application, Enrollment Agreement, and Consent for Medical Treatment.

CANCELATION / CHANGE POLICY

Sunshine offers a 100% no penalty cancellation policy - if the cancellation is made prior to the deadline.

- **The deadline to cancel a week of camp from session #1 (weeks 1-4) is Friday, June 1st**
- **The deadline to cancel a week of camp from session #2 (weeks 5-8) is Friday, June 29th**

A week may be canceled after the cancellation deadline. However, if a week is canceled after the deadline, you will be required to pay as follows:

- To receive the 50% refund, you must provide at least a one-week (5 business day) notice - prior to the week you wish to cancel. Your request must be made in writing by using the available Change Form (enclosed with your paperwork and available at each location's front desk).
- Canceling a week with less than one weeks (5 business day) notice will require a 100% payment for the tuition cost of that particular week, regardless of reason for non-attendance.

A week may be changed in the same manner as outlined in the above cancellation policy.

Please understand that Sunshine's advance reservation of busses, field trip tickets, hiring of staff, the purchasing of supplies, and other programming needs are based on camper reservations.

I have read, and understand, the EARLY BIRD TUITION POLICY AND THE CANCELATION/CHANGE POLICY.

Parent Signature: _____

Date: _____

ADVENTURE CAMP COST FORM SUMMER CAMP 2018

(ENTERING GRADES K-7)

Child's Name: _____

Grade Entering: _____

Are you currently attending a Sunshine Day Camp*: _____

If so, which: _____

* A Sunshine Day Camp Family is described as a family attending one of the following Sunshine locations. Fair Oaks Ranch, Mitchell, Valencia Valley, Pico Canyon, Stevenson Ranch, Oak Hills and Pinetree

Summer Registration Fee (Non-Sunshine Family) **\$25 per child** (please include in fee calculation below)

Section #1-ChooseLocation (Check Box)

Adventure Camp Locations-Entering Grades K-6

Fair Oaks 661-424-1900	Mitchell 661-298-9689	Oak Hills 661-259-0644	Pico Canyon 661-288-7983	Stevenson Ranch 661-290-2620	Valencia Valley 661-254-2687
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Section #2-select the weeks, days, and type of camp your child will be attending.

This information is necessary for us to properly plan and schedule the summer activities.

Session #1 June 18-July 13

Week	Dates	Attending (Write "Yes" or "No")	Check Days Attending						*THURSDAY: Optional Field Trip (circle if adding)	Weekly Tuition Totals	Tuition Rates (without Field Trip)	
			M	T	W	TH	F	Early Bird Rate Pay by May 25			Regular Tuition Pay After May 25	
#1	June 18-22							\$35-Magic Mtn.	\$	5 Day-\$185	5 Day-\$210	
#2	June 25-29							\$15- Castaic Lake	\$	4 Day-\$175	4 Day-\$200	
#3	July 2-6			closed				\$25- Golf N' Stuff	\$	3 Day-\$165	3 Day-\$190	
#4	July 9-13							\$15 Movies	\$	2 Day-\$145	2 Day-\$170	
Total for Session #1=									\$			

Session #2 July 16-August 10

Week	Dates	Attending (Write "Yes" or "No")	Check Days Attending						THURSDAY: Optional Field Trip (circle if adding)	Weekly Tuition Totals	Tuition Rates (without Field Trip)	
			M	T	W	TH	F	Early Bird Rate Pay by July 6			Regular Tuition Pay After July 6	
#5	July 16-20							\$15- Castaic Lake	\$	5 Day-\$185	5 Day-\$210	
#6	July 23-27							\$25-Aquarium	\$	4 Day-\$175	4 Day-\$200	
#7	July 30- Aug 3							\$35-Knott's	\$	3 Day-\$165	3 Day-\$190	
#8	August 6-10							\$15- Castaic Lake	\$	2 Day-\$145	2 Day-\$170	
Total for Session #2									\$			

Sunshine offers a 100% no penalty cancellation policy - if the cancellation is made prior to the deadline.

The **deadline** to cancel a week of camp from **SESSION #1 (weeks 1-4)** is **Friday, June 1st**. The **deadline** to cancel a week of camp from **SESSION #2 (weeks 5-8)** is **Friday, June 29th**. A week may be canceled after the cancellation deadline. However, if a week is canceled after the deadline, you will be required to pay as follows:

- To receive the 50% refund, you must provide at least a one-week (5 business day) notice - prior to the week you wish to cancel. Your request must be made in writing by using the available Change Form (enclosed with your paperwork and available at each location's front desk).
- Canceling a week with less than one week (5 business day) notice will require a 100% payment for the tuition cost of that particular week, regardless of reason for non-attendance.**

Summer Totals	
Registration Fee (\$25.00)	
Session #1	
Session #2	
Total for Summer Camp 2018	

Parent Signature: _____

Date: _____

SUNSHINE

DAY CAMP

SUMMER ENROLLMENT APPLICATION

Parent/ Guardian #1 Name: _____ Cell Phone: _____ Email: _____

Parent/ Guardian #2 Name: _____ Cell Phone: _____ Email: _____

Marital Status of parent/guardian: Married: _____ Separated: _____ Single: _____

Divorced: _____ Spouse/Partner Deceased: _____

Custody / Visiting Arrangements: _____

(Court documentation is required)

CHILD GENERAL INFORMATION

Child's Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Age: _____ Entering Grade on First Day of Camp (June 18): _____

Camp Location/Program Attending: _____

Parent's evaluation of child's personality: _____

Does your child have any allergies to foods or drugs? _____

If so, to what: _____

Would an individualized allergy prevention plan help your child's current allergy situation? _____

Does your child take any special/prescribed medications? _____

Behavioral Consideration-Parent/guardian understands that children will be required to follow program rules. Children/students may be suspended and/or expelled from the program for failure to meet behavioral or code of conduct expectations. Disruptive behavior to the program and learning environment can result in termination from the program. Children/students will be expected to respect their peers, Sunshine staff, and Sunshine/school property. Physical violence, swearing, fighting, etc. is prohibited. See *Enrollment Agreement* and *Parent Handbook* for additional information.

Special Needs Consideration-Sunshine is licensed childcare through the Department of Social Services. Sunshine is **not** a licensed special needs program, which has a different set of regulations and requirements. While Sunshine does not discriminate from enrolling children with special needs, parent/guardian understands that all children must follow the same behavioral requirements as outlined above. Please review carefully the Enrollment Agreement prior to enrolling to be sure the Sunshine program is an appropriate camp for your child. In addition, all children must be "ambulatory" per our license with the State of California. A child is "non-ambulatory" when he/she is not capable of demonstrating the mental competence and physical ability to leave a building without assistance of any other person. For questions or additional information, please see the program director.

Is there any pertinent medical information that we should be aware of? _____

Parent/Guardian Signature: _____

Date: _____

2018 ADVENTURE CAMP ENROLLMENT AGREEMENT

Please enroll _____ in Sunshine's _____ location.

_____ Initial	1.	Registration Fee (non-Sunshine Day Camp family only) -I understand the summer registration fee is non-refundable, not applicable to tuition, and is payable for each summer camp. The registration fee is for a child <u>NOT ATTENDING</u> a Sunshine Day Camp facility. A Sunshine Day Camp facility is one of the following: Fair Oaks Ranch, Valencia Valley, Pico Canyon, Stevenson Ranch, Oak Hills, Mitchell or Pinetree.
_____ Initial	2.	Tuition -I hereby agree to pay tuition prior to attendance, for each session, by check, money order, credit, or debit card. I understand that tuition will be charged weekly, but billed in 2 installments (sessions). Payment for Session #1 (weeks 1-4 of camp) is due Friday, May 25th. Session #2 (weeks 5-8) is due Friday, July 6. If you enroll after the deadline, payment is due on, or prior to, your child's first day of camp. I understand a \$25.00 returned check fee will be charged for each returned check and agree to pay this fee within one week of notification. I understand that after one check has been returned, I will be required to pay all remaining summer camp fees by money order, cashier's check, debit card, or credit card.
_____ Initial	3.	Cancellation Policy -I understand that I am responsible for payment for the weeks that I have signed up for. If you will be canceling a week of camp, it must be done PRIOR TO THE DEADLINE (see the cancellation policy for details). The deadline for Session #1 (weeks 1-4) is Friday, June 1 . The deadline for Session #2 (weeks 5-8) is Friday, June 9 . After this date, if I have not canceled any weeks, I will be charged for each week reserved regardless if my child attends or not. Cancellations must be made in writing using the Summer Camp Change Form (attached to enrollment packet and available at your camp location).
_____ Initial	4.	Camper Code of Conduct -I realize children attending the Sunshine Program will be required to follow all program rules, to ensure the safety and well-being of every child present. Students may be suspended and/or expelled from the program for failure to meet behavioral expectations. This includes but is not limited to biting, swearing, fighting, threatening, or other action that is harmful to other children both physically and emotionally. Disruptive behavior to the program and environment may also result in termination from the program. I further realize that I as a parent I will be asked to present myself in a "kid friendly" manner while I am on campus. This includes avoiding profanity, threatening/raised voice, etc. Parents will be asked to leave the premises, and may be removed from the program, for failure to follow Sunshine's policies and procedures.
_____ Initial	5.	Contract & Consent -I understand my child will be participating in many types of activities (i.e. field trips, water play, swimming, playground structures, etc.). I hereby authorize my child to participate in these activities and understand there is potential risk of injury during these activities. I understand the Sunshine Program and staff will not be held liable for student injury; or loss, damage, or theft of property while my child is in attendance at Sunshine. I understand and agree with the arbitration / dispute resolution policy as explained in the Sunshine Parent Handbook. I hereby release and discharge the Sunshine Day Camp programs; it's employees and owners/officers, from all liability arising out of or in connection with the above-described activities.
_____ Initial	6.	Sunscreen Policy -I have received and understand the sunscreen policy as stated in the enrollment paperwork and parent handbook. I understand that sunscreen can only be administered to my child if I have signed the authorization form and provide the sunscreen I wish to have administered to my child.
_____ Initial	7.	Potty Training -I understand that my child must be fully potty trained in order to enroll in a Sunshine program.
_____ Initial	8.	Group Supervision/Staff Ratios -I understand that Sunshine maintains a ratio of adult to child as specified by State regulations outlined by the Department of Social Services. This means that staff supervises "groups" of children, and cannot watch each child individually at all times. Ratios for the school age program will not exceed 14 children per one staff. Staff is trained to position themselves to be able to observe multiple children at once.

_____ Initial	9.	Accident & Injury- I understand that if my child is injured while at Sunshine, and requires medical attention, you and your health insurance will be the primary source responsible for payment of the cost of treatment for your child. Sunshine Day Camp has a student accident policy that <u>may</u> help with out of pocket expenses (co-pays) that may arise. See handbook for additional details.
_____ Initial	10.	Electronic Devices/Cell Phones- I understand that Sunshine discourages children bringing electronic devices, or other expensive items to Sunshine. I understand that Sunshine is not responsible for loss, damage, or theft of personal items. Further, Sunshine discourages the use of cell phone while at Sunshine. If a personal call needs to be made via cell, the child must first inform a staff member. Further, Sunshine prohibits the use of any electronic device (including cell phone) for internet, social media, pictures, video, or other reason while the child is at the program.
_____ Initial	11.	Transportation- I understand my child may be transported by a chartered school bus or in a Sunshine van during camp. I understand that my child is required to follow Sunshine’s bus and van rules. These rules include, but are not limited to, sitting at all times, leaving seatbelts locked and secure, keeping hands to themselves, keeping hands inside the vehicle, refraining from yelling or screaming, and being respectful to all passengers and the bus driver or the youth bus van driver. Students may be expelled from the program for failure to meet behavioral expectations.
_____ Initial	12.	Hours of Operation- Sunshine is open Monday through Friday from 6:30am – 6:30pm. During summer camp, please refer to departure and return times of field trips. <u>Campers that miss the departure times will miss the trip.</u> No refund is available for missing departure times (tickets/bus reservations are premade).
_____ Initial	13.	Late Pick-up Fee- I understand that if my child remains at Sunshine past the scheduled closing time of 6:30 p.m., a late pickup fee will be charged. Any more than three late pick-ups may be cause for termination from the program. Sunshine staff will make every attempt to contact an authorized person to pick up my child in the event I cannot be reached and I am over an hour past the 6:30pm, the closing time of the center. If the Sunshine staff is unsuccessful in contacting any authorized person(s) to pick up my child by 7:30pm, the Department of Children’s Services will be called to care for my child until I can be reached.
_____ Initial	14.	Sign In & Sign Out Procedures- I understand I must sign my child in and out of Sunshine’s Program daily and that I may be subject to a \$25.00 fine if I fail to do so. I understand that Sunshine is not responsible for my child until he/she is signed in. Should I wish to have my child released to another adult, I will send my written authorization. This adult will be required to show photo identification.
_____ Initial	15.	Pictures, Video & Social Media- I understand that Sunshine takes pictures of program activities used for program publicity and Sunshine’s social media pages. Pictures are only taken under the direction of the director, and for publicity purposes only. Staff are prohibited from taking pictures of the children for personal use. I understand and consent that my child(ren) may be in those event-related videos/photographs. While photos/videos may be used, child names and other personal information of children never will be. If you <u>do not</u> want your child to be included in promotional pictures <u>do not</u> initial this section, and notify your director.
_____ Initial	16.	Updated Parent Handbook- I understand a more comprehensive list of all of Sunshine’s policies and procedures can be found at www.sunshinedaycamp.com/handbook . I agree to abide those contained therein. I understand that Sunshine reserves the right to discontinue services at any time.

Parent / Guardian Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

SUNSHINE

DAY CAMP

CONTRACT & CONSENT

The undersigned parent(s) or guardian(s) of _____, a minor child, hereby enroll said child in Sunshine Day Camp and agree to abide by all policies of the center.

I/we understand the Parent Registration Handbook, and Sunshine's Tuition, Admission and General Policies and agree to abide by them and to cooperate with Sunshine's management in all matters concerning the operation of the program and the wellbeing of the children enrolled therein. I hereby acknowledge that I have received a copy of the Parent Registration Handbook and the Tuition, Admission and General Policies Agreement of Sunshine Day Camp programs.

I understand that my child may be suspended and/or expelled from Sunshine should my child or I fail to comply with Sunshine code of conduct or other outlined policies and procedures.

The above listed child has my permission to participate in all activities that are part of the Sunshine Day Camp program. These activities include use of playground, sports, games, field trips, arts, crafts, cooking, science, and other active play experiences typical of a summer camp / preschool / school-aged child care program. At times, this may also include swimming. I do understand, as with many active activities, there is potential risk of injury to my child.

I understand that Sunshine Adventure Camp maintains a ratio of adult to child as specified by State regulations outlined by the Department of Social Services. This means that staff supervises "groups" of children, and cannot watch each child individually at all times. Ratios for the school age program will not exceed 14 children per one staff. Ratios for the preschool program will not exceed 12 children per one staff. Staff is trained to position themselves to be able to observe multiple children at once.

I, the undersigned, hereby release and discharge the Sunshine Day Camp programs; it's employees and owners/officers, from all liability arising out of or in connection with the above-described activities. For the purposes of this agreement, liability means all claims, demands, losses, causes of action, suits or judgments of any and every kind that I, my heirs, executors, administrators may have against the camp because of any death, personal injury or illness, or because of any loss or damage to property that results from any cause other than negligence of the camp/program.

I have no objection to my child being included in photographs, slides or movies taken at the camp / school which might be used for purposes of program publicity.

I have read and agree to all of the statements in this document.

Signature of Father / Legal Guardian: _____ Date: _____

Signature of Mother / Legal Guardian: _____ Date: _____

*****Admittance to our programs will be denied if this form is incomplete.*****

Updated 4/2018

IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	BIRTHDATE
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	HOME TELEPHONE ()
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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2018 SUMMER CAMP CHANGE FORM

Child's Name: _____ Date: _____ Camp Attending: _____

100% Refund (No Penalty) Cancellation Policy

Sunshine offers a 100% no penalty cancellation policy. However, to receive a full refund the cancellation must be made prior to the change deadline (see below).

- The **deadline** to cancel a week of camp from **SESSION 1** (weeks 1-4) is **Friday, June 1**
- The **deadline** to cancel a week of camp from **SESSION 2** (weeks 5-8) is **Friday, June 29**

50% Refund (After the Deadline) Cancellation Policy

A week may be canceled after the cancellation deadline. However, if a week is canceled after the deadline, you will be required to pay as follows:

- To receive the 50% refund, you must provide at least a one week (5 business day) notice for the cancellation. Your request must be made in writing by using the Change Form.
- Canceling a week with less than one week (5 business day) notice will require a 100% payment for the tuition cost of that particular week, regardless of reason for non-attendance.

Circle the week you are changing/canceling

		Dates	Please Circle One			Cancel/Change/Add	Parent Notes/Explanation of Change
Session #1	1	Week of June 18	Cancel	Change	Add	M T W TH F	
	2	Week of June 25	Cancel	Change	Add	M T W TH F	
	3	Week of July 2 <i>(Closed Wed. July 4)</i>	Cancel	Change	Add	M T TH F	
	4	Week of July 9	Cancel	Change	Add	M T W TH F	
Session #2	5	Week of July 16	Cancel	Change	Add	M T W TH F	
	6	Week of July 23	Cancel	Change	Add	M T W TH F	
	7	Week of July 30	Cancel	Change	Add	M T W TH F	
	8	Week of August 6	Cancel	Change	Add	M T W TH F	

Parent Signature: _____ Date: _____

* If this form is not signed and dated by a Sunshine employee it will not be valid, and your changes will not be accepted.

-----For Office Use Only-----

Date Received From Parent: _____ Within Cancellation Deadline: _____ Date Change Entered Into System: _____

Staff Notes: _____

Staff Name: _____ Signature: _____ Date: _____