

2016 E.S.P. Summer Fun Camp

Mail completed application & activity fee (check/M.O.) to: 545 N. Upper St. Lexington, KY 40508

Date Rec'd: _____ Pay Type: _____
Confirmation: _____ Amount: _____

Please indicate the week(s) your child will attend: School begins 8/10/2016. * The week of July 4th will not be prorated*

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
6/6 – 6/10	6/13 – 6/17	6/20-6/24	6/27 - 7/1	(closed 7/4) 7/5 - 7/8	7/11 - 7/15	7/18 – 7/22

You are not guaranteed additional weeks other than the above indicated after the application has been received. You may drop weeks until May 20th and not be charged for those weeks.

PLEASE CHECK ONE :

☐ NORTHERN ELEMENTARY
340 ROOKWOOD PKWY (05)

☐ MAXWELL ELEMENTARY
301 WOODLAND AVE. (08)

☐ LIBERTY ELEMENTARY
2585 LIBERTY RD. (09)

☐ WELLINGTON ELEMENTARY
3280 KEITHSHIRE WAY (03)

Weekly fees for ESP Summer Fun Camp: 1 Child \$ 100.00 per week 2 Children \$ 190.00 per week 3 Children \$ 270.00 per week PAYMENT IS DUE MONDAY	Activity Fees: 4 weeks or more: \$75.00 per child 3 weeks or less: \$50.00 per child The activity fee is non-refundable and due when registering for camp.	The weekly fee can be paid on site with check &/or money order ONLY. Credit Cards are accepted ONLY at the main office either in person or over the phone. There is a 5% discount if you pay in full for 3 weeks or more of camp before the first day of camp.
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Do you receive assistance of any kind? ☐ Yes ☐ No If yes, what agency?: _____

PLEASE PRINT ALL INFORMATION LEGIBLY AND USE SEPARATE FORM FOR EACH CHILD

Student Name: _____ Birth Date: _____ Grade (entering): _____

T-Shirt Size: (circle one) Child: 6/8 10/12 14/16 Adult: S M L Height (in inches): _____ Gender: ☐ M ☐ F

Address of Student: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

Mother/Guardian's Name: _____ Father/Guardian's Name: _____

Cell Phone: _____ Cell Phone: _____

Place of Employment: _____ Place of Employment: _____

Work Phone: _____ Work Phone: _____

Child lives with: ☐ Both Parents ☐ Mother ☐ Father ☐ Guardian

ESP requires all parents/guardians to provide legal documentation for any custody /or payment arrangement

EMERGENCY CONTACT AND CHILD RELEASE AUTHORIZATION (ASIDE FROM PARENT/GUARDIAN LISTED ABOVE)

Name _____ Relationship to Child _____ Phone _____

Name _____ Relationship to Child _____ Phone _____

Name _____ Relationship to Child _____ Phone _____

Name _____ Relationship to Child _____ Phone _____

Note: We cannot release your child to anyone other than the parent/guardian with whom the child lives or the persons listed on this form. Individuals should be prepared to show identification. Only the signee of the application can make changes to this form.

List any medical/physical limitations/precautions (food/insect/environmental allergies, frequent exhaustion, recent surgery, accidents etc.): _____

Does your child need an accommodation due to disability in order to fully participate in this program? (ex: sign language interpreter, one-on-one supervision, etc.) ☐ Yes ☐ No

If yes, please describe: _____

If medication is taken on a daily basis please alert Site Director on first day of camp and appropriate forms will be filled out at that time. (Dosage and time to be given must be marked on the **original medicine container** sent to ESP.)

Please list child's current medications: _____

What is this medication for? _____

Family Physician: _____ Phone: _____

Hospital choice in case of emergency: _____

CHILD'S NAME: _____

MEDICAL CONSENT AGREEMENT AND RELEASE:

(1) I hereby authorize the Lexington-Fayette Urban County Government (its agents, employees, representatives, elected or appointed officials or designee(s)) and the agents or employees of its Division of Parks and Recreation (collectively referred to as "LFUCG"), to act for me according to their best judgment in any emergency requiring medical attention for me or my son, daughter, or ward and/or to treat me/my child for any injury/illness that I/he/she sustains during participation in any designated Parks and Recreation activity. Also, I waive and release the LFUCG from any and all liability for any injuries or illnesses incurred while participating in the above activity(s).

(2) I understand that I am responsible for any costs incurred due to injuries received in participating in the above activity(s) covering medical and dental expenses. I further accept responsibility that I and/or my son, daughter or ward, is physically able to participate in the above activity(s).

SIGNATURE OF PARENT/GUARDIAN: _____ **DATE:** _____

PARENT AGREEMENT:

(1) I have read the E.S.P. Parent Handbook and will comply with all the policies and procedures stated therein. I also agree to abide by the Civility Policy detailed in the Parent Handbook. I understand that failure to adhere to these policies may result in my child's termination from the ESP Summer Fun Camp.

(2) I understand that by signing this application I am responsible for payment and will comply with payment deadlines as detailed in the Parent Handbook.

Guardian Social Security (last 4 digits): xxx- xx- ____ Guardian Date of Birth: _____

(3) I have accurately stated all medical/health concerns and listed any and all medication my child may need. I understand I must provide any medicine needed and sign a medical log each day. I understand that failure to accurately list medical concerns and/or provide an immunization record is grounds for dismissal from the program.

(4) Please check NO if not giving LFUCG Parks & Recreation permission to use child's photo in promotional literature: ☐ No

(5) I UNDERSTAND THAT IF I HAVE NOT CANCELLED THE WEEKS I INDICATED ON APPLICATION BEFORE MAY 20, 2016, I WILL BE RESPONSIBLE FOR PAYMENT REGARDLESS OF ATTENDANCE.

SIGNATURE OF PARENT/GUARDIAN: _____ **DATE:** _____

WAIVER AND RELEASE AGREEMENT:

(1) The undersigned (being of lawful age and the parent/guardian of the undersigned student) having requested that their minor child participate in the ESP Summer Fun Camp and related events and activities; and whereas the Lexington-Fayette Urban County Government, Division of Parks & Recreation and the Fayette Public Schools are willing to let their minor child participate in the Extended School Program. The undersigned do hereby waive, release, and discharge the Lexington-Fayette Urban County Government, Division of Parks & Recreation and the Fayette County Public Schools from any and all claims, actions, demands, and unknown foreseen and unforeseen bodily/personal injuries and property damages, and consequences thereof resulting from the activities of the Extended School Program.

(2) It is understood that for, and in consideration of, granting permission for their minor child to participate in the Extended School Program that the undersigned hereby acknowledges that they have received a copy of the Extended School Program Handbook, have thoroughly familiarized themselves with its contents, and agree to obey and abide by all the rules and regulations contained herein. The undersigned fully declares that they have admonished their minor child to conduct themselves properly at all times and have advised their child that if he/she should believe any of the facilities or equipment to be unsafe to immediately advise his/her counselor of such condition and refuse to participate further in the activity.

(3) The undersigned acknowledges and understands that the Lexington-Fayette Urban County Government provides only minimal medical expense benefits through an Accidental Death and Dismemberment insurance policy for the Extended School Program. Benefits provided under this policy are supplemental only to the extent of policy limits and comes into effect only after all primary funding sources available have been exhausted. Any deductible amounts will be the sole responsibility of the participant. The Urban County Government itself will not provide any form of medical insurance and the Urban County Government, its representatives, supervisors and employees will not be responsible for any expense incurred due to any injury to my child during participation in the Program. Should the undersigned determine that additional coverage is required said coverage shall be the sole responsibility and expense of the participant. I hereby assert that I fully understand and agree to these waivers and agreements.

SIGNATURE OF PARENT/GUARDIAN: _____ **DATE:** _____

FIELD TRIP RELEASE:

As a part of our camp program, field trips may be taken. The camp will give advanced notice concerning the location and the type of each individual field trip and any special items that may be needed. If we schedule a trip where the entire camp goes, ALL campers present that day are required to attend. Please sign below to give your child(ren) permission to attend field trips and off-site activities.

SIGNATURE OF PARENT/GUARDIAN: _____ **DATE:** _____

****Please Keep For Your Records******Parent Handbook-Summer**

The Extended School Program (ESP) Summer Fun Camp is an exciting program designed to provide summer activities for your child at a reasonable cost. ESP is a cooperative venture of the Lexington-Fayette Urban County Government Division of Parks and Recreation and select Fayette County Public Schools. It offers student enrichment opportunities to include educational support, positive socialization skills and a variety of leisure activities. The ESP program is licensed by the state of Kentucky. This handbook has been designed to provide you with important information and the policies of ESP Summer Fun Camp.

Administration and Staff

ESP is administered through the Division of Parks and Recreation. Each ESP site is staffed with a site director who has (or is working towards) a degree in education, recreation, psychology or a closely related field. This person is responsible for close communication with the school principal, staff and participating students. The site director will also ensure quality in program curriculum and will provide continuity between the ESP activities and regular school policies with regard to student conduct. Program staff will include school staff, college students and other individuals skilled in various leisure activities. These individuals will program the daily activities and provide the recreational support. ESP will maintain a student to staff ratio of 15-1. All site personnel will receive adequate in-service training prior to employment.

Activities

Both indoor/outdoor learning opportunities are provided with time for active play as well as time to relax, read, and participate in quiet activities. Activities include arts and crafts, recreational games, music, drama, and science experiments. During Summer Fun Camp, the students will be outside of the school building approximately 90% of the day. Please dress your child(ren) appropriately for the outdoors.

Costs

An activity fee is due with the application for summer camp. If your child registers for three weeks or less, a \$50 activity fee is due with the application. If your child registers for four weeks or more, a \$75 activity fee is due with the application. The activity fee covers the cost of a camper t-shirt, all camp field trips and the registration fee for camp. The weekly fee includes breakfast and snack. All campers must provide a sack lunch daily.

All weekly fees are due each Monday. Please give your checks (payable to Parks and Recreation) to the ESP site director or program secretary. **A \$15.00 late fee will be assessed to all accounts NOT PAID by 6:00 p.m. on Wednesday.** Please keep your weekly fees current-your child could lose his/her spot in the program due to a delinquent account. Your tuition pays for direct operating costs of the program. When you enroll, you are reserving the staff, space and provisions for your child. Therefore, you are responsible for payment whether your child attends or not. Dropping weeks that your child is enrolled to attend without penalty will be accepted through May 20th. **The parent or guardian who signs the application is responsible for payment. In the event of shared / joint custody, ESP must be notified of specific billing arrangements before your child starts the program. We are unable to split accounts without a court order.**

Holidays/Program Closings

ESP will close on July 4th in observance of Independence Day.

Arrival & Pick-up

An adult (minimum of 16 years old) must sign each child in and out of the ESP program. Failure to sign in or out can result in the termination of ESP services. Parents must enter their child's arrival and departure time on the sign in/out form. Parents or an authorized person must accompany the child to and from the ESP camp location. The ESP staff cannot accept responsibility for children dropped off that have not been signed in by an adult. ESP opens at 7:15 am. Closing time is 6:00 p.m. Should a child be picked up after the closing time, the parent or guardian is assessed a penalty of \$5.00 at 6:05 p.m. A \$5.00 charge for every additional five (5) minute period per child will be added to the weekly fee. After 6:00 p.m., if a parent has made no contact, a responsible party from your emergency contact list will be contacted to come to the site and pick up your child. If no one is available from your emergency list, the local police will be contacted at 7:00 p.m. and the child will be taken into protective custody until a parent can be located. Failure to pick up your child by 6:00 p.m. on a regular basis is grounds for dismissal from the ESP program.

The only persons allowed to pick up a child are those indicated on the child's authorization form. The staff reserves the right to ask for proper identification and to refuse to release the child if a person is not on the child's authorization form. If someone other than the parent or guardian is to pick up the child, a signed note must be sent to the site and it must be indicated on the sign in/out form for your child for that day. **The only person authorized to make changes to the application (including the pick-up list) is the signee of the application. In the event of shared or joint custody two applications will be required and ESP can request a copy of a court order. All applications are confidential and cannot be viewed outside of ESP Staff and/or state childcare authority.**

Illnesses

ESP cannot provide for sick children. Please do not send your child to the program if he/she is ill. We are concerned for the health and welfare of each child; therefore, we require that your child be picked up as soon as possible in the event that he/she becomes ill at the program.

Behavior Management

Standards of behavior in the ESP sites parallel those in the school classroom. Children are expected to respect the staff and to follow the rules. All rules are directed toward avoiding injury to persons or property while insuring fairness.

To insure a safe, courteous and positive environment, it is necessary to firmly deal with unacceptable behavior. Discipline in ESP is assertive rather than aggressive. A disruptive child may be removed from a group situation to regain self-control or be denied a privilege. The goal of the program is for children to accept responsibility for their own behavior, both the rewards and consequences. Any form of discipline that would impair a student's self-respect is avoided.

In the event that a child's behavior endangers another child or staff's welfare, is destructive to property, or disrespectful to authority, he/she will be given a discipline referral with a copy given to the parent. In the event that the site director deems it necessary, parents may be called to pick up their child immediately. Three discipline referrals during the summer will result in the child being dismissed from the program and a 6-month suspension from ESP (summer and school year) from date of last discipline referral.

Please help us provide a safe, courteous environment for all students and staff by emphasizing appropriate behaviors at home and by supporting the ESP staff in the event that a discipline problem may arise. Our goal is to assist children in learning to take responsibility for their actions and receive the natural rewards and consequences that their actions may bring. Behavior management is a day-to-day lesson in learning to make correct choices as well as learning how to interact positively with both children and adults.

ESP Civility Policy

It is the intent of The Extended School Program to provide a positive environment for socialization as well as learning. To that extent, every adult that comes through the doors becomes a role model for positive socialization skills and effective problem management. The Extended School Program reserves the right to deny service to any child whose family members or associates do not exhibit the appropriate behavior for an environment of growth and learning. All parents and associates are reminded that displays of anger, inappropriate behavior, and physical abuse can result in the termination of services to that entire family. The ESP management staff reserves the right to determine what constitutes an infraction. Swearing, threatening gestures, raised voices, and intoxication are several good examples. Serious infractions may be referred to the proper authorities.

Emergency Situations

In the event of an emergency or natural disaster, the following procedures will be in effect.

All children will follow the school site disaster plan that is posted. All children will be kept at the school until they are picked up by the parent or other authorized person. A person authorized by the parent to pick up a child will be asked to present identification to the staff. Should it be necessary to evacuate children from the school, the evacuation site will be posted on the school door and every effort will be made to contact parent or guardians. Staff members will remain at the site with the children until they are released to the parent or authorized person. Please keep the emergency information sheet in your child's file current to assist the ESP staff in the event of any emergency.

Parent Involvement

Families are an important part to ESP. Needed information will be posted near the ESP sign in/out area. Please check here regularly for information on upcoming events. IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL THE PARKS & RECREATION ESP OFFICE AT (859) 288-2929. OUR OFFICE IS OPEN MONDAY – FRIDAY FROM 9:00 A.M. –5:30 P.M.

Tax Information

The Lexington-Fayette Urban County Government tax ID number is 61-0858140. The address for Parks and Recreation is: 545 North Upper Street, Lexington, Kentucky 40508. We do not automatically provide yearly reports. Please save your cashed checks for your records. Receipts are available weekly from the site bookkeeper or by calling the ESP office for your childcare costs.

