



# PRE-K & KDG SUMMER CAMP

6/20/23-8/25/23

7:30 AM - 5:30 PM

Early bird &  
Extended  
Care  
Available!

**\$0-\$100**

Registration plus a  
\$175 activity fee  
deposit will secure  
your spot for the  
entire Summer!



Open to ages 3-5  
(entering PreK or  
Kindergarten)



meals & snacks included



\$200 per week

**Spend your summer days with our MSDE/OCC certified preschool staff as we explore weekly themes through art, writing, music, science, and other play activities. Field trips and special visitors will highlight our learning & fun this summer!**

**For more info: (410) 629-1630 | Visit us: [www.berlinactivitiesdepot.com](http://www.berlinactivitiesdepot.com)**





# 2022-2023 BES Summer Camp Program (PreK -K)

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_ T-Shirt Size \_\_\_\_\_

We are excited that you have chosen Berlin Education Station for your summer fun and we look forward to working with you! This is our registration packet, please take the time to accurately answer each question and fill in each blank carefully as this information is critical for BES to effectively care for your child this summer.

| Weekly Camp Pricing                   |       |
|---------------------------------------|-------|
| Weekly Tuition Rate<br>730am – 530 pm | \$200 |
| Early Bird Care<br>645am – 730 am     | \$40  |
| Extended PM Care<br>530pm – 6pm       | \$20  |

| Registration Fees |       |
|-------------------|-------|
| Prior to 3/15/23  | \$0   |
| 3/16-4/30/23      | \$50  |
| After 5/1/23      | \$100 |

There is a \$175 **NON-REFUNDABLE** fee required to hold your child's spot for the summer camp. This activity fee will cover the costs for field trips, special visitors, T-shirts and any extra camp activity costs. Camp will run Mon-Fri, no partial weeks available.

| Week                                    | Dates                       |
|---|-----------------------------|
| Week 1 – Moovin' & Groovin' into Summer | 6/19-6/23 (BES Closed 6/19) |
| Week 2 – Barnyard Palooza               | 6/26-6/30                   |
| Week 3 – Stars & Stripes                | 7/3-7/7 (BES Closed 7/4)    |
| Week 4 – Under the Sea                  | 7/10-7/14                   |
| Week 5 – Island Explorer                | 7/16-7/21                   |
| Week 6 – Color Wars                     | 7/24-7/28                   |
| Week 7 – Ooey Gooey Science             | 7/31-8/4                    |
| Week 8 – To Infinity & Beyond           | 8/7-8/11                    |
| Week 9 – Water, Water Everywhere        | 8/14-8/18                   |
| Week 10 – Carnival Week                 | 8/21-8/25                   |

## SUMMER ENROLLMENT CONFIRMATION

By signing below, I agree to all conditions of summer enrollment for my child \_\_\_\_\_ at BES for 2023 Pre-K/K Summer Camp. Weekly tuition rate is \$200 for 730am-530pm.

\_\_\_\_\_ Early bird care (645-730 am) add \$40/week

\_\_\_\_\_ Extended PM Care (530-6 pm) add \$20/week

TOTAL WEEKLY TUITION \$ \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## PARENT ACKNOWLEDGEMENTS

Please read and initial by each statement. Sign the bottom of this form and return it with activity fee payment to register your child.

\_\_\_\_\_(initial) I understand that tuition is due on the Friday before each week of camp by 12 noon. I will either pay through the ProCare app or put a card on file to be charged. I understand that if tuition is not paid on time, there will be a \$15 late fee applied. I understand that if my tuition payment is declined, a \$35 decline fee will be added to my account and all fees will need to be paid in full for my child to participate in Summer Camp. REMINDER – no cash or check payments. All payments made through ProCare.

\_\_\_\_\_(initial) I understand that cell phones/electronics are NOT permitted at BES during summer camp. If a child brings in an electronic device, it will be taken to the BES front office and can be picked up by parents only.

\_\_\_\_\_(initial) I agree to enroll my child in the 2023 Pre-K/K Summer Camp program at Berlin Education Station. I understand that a 30 day notice is required to change/terminate my child's summer camp enrollment. This includes dropping early bird or extended PM care. Activity Fee is NON REFUNDABLE

\_\_\_\_\_(initial) I give permission for my child's photo to be taken while participating in BES Summer Camp activities. I understand that these photos will be taken on BES electronic devices and shared with me through the secure ProCare link. I give permission for BES to use photos of my child for marketing or advertising purposes.

\_\_\_\_\_(initial) I understand that my child must arrive at summer camp with sunscreen applied and that I must provide a labeled bottle of sunscreen to be used throughout the day or use our house sunscreen. I understand that staff will assist and remind my child to apply sunscreen as needed throughout the day.

\_\_\_\_\_(initial) I will not send my child to camp if he/she is not well enough to participate in all activities. I understand that my child must be symptom free (fever, vomit, diarrhea, rash, etc) for a complete 24 hours WITHOUT MEDICATION in order to be healthy enough to participate in camp activities.

\_\_\_\_\_(initial) I will send my child to camp on field trip days with their camp T-shirt. I understand that if my child arrives without a camp shirt that I will be charged \$15 for a replacement shirt.

\_\_\_\_\_(initial) I affirm that I have received the BES Parent Handbook and will comply with all policies stated within.

Child's Name \_\_\_\_\_

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use:    Registration fee pd \_\_\_\_\_    Activity Fee Paid \_\_\_\_\_    all paperwork returned \_\_\_\_\_

# Important Information

## PICK-UP/DROP-OFF

Campers may be dropped off and picked up anytime in between the camp hours of 7:30AM and 5:30PM, unless you have paid for early bird or extended day care. You will need to sign your child in and out of the ProCare system every day.

- **LATE PICK-UP FEE:** The late pick-up fee is \$5 per minute. It begins at 5:30 pm unless your child is enrolled in Extended PM Care. Extended PM Care ends at 6:00 and there will be a \$5 per minute charge after this time.
- **PICK-UP AUTHORIZATION:** Campers will not be permitted to leave with someone that is not listed on their pick-up authorization sheet. Anyone picking up a camper will need to show identification to the front desk staff. Please be aware of these rules as they are in the best interest of all children attending our camp. BES must be notified if someone that is not on the list is picking a child up at least 24 hours in advance and will also need to bring valid picture ID such as driver's license.

## DAILY INFORMATION

Campers will need to arrive each day ready to play and have fun! There are certain policies to help make sure everyone arrives ready for camp each day.

- **CLOTHING:** Athletic apparel is recommended but not required. Campers should refrain from wearing loose clothing or really tight jeans because it is a safety hazard during activities. Athletic shoes (no flip flops or open toed/open backed shoes) are required. Please make sure your camper has an extra set of clothes in their backpack each day in case we get messy!
- **CAMP BEHAVIOR:** Campers are expected to behave in a positive manner. All campers must treat other campers and camp staff with respect. Campers may be asked to "go to the cozy corner" of an activity or have a "thinking time" away from the group if the director or a camp counselor feels it is necessary to calm down. We encourage children to own their emotions and will help them learn to self-regulate as much as possible. If a child's behavior continues to be a problem, BES staff will contact parents and may have to send a child home.
- **MEALS:** BES will provide breakfast, lunch & an afternoon snack each day. NO outside food should be brought into the center. However, it may be necessary to pack lunches for field trips – we will notify you when this is necessary. If your child has any dietary restrictions or allergies, we will need a Dietary Modification Form and will adjust our meals/snacks as needed. Please see Ms. Judi for more information.
- **WATER BOTTLES :** Please send your child to camp each day with a labeled water bottle full of cold water. We have water fountains for refilling throughout the day as needed. These bottles must be taken home each night and washed.
- **REST/QUIET TIME:** All Pre-K/K campers will have quiet time and/or rest time built into their daily schedule; This will allow all campers some time to unwind and nap (for our younger campers) or relax. Teachers may ask for children to bring in bedding or a beach towel for quiet time. Any personal items will be sent home weekly to be washed.

## **Field Trips**

Every week Berlin Education Station Summer Camp will be embarking on field trips. The campers must be in attendance by **830am** sharp to be ready for the trip. We will have additional offsite learning experiences and field trips throughout the summer and will be sure to let you know when we embark on additional adventures.

- No camper will be permitted to attend a field trip without a signed permission slip.
- All campers going on the trips must be present at BES by **8:30am** or as otherwise specified and must be wearing a CAMP T-shirt. If your child does not have their shirt on, you will be charged for another one.
- All campers will attend field trips. There will not be a staff member at the center to care for them. If you do not want your child to attend a field trip, please, do not send them to BES that day.
- Each field trip's instructions and requirements may differ and will be provided to parents/guardian in advance, any changes to our itinerary will be given out that week of camp. If a parent wishes to join their child, they must pay the entry fee for themselves. We always welcome chaperones!
- Water park field trips require participants to be 5 years or older to attend without an additional guardian present. To attend pool and water park trips campers must be able to swim.
- Field trip fees are not refunded if your child does not attend the trip.
- BES reserves the right, without refund, to refuse any child not exhibiting proper behavior to attend any given field trip. There is no alternative care if a child is unable to attend a field trip.
- Tuition is based on onsite & offsite activities and not based on field trips. Field trips are covered by activity fees.

Field trip schedule posted at the beginning of the month.

Once all field trips have been confirmed and booked, we will send home a permission form with details that will need to be signed and returned to the office.

We will have summer calendars with events & activities available by May and will send them out to all enrolled campers.

## **Last Week of Summer 8/28-8/31/23**

Berlin Education Station will offer childcare for the last week of August (Monday – Thursday) on a sign up/drop in basis. There will be information about cost and availability sent out to families in June. There will be no field trips this week. More information to follow – stay tuned!