

# PLEASE READ BEFORE YOU FILL OUT YOUR PACKET

## Things you need to know when filling out Summer S'Cape Packets

1. *Authorization for emergency medical care form* must be notarized. **(ERC does notarize)**
2. *Immunization records* DO NOT need to be filled out if your child is attending public school.
3. If your child needs to take Tylenol or any other pain reliever, you must fill out the *self administration of medication form*.
4. If your child is not on any other medication, you can disregard the *short-term and long-term medication forms*.
5. *Parental permission for field trips* must be signed and dated under EACH trip.
6. If you DO NOT want your child to swim or dive at the swimming pool, please leave the line blank on the *Swim and Dive Policy Form*.
7. Make sure to read through the entire *parent manual*.

**Refund and Roll over Policy:** Refunds will be given to those who notify the ERC front office staff by the Thursday prior to the week the child is enrolled. You are only allotted a total of 3 roll over days. If you pay weekly, no refunds will be given for Fridays.

**Summer S'Cape will be closed on Wednesday, July 4<sup>th</sup>!**

In an effort to honor those families who use Summer S' Cape for the majority of the summer and as their first choice for summer daycare, we are trying a new enrollment process this year. We will reserve spots to the first 50 full time packets and 10 part time packets that are returned with a \$75 deposit. The following will be used as the criteria for those who desire a reserved spot at your location of choice.

## **FULL TIME REQUIREMENTS**

**4 or more days a week**

**And at least**

**6 out of the 9 weeks**

**SPOTS WILL BE SAVED FOR THE FIRST 50 RETURNED PACKETS WITH THE FOLLOWING CRITERIA:** Once you have indicated your child will attend for AT LEAST 6 out of the 9 weeks, we will hold your spot for the entire summer with a \$75.00 deposit. Once your child has attended 5 weeks, your \$75.00 deposit will be applied toward your 6th week. Failure to attend one of your indicated weeks without notifying the front office will result in the loss of your \$75 deposit. Payments are still required by Thursday before the following week of attendance.

## **PART TIME REQUIREMENTS**

**3 days a week or less**

**And at least**

**6 out of the 9 weeks**

**SPOTS WILL BE SAVED FOR THE FIRST 10 RETURNED PACKETS WITH THE FOLLOWING CRITERIA:** Once you have indicated your child will attend for AT LEAST 6 out of the 9 weeks, we will hold your spot for the entire summer with a \$75.00 deposit. Once your child has attended 5 weeks, your \$75.00 deposit will be applied toward your remaining weeks. Failure to attend one of your indicated days without notifying the front office will result in the loss of your \$75 deposit. Payments are still required by Thursday before the following week of attendance.

**Refund and Roll over Policy:** Refunds will be given to those who notify the ERC front office staff by the Thursday prior to the week the child is enrolled. Any changes/roll overs made past Thursdays will result in a \$5.00 per day charge.