

May 2009

Dear Summer Care Parents,

Welcome to HCA Summer Daycare! We hope this letter answers most of your questions about our summer care program.

Dates and Times

Summer Care will be from May 25th – July 24th. The hours of operation are 6:30 a.m. - 6:00 p.m. If your child is not picked up by 6:00 p.m. there will be a late charge of \$1.00/per minute for every minute you are late.

Cost

There is a non-refundable \$30.00 registration fee. We charge \$100.00 per child per week. If your child will only be there for only 2 days during the week the fee is \$30.00 a day per child. **ALL** payments for full-time students are due on Monday each week and part time students are due the last day of the week that the student is in summer care. We accept Visa and MasterCard. Make all checks out to HCA.

Dress Code

The children may wear knee-length shorts or pants. No spaghetti straps or aggressive themed shirts. If you have any questions regarding this, please check with the administration.

Food

Since the students will not be able to order anything from the lunch room, each child will need to bring his/her own lunch and snacks. Please be mindful, that the 3 and 4 year olds **must** continue to follow the meal patterns. We will be able to refrigerate and /or heat up lunch and snack items. Our morning snack will be around 8:00-8:30 and our afternoon snack around 3:00-3:30. Lunch will be at 12:00.

Items need for K3, K4 and K5

Each child needs to have a mat and blanket for naptime. Please have them labeled with their name. They will also need to have a change of clothes (including underwear) in a plastic bag with the child's name on the outside of the bag. Children going into the 1st grade are still to follow these guidelines.

Field Trips

We are in the process of scheduling some field trips for the children. We will be doing our field trips on Fridays. The schedule and cost of our weekly activities will be available as soon as we have them ready. We are also asking that each child bring an extra bottle of water for the field trips we take to the park.

We are looking forward to seeing your child each day and having a fun filled summer program. If you have any questions, you may call the school office at 269-6915.

Sincerely,
The Summer Daycare Staff

Heritage Christian Academy
615 Mack Todd Road
Zebulon, NC 27597 (919) 269-6915

Date of registration _____
Registration Fee Rec'd _____
Age _____

Summer Care Application

Name of child _____ Date of Birth _____
Last First M.I. Nickname Age _____

Mailing Address _____

INFORMATION ABOUT THE FAMILY:

Mother/Guardian's Name _____ Home phone _____
Address _____ Zip Code _____
Employer _____ Work Phone _____
Insurance Carrier _____ Policy # _____
Father/Guardian's Name _____ Home phone _____
Address _____ Zip Code _____
Employer _____ Work phone _____
Insurance Carrier _____ Policy # _____

Church Attending _____ Pastor _____
Denomination or Affiliation _____ Member? _____

INFORMATION ABOUT THE CHILD:

Does your child have any known allergies: No _____ Yes _____ If yes, please explain: _____

Please give any information concerning your child which will be helpful in his experience in group settings (such as play, eating, and sleeping habits, special fears, special likes or dislikes). _____

EMERGENCY CARE INFORMATION:

Name of child's doctor _____ Office phone _____
Address _____
Name of child's dentist _____ Office phone _____
Address _____
Hospital preference _____

If neither father nor mother (or guardian) can be contacted, call (please list relationship):
Name _____ Home phone _____ Office phone _____
Name _____ Home phone _____ Office phone _____

If you cannot call for your child, please give the names of persons to whom the child can be released:

Additional File Information:

My child, _____, has my permission to go outside the fenced playground with adult supervision.

Parent's Signature

Does your child have any food allergies? No _____ or Yes _____ If yes, please list the food or foods: _____

My child, _____, is not to leave the school grounds at any time with _____ . If I am not picking up my child, I will call the school office to inform the teacher who is picking up my child.

Please list any other information that you feel is important to us that is not listed on the application or file information: _____

Parents – Please read and sign the following areas:

I agree that HCA may authorize the physician of his/her choice to provide emergency care in the event that neither the family physician nor I can be contacted immediately.

I agree that the school may provide transportation to an appropriate medical facility in the event of an emergency. (In an emergency situation, other children in the facility will be supervised by a responsible adult.) I understand that the school will not administer any drug or any medication without specific instructions from a physician or the child's parent, guardian, or full-time custodian. I understand that provisions will be made for adequate and appropriate rest and outdoor play.

I understand that HCA accepts no liability of accidents and/or injuries occurring on school property or school functions (field trips, etc.).

Signature of Parent/Guardian

Date of Signature

I understand and agree to uphold the financial agreement of the Summer Daycare Program at Heritage Christian Academy. I also pledge my full cooperation to this program.

Signature of Parent/Guardian

Date of Signature

Heritage Christian Academy
Summer Daycare Financial Agreement

Payments for Summer Daycare are due as follows:

Full-time care: The charge for children enrolled in full-time care (3 or more days per week) is \$100.00/week. This amount is due on **Monday** of every week. If payment is not received on Monday, your child will not be allowed to stay in daycare until the fee is paid.

Part-time care: The charge for children enrolled in part-time care (1 or 2 days per week) is \$30.00/day. This amount is due on **Friday** of every week.

Late fees: If you fail to pick your child up by 6:00 p.m., you will incur a late fee of \$1.00 per minute (beyond 6:00 p.m.). This amount must be paid by Friday of the week in which it was incurred.

There will be weekly activities at an additional cost. The schedule of these activities will be available the first week of Summer Daycare.

I understand and agree to uphold the financial agreement of the Summer Daycare Program at Heritage Christian Academy. I also pledge my full cooperation to this program.

Signature of Parent/Guardian

Date