



SUMMER CAMP 2017 ENROLLMENT AGREEMENT

Child's Name _____ Birthdate _____ Age _____ ("Child")

Child's Address _____

Parent / Guardian's Name _____ Mother Father Legal Guardian

Email address: _____ Contact Telephone Number: _____

Parent / Guardian's Name _____ Mother Father Legal Guardian

Email address: _____ Contact Telephone Number: _____

This ENROLLMENT AGREEMENT ("Agreement") dated this ____ day of _____, 2017 is made and entered into by and between _____ and _____, individuals ("Parents"), and The Eastern Ridge School ("ERS"), a Virginia non-profit corporation. Parents hereby agree to enroll Child in ERS, according to the payment and school policies contained therein, which shall be deemed to be an integral part of this Agreement.

About Eastern Ridge: The Eastern Ridge School offers a holistic and resource-rich summer camp that promotes relationships, collaboration, and the freedom and support for children to pursue individual interests. The Eastern Ridge School is not affiliated with any particular religious group. We do not discriminate on the basis of race, creed, color, national or ethnic origin. The Eastern Ridge School's summer camps are licensed by the Commonwealth of Virginia Department of Social Services (VDSS) as a Child Day Center.

Eastern Ridge School camps are open Monday – Friday, 8:00 a.m. – 5:00 p.m. Parents may contact Eastern Ridge staff during office hours at 703-757-7900. Parents will also be provided an email and cell number for a staff contact for urgent "day-of" needs. The Eastern Ridge School has an "open door" policy. Parents may visit or pick up Child at any time.

Enrollment Form Requirements

This Enrollment Agreement and all forms listed under the "Other Forms" heading must be completed and signed by all custodial parents, and proof of identification as described under the "Child Identification" heading must be provided. *Forms will be provided via Email after enrollment form and deposit is received.* No child may attend ERS for any period of time if these forms have not been completed, signed and turned in to the school office. ERS is required by state law to exclude any child from care until initial or updated forms are submitted. It is ERS policy that all of this paperwork be received no later than 2 business days prior to a child's first day of matriculation. No credits or refunds will be given for missed days due to late submission of forms. It is the sole responsibility of the Parents to provide these forms prior to enrollment, and to update them periodically as needed to maintain accuracy.

Parents acknowledge that it is solely their responsibility to ensure that any family members, household employees (such as nannies or au pairs), or any other caregiver designated by Parents in writing to care for Child are in compliance with all of the terms of this Agreement, if Parents designate such individuals to drop off, pick up or to care for Child.

Other Forms

Parents agree to complete in entirety all of the following enrollment paperwork and to update it as needed:

- Child Record Part A – Child Information Form
- Child Record Part B – Family Information Form
- Child Record Part C – Emergency Information Form
- Provisions of the Emergency Preparedness and Response Plan
- Liability Waiver and Indemnification
- Policy for the Administration of Medication
- Authorization to Apply Non-Prescription Topical Skin Products

- Permission to Document Form
- Commonwealth of Virginia School Entrance Health Form
 - Parents agree to provide the completed Commonwealth of Virginia School Entrance Health Form for Child.
 - Parents understand that Child must be adequately immunized prior to admission and must receive additional immunizations as required by state law.
 - Parents understand that the immunizations form (or the necessary documentation of medical or religious exemption from these requirements) is required by the Commonwealth of Virginia and that ERS is required by state law to exclude any child from care until Parents have provided initial or updated immunization records (or exemption).
 - Parents understand the immunization records must be provided on the current form approved by the Virginia Department of Health or on a physician's form signed or stamped by a physician or his/her designee, registered nurse or health department official. Out-of-state records are acceptable if they contain the exact date (day/month/year) of administration of the required doses, are signed as noted in the previous sentence and contain records of all of the immunizations required by the current Virginia Department of Health form.

Please initial to acknowledge your understanding that the aforementioned documents are an integral part of the Agreement:

_____/_____

Child Identification

Parents agree to provide ERS proof of identification for Child on the first day of enrollment and understand that ERS is required by law to notify a local law enforcement agency if such proof is not provided.

Proof of identification must be one of the following:

- Original certified birth certificate;
- Original birth registration card;
- Notification of birth, signed by a hospital official, physician or midwife;
- Passport;
- Copy of placement agreement or other proof of Child's identity from a child placing agency;
- Original or copy of a record or report card from a public school in Virginia; or
- Signed statement on letterhead stationery from a public school principal or other designated official that assures the child is or was enrolled in the school.

Please initial to acknowledge your understanding that the aforementioned documents are an integral part of the Agreement:

_____/_____

Logistics and Policies

Arrivals: Camp starts at 8:30, with a drop off window of 8:20-8:45 am, for those not enrolled in Before-Care. Parents must depart the property no later than 8:45 a.m. Parents and caregivers must hold children's hands in the driveway or parking areas. All children must be in physical and visual contact with an adult until they are fully inside the building or gated area. Eastern Ridge staff will not take responsibility for children before their scheduled arrival time window. Parents or caregivers must have visual and vocal contact with a staff person at drop off and complete all sections of the daily sign in sheet each day.

Departure: 3:00 pm for children not staying for aftercare. The departure window is 2:55-3:15 pm. Plan to arrive promptly so that you have time to meet your child, gather his or her belongings, sign out and depart the property by 3:15 pm. Late pickups will be charged per payment policies. At departure, please depart the property entirely. This includes the driveways and the outdoor areas. Again, parents and caregivers must hold children's hands at all times in the parking lot and complete all sections of the daily sign out sheet each day. Alternate people picking up child must be listed on the Emergency Contact form as authorized to pick up the child. Staff will require government issued proof of identification for any person they do not personally recognize and know.

Attendance and Schedule Changes: If Child will be absent from camp for any reason, Parents must send an email to scheduling@easternridgeschool.org.

Gear: Each Child should have:

- A backpack, properly sized for Child; no characters of any type
- A wide-brimmed sun hat
- A Klean Kanteen or similar stainless steel water bottle (12 – 18 oz) with a sports top
- Wet & Dry Packs (or Large Ziplock bags) for dirty/wet and replacement clothes

- An oversized Rain Slicker
- Rain Boots
- A roll-up Nap Mat that is large enough for your child, has a cushioned bottom layer and attached pillows and blankets; character free. (*This is not needed for those attending our K-1 or Elementary camps*).

Clothing:

- Children's clothing should be something that can get dirty, painted or even "ruined." It is possible that clothing could become stained, torn, or otherwise damaged. Please do not dress your child in something that you would not want damaged. The same rule applies to outerwear, hats, and shoes too.
- EVERY ITEM MUST BE LABELED WITH CHILD'S NAME
- Crocs, or similar quick-drying shoes that your child can put on themselves.
- Clothing should be simple, lightweight, quick drying, elastic waist and as free of pockets as possible.
- Long pants preferred over shorts as they protect the knees and minimize insect bites.
- Leggings or shorts must be worn under dresses or skirts
- No clothing with "cutesy" phrases ("I'm the sweetest", "mommy's angel") or commercial characters.
- No denim or jeans.
- No tank tops or spaghetti straps.
- No accessories. (No hair bands, barrettes, bows, ribbons, clips, watches, belts, scarves, etc)

Discipline: All young children need assistance with social skills—this is a normal and important part of development. The Eastern Ridge School camp program uses clear boundaries, patience, respect, time, choices, redirection, repetition, positive, consistent role modeling and guidance, and helping children practice resolving their own conflicts as our main tools help children develop self-control, self-esteem and respect for others. Corporal punishment is prohibited, and we also do not routinely use "time outs." Occasionally, if a child is having a difficult time and engaging in repeated behaviors that are hurtful, a safety risk, or disruptive to others, the child will be asked to accompany a teacher or assistant, or work quietly and independently within eyesight and earshot with a book or a different project for a few minutes. This "time away" from the group is not punitive, but rather gives the child space to regain his or her sense of control and provides supportive time away from the problem. If a child's behavior is disruptive to the learning environment or poses a safety risk to his/herself or others that cannot be managed using the above techniques, the parents will be contacted to take the child home for the remainder of the day. There are no refunds or discounts if a child is asked to go home for the day.

Children with Special Needs: Parents must provide any reports and documentation of any conditions that may affect their child's ability to participate in camp. Children are expected to work in a social constructivist community and participate in group project work. We do not have the appropriate staff to serve students who require a high level of individual instruction, remain unable to control their impulses, or who present ongoing behavioral problems.

Animals: The Eastern Ridge School often hosts various species of animals living in appropriate indoor and outdoor habitats or structures. If adults/teachers handle animals when children are present, appropriate safety measures are followed. If children handle animals, adult supervision, care, hygiene and hand washing are employed. As a nature-based program, we spend a great deal of time outdoors, and do sometimes encounter animals such as amphibians, birds, reptiles, insects and small mammals in their natural habitats. There is increased risk of injury when exploring outdoor settings, including the risk of exposure to insects such as wasps, ticks, mosquitoes, and black widow spiders. Parents can decrease the risk of some injuries by ensuring that children are dressed appropriately for outdoor experiences.

Health Requirements

- Parents agree to provide the completed Commonwealth of Virginia Physical Exam Form for Child and understand that Child must be adequately immunized prior to admission or provide a medical or religious exemption.
- Parents agree to pick up or arrange to have Child picked up immediately if Child exhibits symptoms of a communicable disease; has an oral temperature of 101° F/ axillary temperature of 100 ° F or greater; is vomiting or has diarrhea.
- Parents authorize Eastern Ridge to obtain immediate medical care for Child in an emergency if Parents cannot be located immediately.
- Parents understand that pursuant to §63.2-1509 of the Code of Virginia, all Eastern Ridge Staff, Board of Directors and volunteers are by law "mandated reporters" who are required to report instances of suspected child abuse and neglect to the local Social Services Department or to the Department of Social Services as soon as possible, but not longer than 24 hours after having reason to suspect any reportable offense of child abuse or neglect.

First Aid: There is always a staff member present who is trained in American Heart Association First Aid and CPR. Complete First Aid kits are located on each floor and outdoors. Counselors carry First Aid materials during outdoor activities away from the main building.

Injuries During School Hours: A member of the staff will treat minor injuries. If necessary, the Parent will be called at the time of treatment or at pick-up. In case of a life-threatening or other serious emergency, calling 911 is always our first step. As soon as practical, Parents will be notified. For lesser, but still significant emergencies, parents will be called or emailed promptly. For minor scrapes and events requiring only light first aid or TLC, the teachers will administer the aid and the parent will be notified and given a detailed injury report.

Ticks: Check your child for ticks at the end of the day. This can be a routine that you do with your child while he/she is taking a bath or getting ready for bed. Deer ticks are very small, but can be noticed on light clothing. If you do find a tick after being at school and are unsure if it is a deer tick, you may want to take the tick to your doctor for identification.

Medication Administration: Medication is dispensed at Eastern Ridge only if the following conditions are met:

- A school provided "Authorization to Administer Medication Form" must be completed and signed by the parent.
- All medications must be in their original containers and marked with an expiration date indicating that it is current.
- All medications must be labeled with child's name.

If Child requires administration of an asthma inhaler at camp, you must have a completed Asthma Action plan on file before Medication can be accepted.

Emergency Procedures: The Eastern Ridge School staff are trained in emergency procedures and required to practice fire drills and emergency evacuation and shelter in place drills on a regular basis, including twice a month during camp season.

Liability Insurance: The Eastern Ridge School has liability coverage up to \$1,000,000 per incident; \$2,000,000 aggregate.

Notification Requirements: Eastern Ridge is required to notify parents in the following situations and according to the following guidelines:

- Daily regarding issues concerning Child's health, development or needs.
- When persistent behavioral or adjustment problems are identified. Such notification shall include any behavior management steps taken at school or home in response. If problems are identified, parents agree to work in cooperation with Eastern Ridge staff and outside consultants, as needed, to meet the needs and best interests of both the Child and the community.
- If severe behavioral problems (e.g. injuring or abusing another child, teacher, or other staff or community member) occur, and such notification may include suspension or expulsion at the Head of School's determination.
- Immediately when the child:
 - Has a head injury or any serious injury that requires emergency medical or dental treatment;
 - Has an adverse reaction to medication administered;
 - Has been administered medication incorrectly;
 - Is lost or missing; or
 - Has died.
- The same day whenever first aid is administered to the child.
- Within 24 hours or the next business day of Eastern Ridge having been informed, unless forbidden by law, when a child has been exposed to a communicable disease listed in the Department of Health's current communicable disease chart. Life-threatening diseases must be reported to parents immediately. Eastern Ridge shall consult the local health department if there is a question about the communicability of a disease.
- In writing, whenever there are changes to Eastern Ridge's Emergency Preparedness and Response Plan.
- Whenever the child will be taken off Eastern Ridge premises, before such occasion (except in emergency evacuation or relocation situations).
- As soon as possible of the child's whereabouts if an emergency evacuation or relocation is necessary.

Please initial here that you understand and agree to the school policies: _____ / _____

Payment Policies

Payment Terms:

- A 50% deposit is due at time of registration.
- Full payment is due by May 1, 2017. A \$75 late fee will be assessed following a 5-day grace period.
- Registrations after April 30, 2017 require payment in full at time of registration.
- Checks returned for insufficient funds will be assessed a \$75 fee.

- Based upon availability, there is a \$25 fee per child to change weeks.
- Refunds will be made, less an administration fee of \$100 per week for withdrawals before May 31, 2017. Refunds are not granted for withdrawals after June 1, 2017.
- Eastern Ridge reserves the right to cancel or combine any program due to insufficient enrollment. A full refund will be granted if a class is cancelled.
- There are no refunds for absences for any reason, including change of summer plans, transfer from the area, illness, vacation, appointments, inclement weather, early withdrawal from the program, or any other reason. No refund will be granted in the event of dismissal for inappropriate or unsafe conduct, or for missed days due to incomplete paperwork.
- Parents must drop off and pick up Child on time. After 3:15 pm, 4:10 or 5:10 (dependent on contracted departure time) a \$1.00 per minute for subsequent late minutes. This fee will be invoiced and is due on receipt.
- Payments made via credit card will be subject to a 3% service charge.

Please initial here that you understand and agree to the payment policies: _____/_____

Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes any prior or contemporaneous written or oral understandings relating to the subject matter hereof. This Agreement is binding on the parties hereto and their permitted successors and assignees. ERS may assign this Agreement to any affiliated entity or any successor entity in case of a sale, merger or reorganization. Parents understand that if they fail to comply with any portion of this Agreement and reasonable measures have not been taken to remedy the situation, Child’s attendance could be suspended or terminated.

These policies, hours, tuition and program offerings are effective for the enrollment period only. ERS reserves the right to make changes to policies and tuition for any subsequent programs.

Severability

In the event that any provision of this Agreement shall be determined to be unenforceable, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement shall otherwise remain in full force and effect and enforceable. Changes, modifications or waivers to this Agreement must be made in writing and signed by both parties.

Enforcement of Agreement; Attorneys' Fees

If a suit, action or other proceeding of any nature whatsoever is instituted in connection with any controversy arising out of this Agreement, or to interpret or enforce any rights under this Agreement, the prevailing party may recover reasonable attorneys’ fees and costs in addition to any other available remedy.

IN WITNESS WHEREOF, the undersigned have signed this Agreement as of the dates set forth below.

Parent/Guardian 1	_____	Date	_____
Parent/Guardian 2	_____	Date	_____
ERS	_____	Date	_____

SUMMER CAMP PROGRAM SELECTION

Acorn Summertime		Select Core Program					Select Extended Care (optional)			Weekly TOTAL
		2 Days Th-F \$205	2 Days M&W \$205	3 Days M-W \$305	4 Days M,W-F \$375	5 Days M-F \$435	Before Care \$5 x Days	3-4 pm After Care \$11 x Days	3-5 pm After Care \$22 x Days	
Week 1	June 26-30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 2	July 3-7*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 3	July 10-14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 4	July 17-21	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 5	July 24-28	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 6	July 31- Aug 4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 7	Aug 7-11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 8	Aug 14-18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 9	Aug 21-25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
TOTAL										\$

Early Childhood Explorations		Select Core Program		Select Extended Care (optional)			Weekly TOTAL
		4 Days M,W-F \$315	5 Days M-F \$395	Before Care \$5 x Days	3-4 pm After Care \$11 x Days	3-5 pm After Care \$22 x Days	
Week 1	June 26-30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 2	July 3-7*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 3	July 10-14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 4	July 17-21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 5	July 24-28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 6	July 31- Aug 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 7	Aug 7-11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 8	Aug 14-18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 9	Aug 21-25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
TOTAL							\$

K-1 & Elementary Adventures			Select Extended Care (optional)				Weekly TOTAL
			5 Days M-F \$395	Before Care \$5 x Days	3-4 pm After Care \$11 x Days	3-5 pm After Care \$22 x Days	
Week 1	June 26-30	Leap Into Summer (rising K – 1 st grade)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 2	July 3-7*	Outdoor Explore (rising K – 1 st grade)	<input type="checkbox"/> \$315*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 3	July 10-14	Nature in Motion (rising K – 1 st grade)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 3	July 10-14	Wilderness Skills (rising 2 nd - 5 th grade)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 4	July 17-21	Outdoor Explore (rising K – 1 st grade)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 5	July 24-28	Cooking & Garden (rising K – 1 st grade)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 6	July 31-Aug 4	Outdoor Explore (rising K – 1 st grade)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 7	Aug 7-11	Nature Crafts (rising K – 1 st grade)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 8	Aug 14-18	Wondrous Water (rising K – 1 st grade)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Week 9	Aug 21-25	So Long Summer (rising K – 1 st grade)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
TOTAL							\$

*Please note that Eastern Ridge School is closed on Tuesday, July 4th in observation of Independence Day.

Please select payment method:

<input type="checkbox"/>	Check	Check made payable to Eastern Ridge School for 50% of tuition due is enclosed. Balance in due by May 1, 2017. If registering after April 30, payment in full is due.
<input type="checkbox"/>	Credit Card	Credit card will be charged immediately for 50% of tuition due. Balance will be charged on May 1, 2017. Both payments will be subject to a 3% processing fee. If registering after April 30, payment in full is due.

Name on Card: _____

Card Type (circle one): AMEX Visa Mastercard

Credit card number: _____

Expiration date: ____/____

CSC: _____

Cardholder signature: _____

Please mail complete, signed enrollment agreement, along with payment to:

The Eastern Ridge School
Attn: Camp Enrollment
9201 Vernon Dr,
Great Falls, VA
22066

Upon receipt of your enrollment form and deposit, your child's camp placement will be confirmed via email. You will also receive outstanding forms for completion at that time. Please call us at 703-757-7900 with any questions.

See you this summer!