

ANDREWS ACADEMY

Creve Coeur



OPEN HOUSE

Thurs., May 30th

5:30 - 7:30 p.m.

Summer Camp

Information for Summer 2019

Andrews Academy ~ 888 N. Mason Rd. ~ St. Louis, MO 63141
314-878-1883

Andrews Academy Creve Coeur Summer Camp 2019

Open to children entering grades Kindergarten – 6th

Dates: **Session I** - June 3 - July 5, 2019 (Choose 1 - 5 weeks)

There is no camp or daycare on Thursday, July 4th - Federal Holiday

Session II - July 8 - August 9, 2019 (Choose 1 - 5 weeks)

No partial weeks. No refunds for non-attendance.

Time: Open 6:30 a.m. to 6:00 p.m. Monday through Friday.
Camp activities take place between 9:00 a.m. and 3:30 p.m.

No additional charge for Before and After Care.

A late fee will be charged for children picked up later than 6:00 p.m.

Registration:

Applications are **due by April 12, 2019**. Applications received after April 12th will be accepted as long as there is space available in the chosen Package.

A \$35.00 non-refundable registration fee is required with each application.

Fees:

	Number of Weeks per Session				
	5	4	3	2	1
<u>First Child</u>	\$ 1675.00	1340.00	1005.00	670.00	335.00
<u>Second Child (-10%)*</u>	\$ 1507.50	1260.00	904.50	603.00	301.50
<u>Third Child+ (-15%)*</u>	\$ 1423.75	1139.00	854.25	569.50	284.75

** Discount only applies to the weeks that siblings are attending together.*

Session 1 - Full Payment due no later than - Friday, May 10, 2019

Session 2 - Full Payment due no later than - Friday, June 21, 2019

~ ALL CAMP FEES MUST BE PAID IN ADVANCE OF ATTENDANCE ~

WEEKLY PAYMENTS WILL ONLY BE ACCEPTED THROUGH TUITION EXPRESS*

*SEE ATTACHED TUITION EXPRESS INFORMATION

Receipts for payment will be available by request in the office (or note request on your check).

Email requests may be sent to dwood@andrewsacademy.com.

No Refunds are given for enrolled days due to vacation or illness. Missed days during the week are not pro-rated. Contact the Camp Director to request schedule changes.

** A minimum of 1 week notice, with payment, is required to add on weeks (if space available).**

To Register:

Complete the Registration Form and Pick Up Authorization Form and then mail (or drop off) the paperwork with \$35.00 per child registration fee (check payable to Andrews Academy or a completed Tuition Express form) to the school office by 4/12/19.

2019 PACKAGE CHOICES

PKG. 1 - SPORTS

**Students entering
4th, 5th, or 6th grade**

Archery
Basketball
Floor Hockey
Soccer
Softball/Baseball
Volleyball
Tennis
Bowling
Recreational Swimming
Field Trips

PKG. 2 - SPORTS

**Students entering_
2nd or 3rd grade**

Archery
Basketball
Floor Hockey
Soccer
Softball/Baseball
Volleyball
Tennis
Bowling
Recreational Swimming
Field Trips

PKG. 3 - OUTDOOR

**Students entering
4th, 5th, or 6th grade**

Camp Crafts
Camping Skills
Hiking/Biking
Nature Study
Orienteering
Wildlife Study
Teambuilding Games
Fort Building
Recreational Swimming
Field Trips

PKG. 4 - OUTDOOR

**Students entering
2nd or 3rd grade**

Camp Crafts
Camping Skills
Nature Study
Hiking
Biking
Wildlife Study
Teambuilding Games
Recreational Swimming
Field Trips

New for 2019 PKG. 5 - CRAFTS & COOKING

**Students entering
2nd through 6th grade
(maximum 24 campers/week)**

Jewelry Making
Mixed Media
Fairy Gardens
Painting/Sculptures
Global Art and Foods
Baking & Decorating
Party-licious Snacks
Recreational Swimming
Field Trips

PKG. 6 - PERFORMING ARTS

**Students entering
2nd through 6th grade**

Drama
Music/Singing
Dance
Gymnastics
Cheer Leading
Choreography
Mystery Magic
Recreational Swimming
Field Trips

PKG. 7 - EXPLORERS

**Students entering
Kindergarten or First Grade**

Arts and Crafts
Nature Study
Sports
Storytelling
Outdoor Adventures
Games
Science Experiments
Cooking
Music and Movement
Theme Days
Recreational Swimming
Field Trips

PKG. 8 - TECHNOLOGY

**Students entering
4th, 5th, or 6th grade
(maximum 20 campers/week)**

Animation
Game Design
Digital Photography
Movie Making
Programming/Coding
Digital Music
WEB Design
Green Screen
Graphic Design
Recreational Swimming
Field Trips

PKG. 9 - SCIENCE

**Students entering
2nd, 3rd, or 4th grade
(maximum 20 campers/week)**

S.T.E.M. Challenges
Coasters and Carnivals
Mix it up Chemistry
Experiments
Nature Activities
CSI Science
Breakout/Escape Challenge
Slime
Edible Science
Recreational Swimming
Field Trips

INSTANT ALERT NOTIFICATION SYSTEM

Summer 2019

Dear Summer Camp Parents:

Andrews Academy uses a system called Honeywell Instant Alert[®] for Schools to relay information quickly and effectively to families.

Instant Alert for Schools is an automative notification system. Within minutes of an emergency, school officials can deliver a message to parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. **In addition to emergencies, you would be contacted via Instant Alert if Andrews Academy would need to close during the day due to no power, no water, etc.** The system may also be used to for summer camp event announcements or reminders.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. **On the reverse side of this letter** are instructions for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Add contact information of other caretakers of your children, such as a grandparent or neighbor

The system will be ready for summer camp use no later than May 1st. If your Summer Camp registration form is received after May 1st, you will need to allow a few days for your information to be entered before attempting to access the system. Information from last summer has been retained for returning campers, but please check that your contact information is up to date. Current information for families who attended Andrews Academy during the school year will be transfered for summer camp use.

Go to **<https://instantalert.honeywell.com>** and if you need assistance with your profile, click on the **Help Request** link in the lower right hand corner of the page. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com. If you have any questions, please give us a call.

Sincerely,

Donna C. Wood

Donna C. Wood
Administrative Assistant
Andrews Academy

Honeywell Instant Alert[®] for Schools

Parent User Interface

Website URL: <https://instantalert.honeywell.com>

Minimum Requirements

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, use the user name and password given to you by the school.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. Note: Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself

1. Click on 'Alert Setup.'
 2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
 3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
 4. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.
-

Additional Functions

View History of Alerts

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

Identify key contacts for your children

1. Click on 'Other Contacts.'
 2. Click on 'Add New Contact' and complete the form.
 3. Click on the 'Pick Up Rights' check box if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for the school.
 4. Click on 'Save' when complete.
 5. If you would like this person to receive Alerts from the school, return to the 'Alert Setup' page to configure this person's alert settings.
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For Assistance: <https://instantalert.honeywell.com>

Click on the **Help Request** link in the lower right hand side of the page

Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.

Honeywell Instant Alert[®] for Schools will not sell, rent, loan, trade, or lease any personal information of our members, the children for whom they have responsibility, or others listed as contacts in the system. We will use the utmost care in protecting the privacy and security of your information.

TUITION EXPRESS

FOR ANDREWS ACADEMY SUMMER CAMP PAYMENTS

Andrews Academy now offers Tuition Express, an automated payment software system. Tuition Express, one of the most trusted and widely used PCI Level 1 service providers available, allows us to process payments safely, quickly and efficiently and it will *save you time*.

The following payment options are available:

- Automated ACH (checking or savings) transactions
- Automated debit card transactions (2.0% processing fee will be applied)
- Automated credit card transactions (2.0% processing fee will be applied)

We accept MasterCard, Visa, and Discover

Enrollment in Tuition Express is easy, requiring only the completion of the Parent Enrollment Form, [available on the reverse side of this page](#). Simply return the completed form to the School Office and we'll take care of the rest. Payments will be processed weekly according to your child's summer camp schedule.

We are excited to offer Tuition Express, a system well designed to meet the needs of our busy families. If however, you choose not to participate in this payment processing system, you may continue to pay by check, money order, or cash.

Thank you for your continued confidence and trust in Andrews Academy.

Donna C. Wood

Summer Camp Registrar
Andrews Academy – Creve Coeur



Automated Payment Processing Safe - Convenient - Easy



We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **ACH BANK ACCOUNT** and **CREDIT/DEBIT CARD**

I (we) hereby authorize **Andrews Academy** to initiate ACH charges to my (our) checking or savings account, indicated below (Section A) OR, to initiate credit/debit card charges to the below-referenced credit/debit card account (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. We accept MC, Visa and Discover.

PLEASE COMPLETE ONE SECTION ONLY

SECTION A (ACH Bank Account)

Your Name		Phone #		
Address		City	State	Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)		Account Number (see sample below)		<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Authorized Signature		Date		

SECTION B (Credit/Debit Card)

2.0% processing fee will be applied

Cardholder Name		Phone #		
Cardholder Address		City	State	Zip
Account Number		Expiration Date	CVV#	
Cardholder Signature		Date		

For Official Use Only

Date Received

Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of: SAMPLE CHECK \$ _____ Dollars		
:123456789 : 1800338 ' 00226		
Routing Number	Account Number	Check Number

CREVE COEUR ANDREWS ACADEMY SUMMER CAMP REGISTRATION FORM 2019

CHILD'S NAME: _____ AGE: _____ GENDER: M F

HAS THIS CHILD PREVIOUSLY ATTENDED ANDREWS ACADEMY SUMMER CAMP? ☐ YES ☐ NO

ADDRESS: _____ PRIMARY PHONE: (____) _____

CITY: _____ STATE: _____ ZIP: _____

BIRTHDATE: ____/____/____

SCHOOL ATTENDING IN FALL: _____ GRADE LEVEL IN FALL: _____

ALLERGIES: _____ SPECIAL DIETARY NEEDS: _____

OTHER IMPORTANT INFORMATION ABOUT THIS CHILD: _____

1. Check the boxes corresponding with the weeks your child will attend.

2. Make Package choice by Five-week period.

NOTE: Children entering Kindergarten or First Grade in the Fall, MUST enroll in **Package #7**

Package 7 only: List name(s) of friend(s) this child would like to be placed with _____.

3. Complete both sides of this Registration form and return it with \$35.00 per child (payable to Andrews Academy) to the Andrews Academy School Office **by April 12, 2019.**

Applications received after April 12th will be accepted as long as there is space available in the Package chosen.

4. Complete the Pick Up Authorization Form and return it with your child's application.

5. Using the enclosed instructions, update your contact information in our Instant Alert Notification System. Families new to Andrews Academy will need to allow a few days for their information to be entered before attempting to access the system.

6. Your cancelled check will be your confirmation of enrollment. You will be notified if package is full.

SESSION 1 PACKAGE #: ____ (One Choice per 5 Week Session) **\$335.00 per week**

<input type="checkbox"/> WEEK 1	<input type="checkbox"/> WEEK 2	<input type="checkbox"/> WEEK 3	<input type="checkbox"/> WEEK 4	<input type="checkbox"/> WEEK 5*
June 3 - 7	June 10- 14	June 17 - 21	June 24 - 28	July 1 - 5

No Camp or Daycare on Thurs, July 4th - Federal Holiday

SESSION 2 PACKAGE #: ____ (One Choice per 5 Week Session) **\$335.00 per week**

<input type="checkbox"/> WEEK 6	<input type="checkbox"/> WEEK 7	<input type="checkbox"/> WEEK 8	<input type="checkbox"/> WEEK 9	<input type="checkbox"/> WEEK 10
July 8 - 12	July 15 - 19	July 22 - 26	July 29 - Aug 2	August 5 - 9

*** ALL CAMP FEES MUST BE PAID IN ADVANCE OF ATTENDANCE ***

** A minimum of 1 week notice, with payment, is required to add on weeks (if space available).**

CONTINUE ON BACK

CREVE COEUR ANDREWS ACADEMY SUMMER CAMP REGISTRATION FORM 2019

Primary Parental Contact: _____ Relationship: _____
WORK #: (____) _____ CELL #: (____) _____ EMAIL: _____
If Different from Child:
ADDRESS: _____ HOME #: (____) _____

Secondary Parental Contact: _____ Relationship: _____
WORK #: (____) _____ CELL #: (____) _____ EMAIL: _____
If Different from Child:
ADDRESS: _____ HOME #: (____) _____

EMERGENCY CONTACTS OTHER THAN PARENTS:

1. _____	_____	_____
NAME	RELATIONSHIP	PHONE #s
2. _____	_____	_____
NAME	RELATIONSHIP	PHONE #s

CHILD'S PHYSICIAN: _____ PHONE: _____

PREFERRED HOSPITAL: _____

MEDICATION/RESTRICTIONS/SPECIAL NOTES: _____

*If your child must receive medication during camp and/or extended care, please fill out a **Medication Authorization Form**. All medication is to be kept in the office and will not be given without a completed and signed Medication Authorization Form. Medication forms are available in the school office.*

TRANSPORTATION AUTHORIZATION: I give permission to Andrews Academy Summer Camp to take my child on various field trips and excursions. I understand and acknowledge that Andrews Academy is not responsible for any unforeseen accident or injury incurred in connection with these events. As an inducement for the camp to include my child on these trips, I agree to hold the camp and its employees harmless for any claim(s) that might be made on behalf of my child due to any injuries and release the camp and its employees from any and all claims.

MEDICAL RELEASE: I do hereby grant permission to Andrews Academy Summer Camp to secure such medical aid and hospital service as the employees of Andrews Academy deem necessary for my child in the event he/she should sustain an injury or illness while attending camp. I understand that a body temperature of 100 degrees or more will require me to immediately pick up my child from camp.

PERMISSION TO PHOTOGRAPH: I acknowledge that my child might be photographed while participating in camp activities and that these photos may be used by Andrews Academy for the promotion and marketing of Andrews Academy Summer Camp. I understand that it is my responsibility to notify Andrews Academy, in writing, if I do not wish to have my child photographed.

PLEASE SIGN BELOW:

I HAVE READ THE REGISTRATION MATERIALS IN FULL AND AGREE TO THE ABOVE STATED AUTHORIZATIONS. I ACCEPT RESPONSIBILITY FOR THIS CHILD'S FULL TUITION AND UNDERSTAND THAT ALL CAMP FEES MUST BE PAID IN ADVANCE OF ATTENDANCE.

*** **Parent's Signature** _____

Date _____

Print Name: _____

Andrews Academy Summer Camp 2019

Pick-Up Authorization Form

One form per family or last name

Last Name of Camper(s):

Camper's First Name: _____

Camper's First Name: _____

Camper's First Name: _____

Parent/Guardian #1 _____

Parent/Guardian #2 _____

List additional persons authorized to pick up your child from camp and/or daycare:

	<u>Name</u>	<u>Relationship to child</u>	<u>Phone #</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Parent/Guardian's Signature: _____ Date: _____

Phone Numbers to reach Parent/Guardian: _____

Notes:

PLEASE RETURN THIS COMPLETED FORM WITH YOUR REGISTRATION FORM