

ANDREWS ACADEMY



OPEN HOUSE
Thurs., May 31st
6 - 8 p.m.

Summer Camp

Information for Summer 2018

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

Andrews Academy Summer Camp 2018

Open to children entering grades Kindergarten – 6th (minimum age = 5 years; maximum age = 12 years)

Dates: **Session I** - June 4 - July 6, 2018 (5 weeks)

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

Session II - July 9 - August 10, 2018 (5 weeks)

Minimum - 2 weeks. No partial weeks. No refunds for non-attendance.

Time: 9:00 a.m. to 3:30 p.m. daily. Before and after care is available for working parents beginning at 6:30 a.m. and ending at 6:00 p.m.

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

Registration:

Applications are due by April 13, 2018. A \$100.00 non-refundable payment is required with each application; \$75.00 will be applied to camp tuition and \$25.00 is a registration fee. Applications received after April 13th will be accepted as long as there is space available in the Package chosen.

Fees:

	<i>Number of Weeks per Session</i>			
	<i>5</i>	<i>4</i>	<i>3</i>	<i>2</i>
<u><i>First Child</i></u>	\$ 1640.00	1312.00	984.00	656.00
<u><i>Second Child (-10%)*</i></u>	\$ 1476.00	1180.80	885.60	590.40
<u><i>Third Child or more (-15%)*</i></u>	\$ 1394.00	1115.20	836.40	557.60

(Add \$25.00 Registration Fee per child to above amounts.)

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

Session 1 - Full Payment due no later than - Friday, May 11 2018

Session 2 - Full Payment due no later than - Friday, June 22, 2018

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

Receipts for payment will be available by request in the office (note request on your check) or you may include a self-addressed, stamped envelope along with your check and your receipt will be mailed. 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
- ~ Attach a check for \$100.00 per child (payable to Andrews Academy)
- ~ Mail (or drop off) paper work to the school office by 4/13/18

2018 PACKAGE CHOICES

PKG. 1 - SPORTS

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

Archery
Basketball
Floor Hockey
Soccer
Softball/Baseball
Volleyball
Initiative Games
Bowling
Recreational Swimming
Field-Trips*

PKG. 2 - SPORTS

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

Archery
Basketball
Floor Hockey
Soccer
Softball/Baseball
Volleyball
Initiative Games
Bowling
Recreational Swimming
Field-Trips*

PKG. 3 - OUTDOOR

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

Camp Crafts
Camping Skills
Hiking
Nature Study
Orienteering
Wildlife Study
Initiative Games
Biking
Recreational Swimming
Field-Trips*

PKG. 4 - OUTDOOR

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

Camp Crafts
Camping Skills
Nature Study
Hiking
Biking
Wildlife Study
Initiative Games
Recreational Swimming
Field-Trips*

PKG. 5 - ARTS & CRAFTS

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

Jewelry Making
Nature Art
Needle Craft
Painting
Paper Mache'
Sketching
Mosaics
Recreational Swimming
Field-Trips*

PKG. 6 – PERFORMING ARTS

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

Drama
Music
Dance
Gymnastics
Aerobics
Cheer Leading
Choreography
Recreational Swimming
Field-Trips*

PKG. 7 - EXPLORERS

**Students entering
Kindergarten or First Grade
(must be at least 5yrs old)**

Arts and Crafts
Nature Study
Sports
Storytelling
Tumbling
Games
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
Digital Music
WEB Design
Recreational Swimming
Field-Trips*

PKG. 9 - SCIENCE

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

Science in Motion
Space Exploration
Fun with Chemistry
Experiments
Nature Activities
Environmental Science
Recreational Swimming
Field-Trips*

* Field trips will be announced in the packets given out at the May Open House.

INSTANT ALERT NOTIFICATION SYSTEM

Summer 2018

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.
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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.

ANDREWS ACADEMY SUMMER CAMP REGISTRATION FORM 2018

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

ADDRESS: _____ PRIMARY PHONE: (____) _____

CITY: _____ STATE: _____ ZIP: _____

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

BIRTHDATE: ___/___/___ (CAMPER MUST BE AT LEAST 5 YEARS OLD BY HIS/HER CAMP STARTING DATE TO BE ELIGIBLE)

ALLERGIES: _____ SPECIAL DIETARY NEEDS: _____

OTHER IMPORTANT INFORMATION ABOUT THIS CHILD: _____

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

NOTE: A MINIMUM OF 2 WEEKS PER CHILD IS REQUIRED.

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 \$100.00 (payable to Andrews Academy) to the Andrews Academy School Office by April 13, 2018.

Applications received after April 13th 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)	5 Weeks = \$1,640.00		
<input type="checkbox"/> WEEK 1 June 4 - 8	<input type="checkbox"/> WEEK 2 June 11 - 15	<input type="checkbox"/> WEEK 3 June 18 - 22	<input type="checkbox"/> WEEK 4 June 25 - 29	<input type="checkbox"/> WEEK 5* July 2 - 6
No Camp or Daycare on Weds., July 4 th - Federal Holiday				

SESSION 2	PACKAGE #: _____ (One Choice per 5 Week Session)	5 Weeks = \$1,640.00		
<input type="checkbox"/> WEEK 1 July 9 - 13	<input type="checkbox"/> WEEK 2 July 16 - 20	<input type="checkbox"/> WEEK 3 July 23 - 27	<input type="checkbox"/> WEEK 4 July 30 - Aug 3	<input type="checkbox"/> WEEK 5 August 6 - 10

*** 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).**

EXTENDED DAYCARE: Is available for <i>working parents</i> at no additional charge.	
Please indicate if & when extended care is needed:	
<input type="checkbox"/> BEFORE CAMP 6:30 A.M. - 9:00 A.M.	<input type="checkbox"/> AFTER CAMP 3:30 P.M. - 6:00 P.M.*
<input type="checkbox"/> EXTENDED CARE NOT NEEDED	* LATE PICK UP FEES APPLY AFTER 6 PM

CONTINUE ON BACK

ANDREWS ACADEMY SUMMER CAMP REGISTRATION FORM 2018

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 of signer here: _____

Andrews Academy Summer Camp 2018 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