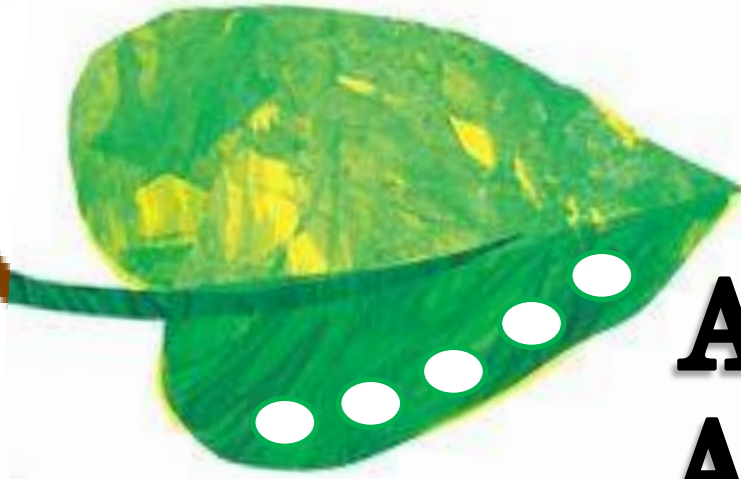


Hungry for Summer Fun



Andrews Academy Preschool Summer Camp 2020

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



Andrews Academy Preschool Summer Camp

June 1 – August 7, 2020

Ages 3-5

Half Days

9:00a.m.-1:00p.m.

**Now
Enrolling**

Lunch and Snacks Provided

We are offering ten, 1 week sessions

2 Days: Tuesdays and Thursdays - \$90

3 Days: Mondays, Wednesdays, Fridays - \$115

5 Days: Monday through Friday - \$170

\$35.00 One Time Registration Fee

Our Preschool Summer Program is designed to give the youngest of our campers a fun-filled day of adventures. Each day children are encouraged to explore both indoor and outdoor activities. Our weekly themes focus on creativity, independence, and friendship while providing a multitude of hands-on opportunities.

For more information about our
Summer Camp Programs:

314-878-1883

www.andrewsacademy.com



Storybook S.T.E.M.



This summer our Storybook S.T.E.M. theme will tap into your child's natural curiosity, where your little scientist can explore and discover the world around them. Through integrated activities your child will be encouraged to wonder, create, invent, and engineer. Each day our story time will introduce, connect, or expand on the S.T.E.M. theme allowing your child to continue their investigations. Each week your child will be engaged in a variety of enrichment activities including sensory play, arts and crafts, cooking, literacy and math centers, science exploration, dramatic play, music and movement. Our gym, large playground, and nature trails provide ample opportunities for gross motor development.

Weekly Themes

Week 1 – You've Got a Friend in Me: Books about Friendship

Week 2 – Once Upon a S.T.E.M. Tale: Fairy Tales and Folktales

Week 3 – Eric Carle Books: Art and Animals

Week 4 – Dog Days of Summer:

Become a Pet Vet for Biscuit, Clifford and Harry

Week 5 – Rockin' with Pete the Cat

Week 6 – Rainbow Magic: Books by Marcus Pfister

**Week 7 – If you Read a Book at Camp, You'll Have an Adventure:
Books by Laura Numeroff**

Week 8 – Nature Tales and Trails

Week 9 – Seuss on the Loose

Week 10 – Ocean Commotion: Books about Fish and Water



PRESCHOOL SUMMER CAMP SUPPLY LIST



Please bring the following items for your child to camp each day. Label each item with your child's name.

1. Backpack or tote bag
2. A complete change of clothes
3. Water bottle
4. Wear shoes that are safe for playing in the gym and on the playground.



INSTANT ALERT NOTIFICATION SYSTEM

Summer 2020

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 automated 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 transferred 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.
-

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 PRESCHOOL

SUMMER CAMP REGISTRATION FORM 2020

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

BIRTHDATE: ____/____/____ (CAMPER MUST BE AT LEAST 3 YEARS OLD BY HIS/HER CAMP STARTING DATE TO BE ELIGIBLE)

ADDRESS: _____ PRIMARY PHONE#: (____) _____

CITY: _____ STATE: _____ ZIP: _____

***** All preschool campers must be fully toilet trained. *****

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

ALLERGIES: _____ SPECIAL DIETARY NEEDS: _____

OTHER IMPORTANT INFORMATION ABOUT THIS CHILD: _____

TO REGISTER:

1. Check the boxes below with the corresponding weeks and days your child will attend.
2. Complete both sides of this Registration form and return it to the school office with the \$35.00 registration fee, per child, **by April 10, 2020**. Check payable to Andrews Academy or completed Tuition Express form.
Applications received after April 10th will be accepted as long as there is space available.
3. Complete the **Pick Up Authorization Form** and return it with your child's application.
4. Your cancelled check will be your confirmation of enrollment. You will be notified if the program is full.
5. **Cost:** T Th = \$90.00 per week; M W F = \$115.00 per week; Monday through Friday = \$170.00 per week

Choose Payment Plan:

1. ☐ Weekly payments with Tuition Express: ☐ Completed Tuition Express Form Enclosed
or ☐ Use Tuition Express Account Information on File
2. ☐ One Payment in full, per session, by check or cash:
Session 1 payment due by 5/15/20 and Session 2 payment due by 6/26/20

SESSION 1

- | | | | | |
|---|--|---|---|--|
| <input type="checkbox"/> WEEK 1
June 1-5 | <input type="checkbox"/> WEEK 2
June 8-12 | <input type="checkbox"/> WEEK 3
June 15-19 | <input type="checkbox"/> WEEK 4
June 22-26 | <input type="checkbox"/> WEEK 5*
June 29-July 2 |
| <input type="checkbox"/> T Th | <input type="checkbox"/> T Th | <input type="checkbox"/> T Th | <input type="checkbox"/> T Th | <input type="checkbox"/> T Th |
| <input type="checkbox"/> M W F | <input type="checkbox"/> M W F | <input type="checkbox"/> M W F | <input type="checkbox"/> M W F | <input type="checkbox"/> M W* |
| <input type="checkbox"/> MTWThF | <input type="checkbox"/> MTWThF | <input type="checkbox"/> MTWThF | <input type="checkbox"/> MTWThF | <input type="checkbox"/> MTWTh* |

No Camp on Friday, July 3rd - Federal Holiday

SESSION 2

- | | | | | |
|--|---|---|---|--|
| <input type="checkbox"/> WEEK 6
July 6-10 | <input type="checkbox"/> WEEK 7
July 13-17 | <input type="checkbox"/> WEEK 8
July 20-24 | <input type="checkbox"/> WEEK 9
July 27-31 | <input type="checkbox"/> WEEK 10
August 3-7 |
| <input type="checkbox"/> T Th | <input type="checkbox"/> T Th | <input type="checkbox"/> T Th | <input type="checkbox"/> T Th | <input type="checkbox"/> T Th |
| <input type="checkbox"/> M W F | <input type="checkbox"/> M W F | <input type="checkbox"/> M W F | <input type="checkbox"/> M W F | <input type="checkbox"/> M W F |
| <input type="checkbox"/> MTWThF | <input type="checkbox"/> MTWThF | <input type="checkbox"/> MTWThF | <input type="checkbox"/> MTWThF | <input type="checkbox"/> MTWThF |

CONTINUE ON BACK

ANDREWS ACADEMY PRESCHOOL SUMMER CAMP REGISTRATION FORM 2020

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

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

EMERGENCY CONTACTS OTHER THAN PRIMARY OR SECONDARY CONTACT:

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, 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.*

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: _____

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



TUITION EXPRESS

FOR ANDREWS ACADEMY SUMMER CAMP PAYMENTS

Andrews Academy offers Tuition Express, an automated payment software system, as an option for summer camp payments. 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

Administrative Assistant / 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]:	18003381	00226
Routing Number	Account Number	Check Number

Andrews Academy Summer Camp 2020 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