

## **2011-2012 HOLIDAY VACATION PLAY CAMP**

**NEW . . . A two-step procedure** will be required for attendance in the Holiday Vacation Play Camp Program. Please read carefully.

1. ENROLLMENT (*no deposit*)
2. REGISTRATION (*fee required-no credit cards accepted, only checks or cash*)

### ◆ **REGISTRATION INFORMATION - NEW . . . .**

#### • **Registration Forms for each In-Service Day /Break :**

- A separate registration Form & Fee is required for each break (*i.e. In-Service Days, Winter Break, Martin Luther King Day, President's Day, Spring Break*) at least five business days prior to the date desired. Registration Forms can be picked-up at the Community Center Service Desk.
- All participant enrollment forms **must** be on file with HVDC before registration.
  - A minimum of 13 children per day **must be registered and the full attendance fee paid** at least five business days prior to each date of the scheduled 2011-12 HVDC Program.
  - No Refunds given for non-attendance after the five business day period.
  - Prior to attending:
    - ◇ **Each school year** an Enrollment Form, Participant Information Form (*for each child*), and Health Data Sheet (*for each child*) must be completed and on file with HVDC.
    - ◇ **For each break** (*i.e., Winter, Spring, Martin Luther King Day, President's Day and In-Service Days*) a registration form must be completed and fees paid in full **at least five business days prior to each date of scheduled HVDC program at the Community Center Service Desk.**

**PLEASE NOTE:** *If minimum of 13 children per day are not registered at least five business days in advance, HVDC will be cancelled. A phone call to the home phone number listed on the registration form will be made announcing the cancellation and all fees paid will be returned.*

#### **FEE:** Resident / Non-Resident

One child	\$31 / \$52 per day
Each additional child:	\$19 / \$30 per day
Half day:	\$19 / \$30 per day
Each additional child:	\$19 / \$30 per day

**Fees are due with the Registration Form at least five business days prior to the program desired**

## **Program Information**

### **HDVC Dates**

**In-Service Days** (*October 10, November 1, January 17*),  
**Winter Break** (*December 27, 28, 29, 30, January 2*), **Martin Luther King Day** (*January 16*), **President's Day** (*February 20*),  
**Spring Break** (*April 2, 3, 4, 5, 9*)

### **SAMPLE DAILY SCHEDULE**

7:00AM – 9:30AM	Drop Off & Youth Lounge
7:30AM – 9:30AM	Choice of Activities
9:30AM – 10:00AM	Restroom and Snack
10:00AM – 11:30AM	Gym Time/Arts and Crafts
11:30AM – 11:45AM	Restroom
11:45AM – 12:30PM	Lunch
12:30PM – 2 :00PM	Choice of Activities
2:00PM – 3:30PM	Gym Time/Outdoor Time
3:30PM – 4:15 PM	Restroom and Snack
4:15PM – 6:00PM	Choice of Activities/Pick up

Daily schedule is subject to change due to weather conditions and daily attendance.

### **DROP-OFF and PICK-UP PROCEDURES**

**DROP-OFF:** All participants attending HVDC must be walked into the Community Center and signed in at the designate area by an adult.

**PICK-UP:** When picking up your child(ren), please park in designated areas and walk into the building to sign your child(ren) out. All children must be picked up by 6:00pm. Late fees will apply to those who pick up after 6:00pm. There will be a \$10.00 charge for the first 15 minutes (6:01–6:15pm) and \$1.00 per minute thereafter.

### **Medication Policy**

Latchkey staff members are not permitted to administer any type of medication to the children (*prescription or over-the-counter, as well as sunscreen*). **However, with your written instruction, staff members will remind a child of his/her medication time and observe the child taking the medication.** HVDC requires all medication type items to have the child's name on each item. Staff is not permitted to hold any type of medication.

### **Telephone Numbers**

Department of Community Service:

Office: 412-487-7870x370

HVDC SITE: (Active only during program hours) 412-818-5276