

## Mrs. B's CAMP STARLIGHT ACADEMIC ENRICHMENT PROGRAMS

### Participant Enrollment Application

1416 Conley Road Conley, Georgia 30288, 404.363.1288 (Fax)

www.mrsbcampstarlight.com

Student's Name \_\_\_\_\_  
First Middle Last Age

Address \_\_\_\_\_  
(Please include apartment #) City Zip Code

Date of Birth \_\_\_\_\_ grade level promoted to \_\_\_\_\_ Gender \_\_\_\_\_

\*Email Address \_\_\_\_\_

Mother \_\_\_\_\_ Contact (1) \_\_\_\_\_ Contact (2) \_\_\_\_\_

Father \_\_\_\_\_ Contact (1) \_\_\_\_\_ Contact (2) \_\_\_\_\_

#### **MUST BE COMPLETED – T-SHIRT SIZE – NO EXCHANGE – CIRCLE ONE (SAP)**

Adult	S	M	L	XL	2XL	3XL	CHILD	S	M	L	XL
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**EMERGENCY INFORMATION** (By providing information below, I give Mrs. B's Camp Starlight Academic Enrichment Program permission to transport my child in case of emergency)

Primary Care Physician \_\_\_\_\_ Contact \_\_\_\_\_

List any allergies: \_\_\_\_\_

#### **EMERGENCY CONTACTS AND PICK UP AUTHORIZATION**

List individuals to contact in an emergency and/or permitted to pick up your child from our program. All students must sign in and out daily by an authorized responsible adult.

NAME	RELATIONSHIP	CONTACT	CONTACT

I, the undersigned attest that the information provided is true to the best of my knowledge. I understand that I am responsible for payment of services in exchange for afterschool services. Make all payments to: NMLCDP. Late fees and returned check fees have been explained to me and I have been provided with a copy of policy, procedures and dress code.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

#### FOR OFFICE USE ONLY

REGISTRATION \_\_\_\_\_ ACTIVITY \_\_\_\_\_ WEEK \_\_\_\_\_

CHECK \_\_\_\_\_ CASH \_\_\_\_\_ START DATE \_\_\_\_\_

## Mrs. B's Camp Starlight Academic Programs **STUDENT RULES & GUIDELINES**

Because this program uses all of the church buildings, we ask that every student be made aware of these rules prior to attending our programs. Our students are very fortunate to have the use of this location for this program. It is everyone's responsibility to take care of the program venue at all times. Below, you will find the general rules and guidelines that we require all of the children to follow.

Respect the CAMP STARLIGHT PROGRAM STAFF at all times.

Respect the CAMP STARLIGHT PROGRAM VOLUNTEERS at all times.

Respect your FELLOW STUDENTS at all times.

Respect and maintain the integrity of the New Morning Light buildings by keeping it clean of litter.

Respect the games and equipment you are allowed to use.

Seek out CAMP STARLIGHT PROGRAM STAFF whenever there is a problem.

Stay with your assigned group at all times.

Always ask AFTERSCHOOL PROGRAM STAFF for permission to leave the group before leaving.

Always use the buddy system, never travel alone.

Run only during activities in acceptable areas.

All games must be checked out prior to use.

No FOUL LANGUAGE - Profanity will not be tolerated.

Open play times will be conducted only in designated play areas (\*Restrooms & Parking Lots are not considered play areas)

Behave in an orderly, respectful manner at all times.

Food and beverages are to be consumed in designated areas

**NO FOOD or DRINK when *in the Sanctuary!!!***

Please put all trash in the appropriate trashcans.

Keep all hands and objects to yourself.

**NO OPEN TOE SHOES!!**

Closed toe shoes must be worn at all times

(The pool is the only exception).

All undergarments, briefs, and bathing suits must be covered at all times (Swimming in the pool is the only exception).

**HAVE FUN!!!**

**PARENTS PLEASE REVIEW THESES RULES WITH YOUR CHILD**

*All major infractions of the rules will be dealt with on an individual basis. (i.e. Fighting or destruction of property) We reserve the right to terminate a child's participation in our program at any time if behavior problems continue to exist after exhausting all possible solutions described above.*

**Mrs. B's Camp Starlight Academic Enrichment Programs**  
**PHOTO RELEASE AGREEMENT**

I, **[Print Parent Name]** \_\_\_\_\_, give New Morning Light Community Development Project (NMLCDP) permission to photograph my child participating in various Mrs. B's Camp Starlight Academic Enrichment Program activities and field trips. I also give NMLCDP to use photographs for marketing and fundraising materials, programs, website and for the finale presentation. I hold NMLCDP, Mrs. B's Camp Starlight Academic Enrichment Program, its sponsors and stakeholders harmless from any liabilities.

\_\_\_\_\_ Child's Name - Please Print

\_\_\_\_\_ Signature of Parent

\_\_\_\_\_ Parent Name - Please Print

\_\_\_\_\_ Date Signed

**Mrs. B's Camp Starlight Academic Enrichment Programs**  
**AFTERSCHOOL PROGRAM ONLY "NO PAY" ACKNOWLEDGEMENT**

Please sign and date this acknowledgement in the space provided below. Your signature indicates that you understand that there is NO COST associated to your child's registration in the Mrs. B's Camp Starlight Afterschool Program, THIS PROGRAM IS FREE.

Parent Name: \_\_\_\_\_ (print clearly)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mrs. B's Camp Starlight Academic Enrichment Programs**  
**CAMP RULES and GUIDELINES AGREEMENT**

I have read and understand the responsibilities outlined in the Behavioral Expectations and Discipline Policy. I agree that my child shall be responsible for the behavior and consequences included in the policy while at Mrs. B's Camp Starlight Academic Program. **I have also read and agree to the 2015-16 Mrs. B's Camp Starlight Academic Enrichment Program Rules and Guidelines. I have also discussed these Rules and Guidelines with my (circle one) child / children.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date of Signature

This form must be completed and returned to the Mrs. B's Camp Starlight Academic Enrichment Program staff on the day of registration.

**Camp Starlight Academic Enrichment Programs**  
**POLICES and POCEDURES**

Afterschool Hours of Operation

Monday through Friday – 2:00 PM to 6:30 PM

Daily Schedule: **(subject to change)**

**ELEMENTARY SCHOOL**

2:00 pm – 2:50 pm.....BUS DROP-OFF / PARENT DROP-OFF  
2:50 pm – 3:10 pm .....SNACK SERVED IN CAFETERIA  
3:10 pm – 4:30 pm.....HOMEWORK HELP / GRADE LEVEL GROUPS  
4:30 pm – 5:00 pm.....DINNER  
5:00 pm – 6:15 pm.....SPECIAL CLASSES  
6:15 pm – 6:30 pm .....PICK- UP/ DISMISSAL

**MIDDLE SCHOOL**

3:45 pm – 4:00 pm .....DROP OFF, SNACK SERVED IN CAFETERIA  
4:00 pm – 4:30 pm.....HOMEWORK HELP / GRADE LEVEL GROUPS  
4:30 pm – 5:00 pm.....DINNER  
5:00 pm – 6:15 pm.....SPECIAL CLASSES  
6:15 pm – 6:30 pm .....PICK- UP/ DISMISSAL

Summer Camp & School Break Hours of Operation - Monday through Friday – 6:30 AM to 6:30 PM - Daily Schedule:  
(subject to change)

**MONDAY & FRIDAY**                      **ACTIVITY DETAIL**

6:30am – 8:00am	Early Drop off/ Breakfast
8:00am – 8:45am	Morning Exercise / Bathroom Break
8:45am - 9:45am	Academic Rotation
9:50am – 10:50am	Academic Rotation
10:55am – 11:55am	Academic Rotation
11:55am – 12:00pm	Prepare for Lunch / Bathroom Break
12:00am – 12:30pm	LUNCH
12:30pm – 1:00pm	TRIP Departure - Centennial Park / Atlanta Beach
1:00pm – 3:00pm	TRIP CONTINUATION
3:00pm – 3:30pm	TRIP CONTINUATION
3:30pm – 4:00pm	SNACK
4:00pm – 4:30pm	Departure from TRIP, Back to Church
5:00pm – 6:30pm	Arrival To Church / Outdoor Play / Dismissal

**WEDNESDAY**                      **ACTIVITY DETAIL**

6:30am – 8:00am	Early Drop Off/Breakfast
8:00am – 8:30am	Morning Exercise
8:30am – 9:45am	TRIP Departure – SPECIAL TRIP
9:45am – 10:00am	TRIP CONTINUATION
10:00am – 11:15am	TRIP CONTINUATION
11:15am – 11:30am	Prepare for Lunch
11:30am – 12:00n	LUNCH
12:00n – 1:00pm	TRIP CONTINUATION
1:00pm – 2:00pm	TRIP CONTINUATION
2:00pm – 2:15pm	TRIP CONTINUATION
2:15pm – 3:30pm	TRIP CONTINUATION
3:30pm – 4:00pm	SNACK
4:00pm – 4:30pm	Departure from TRIP, Back to Church
5:00pm – 6:30pm	Arrival To Church / Outdoor Play / Dismissal

**TUESDAY & THURSDAY**                      **ACTIVITY DETAIL**

6:30am – 8:00am	Early Drop off/ Breakfast
8:00am – 8:45am	Morning Exercise / Bathroom Break
8:45am - 9:45am	Academic Rotation
9:50am – 10:50am	Academic Rotation
10:55am – 11:55am	Academic Rotation
11:55am – 12:00pm	Prepare for Lunch / Bathroom Break
12:00am – 12:30pm	LUNCH
12:30pm – 1:00pm	Outdoor Play
1:00pm – 2:00pm	ENRICHMENT: CREATIVE WRITING / ARTS & CRAFTS
2:00pm – 4:00pm	ENRICHMENT: DANCE / THEATRE
4:00pm – 4:45pm	SNACK
4:45pm – 6:30pm	Game Time/Outdoor play/Dismissal

### **Refund Policy (SAP & ABP):**

NO REFUNDS will be issued after the beginning of a class or program unless a physician's excuse is presented. In this case a pro-rated amount of the fee will be returned minus a \$10.00 administrative fee.

### **Cancellation Policy (SAP & ABP):**

If a field trip is cancelled, we will issue a refund to the appropriate party.

### **Pro – Rated Fee Policy (SAP & ABP):**

We do not offer partial week payment for any programs we offer, all participant must pay the entire amount requested.

### **Payment Policy (SAP & ABP):**

1. Payment is due weekly (Monday) or advance payments only.
2. Payments will be taken online and by PayPal swipe only.
3. You will be issued a receipt upon payment
4. All weekly payments are due no later than Monday at 6:30 pm for that week.

(Students who have not made payment will not be allowed to attend the program. Failure to make payment may result in the forfeiture of your space in the program and making your space available to another individual)

**Please contact director Roderica James at Mrs. B's Camp Starlight Academic Enrichment Programs at 404-496-4901 OR 313-801-3467 for any questions concerning payment of the Mrs. B's Camp Starlight Programming.**

### **Proper Attire Policy (Apparel):**

To ensure the safety of your child, we must require that your children be clothed in proper attire.

#### **Day Camp Attire:**

Shorts or Pants (no cut-off shorts)  
T-Shirts / Collared Shirts / Blouse  
Closed Toe Tennis Shoes

**OR**

Soft Soled Shoes

**(NO Boots, Sandals, or Flip Flops)**

#### **Swim Time Attire:**

Swim Suit

Towel

Sunscreen

Flip / Flops Sandals

(One piece for girls) – **NO TWO PIECES SWIM SUITS.**

### **Personal Item Policy:**

Camp Starlight and its staff will not be responsible for any personal items that are lost or stolen. Please **DO NOT BRING** personal items from your house to our programming site to ensure the safety of the item. If a student is seen with a personal item, the camper will be asked to put the item away and will be instructed not to bring it back to the program site. Personal items include, but are not limited to:

- **NO** Handheld Video Games (Such as the Play Station Portable (PSP), Nintendo DS, etc.)
- **NO** Personal Music Listening Devices (Such as iPod, MP-3 players, Walkman or CD Players, etc.)
- **NO** Playing Cards or Trading Cards
- **NO** Skateboards
- **NO** Stuffed animals
- **NO** Toys or Figurines
- **NO** Makeup or makeup kits of any kind
- **NO** Sports Balls
- **NO** Cellular Phones

**We appreciate your help in following this policy.**

### **Cash Policy:**

Students have the opportunity to spend money while at our program. Students also will have the opportunity to purchase various items while on site. All of our campers must be responsible for their own money at all times. Camp Starlight cannot be responsible for lost or stolen money. Children have the opportunity to purchase various items on site, during the SUMMER and SCHOOL BREAK CAMP ONLY.

### **Medicine Policy:**

There are times when students must bring a prescribed medication to camp. We are happy to accommodate this need, however, it is the responsibility of the camper to administer his/her own dosage. Our staff will be happy to store the medicine and remind the student of the appropriate times for taking the medicine, but our staff cannot administer the medication to the student.

### **Back Pack Policy:**

Backpacks are a useful way for students to transport and keep track of their swim attire. We ask that personal items for swim time be limited to goggles. All backpacks should be kept in their designated spaces. Students will be informed of the proper storage locations during each day of the program. Camp Starlight will not be responsible for items that are left inside of the backpacks. All lost and found items will be kept at Camp Starlight until Friday of each week. Each Friday evening after closing, items left and unclaimed will be disposed.



### **Phone Use Policy:**

Students will be allowed to use the phone only in emergency situation. Parents, please refrain from calling your children. We will take messages to students if needed, however, please limit these messages. Students are not permitted to bring and use personal cell phones (at your own risk). In the case of an emergency, our staff will make necessary phone calls to parents/guardians or emergency contacts.

### **Food Policy:**

Students will be provided a free meal each day the program. Students may purchase candy, soda, or bottled water from any of the vending machines during their meal.

All food items must stay in the designated areas. The staff will explain the food area to the students each day.

### **REMINDER:**

WE WILL PROVIDE BREAKFAST, LUNCH, and SNACK (**FOR SUMMER CAMP ONLY**), and an EVENING MEAL & SNACK (**FOR AFTERSCHOOL PROGRAM ONLY**) EACH DAY.

## **DROP OFF PROCEDURE:**

### **DROP OFF LOCATION:**

Monday through Friday

New Morning Light 1416 Conley Road, Conley Georgia 30288

### **DROP OFF TIME:**

Your child can enter the program at any time during hours of operation, however we offer extended hour care for working parents FREE between the hours of 5:00pm and 6:30pm.

### **DROP OFF PROCEDURE:**

Each student must have a parent/guardian or \*approved adult sign in when arriving to the site. The sign in sheet should be found in the entrance of New Morning Light Baptist Church Monday through Friday.

**\*Approved Adults:** The student information form provides space to authorize additional adults whom may sign a child in or out.

## **PICK UP PROCEDURE:**

### **PICK UP LOCATION:**

Monday through Friday

New Morning Light 1416 Conley Road, Conley Georgia 30288

### **PICK UP TIME:**

Your child can enter the program at any time during hours of operation, however we offer extended hour care for working parents FREE between the hours of 5:00pm and 6:30pm.

### **PICK UP PROCEDURE:**

Your child can enter the program at any time during hours of operation, however we offer extended hour care for working parents FREE between the hours of 5:00pm and 6:30pm. No student may leave the program environment until an authorized adult has signed the sign-out book or a parent has signed and turned in the "Program Release Form".

If a parent/guardian is unable to pick up your child, you MUST notify us that an \*approved adult will be picking your child up instead. This \*approved adult will need to verify their identity by showing picture id. If your child is walking home, that indicates you have signed and turned in the "Program Release Form".

### **LATE PICK - UP FEES AND POLICY:**

We are a free to low-cost program with limited enrollment. Most of our programs are volunteer based and a privilege to the children and parents participating. Please be aware that all children need to be picked up by 6:30pm, your child must be picked up by 6:30pm sharp. Late pick-up fees will begin promptly at 6:30pm. Late Fees will be **\$1.00 a minute after 6:30pm**. You may pay the fee when you pick up your child, or your child will be asked not to return until the fee is paid. This policy must be enforced to allow the staff clean up responsibilities before they leave. If your child is consistently being picked up late from our program, his or her privileges to attend may be revoked.

**\*Approved Adults:** The student information form provides space to authorize additional adults whom may sign a child in or out.

## **DISCIPLINE PROCEDURE**

Students are expected to follow the **RULES and GUIDELINES** set forth by the staff. Failure to obey the rules could result in a suspension or an expulsion from the program. Behavior problems affect the staff and other students. A copy of all the **RULES and GUIDELINES** will be provided and explained to you and your child. Daily reminders will be given each subsequent day. The following steps have been created to ensure the **RULES and GUIDELINES** are being adhered to:

**1<sup>st</sup> VIOLATION** = Verbal Warning and Explanation of Rules Violation.

**2<sup>nd</sup> VIOLATION** = A time-out (one minute for every year of age) will be issued and a form will be sent home to the parent in addition to contacting the parent verbally upon the student pick – up.

**3<sup>rd</sup> VIOLATION** = The parent will be contacted and will be asked to remove their child for the remainder of the day. A parent meeting with the Director will be needed prior to allowing the child back into the program.

Please be aware that the parent is responsible for picking up their child promptly if they are sent home because of behavior problems. Please be aware that if your child is removed because of repeated behavior problems, your child will be asked not to return to the program and no funds will be returned.

## **FIELD TRIP PROCEDURES (SAP & ABP)**

Various field trips will be offered throughout the Mrs. Camp Starlight Summer Program. We have scheduled trips to Six Flags, White Waters, Bowling, Movie Theatre, Atlanta Beach Pass & Registration, Centennial Park, etc. Each of these field trips is an additional cost to the camper. The weekly fee is \$55.00 (please see the director for payment schedule). The payment of the field trip can be made at any time throughout the camp two weeks prior to leaving for the field trip. You may pay for the field trip at any time throughout the week during drop off or pick up times. A receipt will be given to you for the money that you put into the **FIELD TRIP BANK**.

The permission form for these field trips are to be returned on the first day of camp. These field trips are a privilege, and improper behavior could result in your child not being allowed to participate.

## **FIELD TRIPS PERMISSION FORM (SAP & ABP)**

I have read, paid and agree to the 2015 Mrs. B's Camp STARLIGHT field trips. I give my child permission to travel with Camp Starlight on all designated field trips planned and unplanned for the camp session 2015. I also release Camp Starlight, sponsors and any all related parties from any liabilities.

\_\_\_\_\_  
Signature of Parent or Legal Guardian      Date of Signature

This form must be completed and returned to the Mrs. B's Camp STARLIGHT staff on the first day of camp.

**New Morning Light  
Community Development  
Project Inc. Presents:**

**Mrs. B's Camp Starlight  
After-School Enrichment  
Program**

**FREE SNACK  
EVERYDAY!**

We Made Registration Easy!  
PRE - REGISTER ONLINE @  
[www.mrsbcampstarlight.com](http://www.mrsbcampstarlight.com)

## **MRS B'S CAMP STARLIGHT AFTER-SCHOOL PROGRAM Homework Help Enrichment Program**

### **MRS.B'S CAMP STARLIGHT AFTERSCHOOL PROGRAM:**

As a community, we understand the need to help our children achieve basic proficiency in core subject areas. We are here to make sure that happens! Our afterschool program is a safe haven for students to study, access homework help, utilize the Internet, and get a healthy snack. **We will be open Monday and Wednesday between the hours of 3:00 p.m. and 5:00 p.m.** We have experienced homework helpers on staff to meet your child's educational need. We provide help with mathematics and reading, and other basic skills necessary to bridge the gap between failure and success. Our homework center provides a climate that offers effective instructional practices and a caring attitude for your child to succeed. We have a positive communicative environment that breeds mutual respect, while at the same time providing individualized attention when needed. Sign your child up today, your child grades shouldn't have to suffer one more day, we are ready and willing to help!

### **CLASSROOM CLIMATE:**

To qualify for enrollment, children must be able to function in a small group setting to ensure the safety and well being of the children.

### **HOURS OF OPERATION:**

Our Afterschool program begins at 3pm until 5pm Monday & Wednesday. Our program operates on site everyday that school is in session, weather permitting

### **SCHOOL BREAK CAMP\* (FEE IS CHARGED DURING SCHOOL BREAKS)**

School Break we offer full-day School Break Camp. These full-day programs are charged a fee. School Break Camp is held from 6:30 am to 6:30pm. Space is limited on a first – come, first – serve basis. **25 participants must be registered before deadline date in order to provide this service.** Call for details.

### **FEES:**

# **AFTERSCHOOL PROGRAM IS FREE!!!!!!**

**FREE  
AFTERSCHOOL  
PROGRAM!**

### **REGISTRATION**

**Monday & Wednesday  
3:00pm – 5:00pm  
CALL: 404-496-4901**

**LOCATION:  
New Morning Light  
Baptist Church  
1392 Conley Rd.  
Conley, GA 30288**

Enrollment Information may be picked up at New Morning Light Baptist Church during the specified hours, or picked up outside of the front door of the church 24/7. Enrollment is on a first-come, first-served basis and spaces are limited.

The complete registration packet must be collected prior to your child's enrollment. There are NO FEES associated with this program.

We appreciate your continued support of the NMLCDP and interest in our afterschool program. We do ask for any supply donations to keep the program going, it is not required, but appreciated. If you have any questions in reference to our other programs or the registration process please call 404-496-4901.

For More Information call: 404-496-4901 – 1392 Conley Rd. Conley, GA 30288 – [www.mrsbcampstarlight.com](http://www.mrsbcampstarlight.com)

\*PLEASE NOTE: FEES ARE charged for the SUMMER and SCHOOL BREAK CAMP ONLY, donations are accepted during the SUMMER and SCHOOL BREAK CAMP ONLY. \*All break Camps are TBD, please call for enrollment.

**New Morning Light Community Development Project 501(c)(3)**  
**Mrs. B's Camp Starlight Supply Donation Checklist**

Dear Donor,

We are asking for donations for some of the items below so that we may succeed in educating your children. New Morning Light Community Development Project tax ID is \_\_\_\_\_. Please do not hesitate to call if you have any questions at 404-496-4901. We look forward to establishing a wonderful relationship with you and your family. We know that these types of partnerships help us to give back to the community and help our children take pride in their academic achievement.

<b># PACKS</b>	<b>SUPPLY NEEDS</b>	<b># PACKS</b>	<b>SUPPLY NEEDS</b>
_____	<input type="checkbox"/> 3x5 and 4x6 Index cards	_____	<input type="checkbox"/> First Aid Kits
_____	<input type="checkbox"/> Student Pocket Folders	_____	<input type="checkbox"/> Post-it Notes
_____	<input type="checkbox"/> File Folders	_____	<input type="checkbox"/> Colored Pencils
_____	<input type="checkbox"/> Binder Clips (all sizes)	_____	<input type="checkbox"/> #2 Pencils
_____	<input type="checkbox"/> Construction Paper	_____	<input type="checkbox"/> Pens
_____	<input type="checkbox"/> Ink Cartridges	_____	<input type="checkbox"/> Pencil Erasers
_____	<input type="checkbox"/> Copy Paper	_____	<input type="checkbox"/> Thesauruses
_____	<input type="checkbox"/> Graph Paper	_____	<input type="checkbox"/> Scissors
_____	<input type="checkbox"/> Hand Writing Paper	_____	<input type="checkbox"/> Electric Pencil Sharpener
_____	<input type="checkbox"/> Cases of Water	_____	<input type="checkbox"/> Tape
_____	<input type="checkbox"/> Large Supply Boxes	_____	<input type="checkbox"/> Paper clips
_____	<input type="checkbox"/> Crayons	_____	<input type="checkbox"/> Glue sticks
_____	<input type="checkbox"/> Highlighters	_____	<input type="checkbox"/> Rulers / Protractors
_____	<input type="checkbox"/> Liquid Hand Soap	_____	<input type="checkbox"/> Calculators
_____	<input type="checkbox"/> Staplers	_____	<input type="checkbox"/> Ruled Writing Paper
_____	<input type="checkbox"/> Staples	_____	<input type="checkbox"/> Spiraled Notebooks
_____	<input type="checkbox"/> Hand Sanitizer	_____	<input type="checkbox"/> Pencil Boxes
_____	<input type="checkbox"/> Disinfecting Wipes	_____	<input type="checkbox"/> Dictionaries
_____	<input type="checkbox"/> Dry Erase Markers	_____	<input type="checkbox"/> White Out
_____	<input type="checkbox"/> White Board Erasers	_____	<input type="checkbox"/> Envelopes
_____	<input type="checkbox"/> Tissue	_____	<input type="checkbox"/> Colored Markers
_____	<input type="checkbox"/> Poster Board	_____	<input type="checkbox"/> Science Boards
_____	<input type="checkbox"/> Paper Towel	_____	<input type="checkbox"/> Toilet Paper

**Donator Name:** \_\_\_\_\_

**Donator Address:** \_\_\_\_\_

**Estimated Cost of Items:** \_\_\_\_\_ **NMLCDP SIGNATURE** \_\_\_\_\_

Parents will ONLY make Donations of any kind, during the SUMMER and SCHOOL BREAK CAMP ONLY. Donations will NOT be requested or accepted for the FREE after – school program. All donations made to **NEW MORNING LIGHT COMMUNITY DEVELOPMENT PROJECT 501(c)(3)** are tax deductible. Thank you for your donation .

**Mrs. B's Camp Starlight Academic Enrichment Program**  
**PROGRAM RELEASE WAIVER**

I authorize and give consent to the \_\_\_\_\_ Mrs. B's Camp Starlight & New Morning Light Community Development Project to release my child from the program grounds without parental supervision and hereby consent, acknowledge and allow my child to walk home without parental or NMLCDP supervision.

I, individually and/or on behalf of my minor child(ren), hereby release and hold NMLCDP and their officers, trustees, employees, directors, volunteers, and/or others acting on their behalf harmless from negligence and any and all claims that I or my child may have arising from walking home from the program grounds.

I, individually and on behalf of my minor child(ren), understand that walking home unsupervised may be dangerous. Once you sign, you are saying that you understand the risks involved and accept all of the risks.

**STUDENT INFORMATION**

Program Year: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Child's Phone Number: \_\_\_\_\_

Parent or Guardian's Daytime Number: \_\_\_\_\_

Second Phone Number: \_\_\_\_\_

**PARENT SIGNATURE**

Parent or Guardians Printed Name: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Mrs. B's Camp Starlight EXEMPTION, INJURY and  
INSURANCE Notice:**

Mrs. B's Camp Starlight is exempt from licensing from the State of Georgia and is not required for state licensing under exemption rule #7 & #13:

**EXEMPTION #7 (SAP & SBP)**

"Day camp program for children five (5) years of age and older that are operated between school terms, whose primary purpose is to provide organized recreational, religious, or instructional activities, operating during the summer hours and other school breaks for no more than twelve (12) hours per day."

**EXEMPTION #13 (AAP)**

"Any program providing group-care for children for no pay.

Please be advised that Mrs. B's Camp Starlight does not carry liability insurance. Therefore, In connection with any injury my child(ren) may sustain or illness or other medical conditions my child(ren) may experience during his/her/their participation in or attendance at Camp, I authorize any emergency first aid, medication, medical treatment, or surgery deemed necessary by the attending medical personnel if I am not able to act on my child(ren)'s behalf. In the event that I cannot be contacted in the event of an emergency, I further hereby grant Mrs. B's Camp Starlight permission to administer immediate treatment and/or take my child(ren) to a hospital emergency room via ambulance/emergency vehicle. I further authorize the attending medical personnel to execute on my child(ren)'s behalf any permission forms, consents, or other appropriate documents relating to medical attention. I agree to assume all liability for any expenses incurred in such an emergency (transportation, hospitalization, x-rays, etc.). I also understand and agree that Mrs. B's Camp Starlight will notify me if my child(ren) becomes ill during camp hours, and I will arrange to have my child(ren) picked up immediately from Camp. Further, I waive and release Mrs. B's Camp Starlight and its owners, officer, directors, employees, agents and independent contractors from any and all liability for personal injuries, illness, loss, or damage to property.

**By Signing Below, Parent/Guardian is acknowledging that he/she has read and received a copy of Mrs. B's Camp Starlight Policies, Procedures and Notices. I am also acknowledging that I have been informed that this program is not a licensed child-care facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.**

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Parent Name

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Parent Signature

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Date

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Child Name



**MRS. B's CAMP STARLIGHT  
CODE OF CONDUCT & BEHAVIOR POLICY  
ACADEMIC AFTERSCHOOL PROGRAM (AAP) & SUMMER ACADEMIC PROGRAM (SAP)**

**EVERY MEMBER OF MRS. B'S CAMP STARLIGHT PROGRAM HAS THE RIGHT:**

1. To feel safe
2. To learn to the best of their ability
3. To be treated with dignity and respect

**TO PRESERVE THESE RIGHTS, WE HAVE CREATED THE FOLLOWING RULES:**

**BEGINNING THE DAY RULES:**

1. **WE** put away our coat, book-bag.
2. **WE** place our "Name-Tag" in the box and start on our Homework/Do Now.
3. **WE** put finished homework away.
4. **WE** stay seated and wait quietly for the next direction.

**MOVEMENT/SAFETY:**

1. **WE** wait until we are called
2. **WE** enter and exit the area calmly, quietly and safely
3. **WE** line up facing forward
4. **WE** walk on the right
5. **WE** give the right away to smaller students

**BATHROOM:**

1. **WE** act safely in the bathroom
2. **WE** respect privacy
3. **WE** keep bathrooms clean at all times

**OUTSIDE:**

1. **WE** play safe
2. **WE** include others
3. **WE** watch out for smaller students
4. **WE** serve a time-out when acting inappropriately.

**LUNCH:**

1. **WE** come and leave quietly
2. **WE** stay seated and use good manners
3. **WE** clean up after ourselves
4. **WE** push in our chairs

**LEARNING CENTER RULES:**

1. **WE** select individual or group work
2. **WE** select a captain to get our material and to put it back for others.
3. **WE** respect each team member
4. **WE** teach each other and listen
5. **WE** check our partner's work.
6. **WE** have an afterschool folder for our finished and unfinished work

**COMPUTER RULES:**

1. **WE** can **ONLY** enter the area when escorted by an Adult
2. **WE** can **ONLY** go to approved websites posted within the media center.

### **ENDING THE DAY RULES:**

1. **WE** clear off desk, place afterschool work in our folder & wait to be called.

### **FORBIDDEN IN AFTERSCHOOL:**

- Gum is **NOT** allowed.
- Cell phones, iPods and personal stereos are **NOT** allowed. If needed for afterschool arrangements, they can be brought in and left with administrator or staff.
- Vandalism is **NOT** tolerated.

**Parent / Student must pay the cost of any damage to NMLCDP and Camp Starlight property or other student's property including books and equipment.**

## ATTENDANCE & BEHAVIOR POLICY

**Program Entry:** All Parents / Students MUST sign in and be counted for attendance roll-call purpose.

**Program Exit:** All students MUST signed-out at the end of the program by an authorized parent/guardian before departing. The time of departure and an early dismissal justification, if applicable, must be recorded for compliance purposes. If someone else will be picking your child up. **They must be listed as an authorized person in your child's file.**

**Special Schedule Attendance:** Students that attend only 2 or 3 days a week. Parents **must** submit a letter to administrator as soon as possible with the days of the week your child will be attending. Selected days will be counted and **must** remain the same every week, unless changed in writing (AAP).

### **Program Expulsion:**

Students dropped from the program because of **Bad Behavior (AAP & SAP)** and **Imperfect Attendance (AAP & SAP Scholarship)** cannot return. Students on the waiting list will be called.

## ATTENDANCE POLICY

**Excused Absences:** are for illness, recovery from an accident, required court attendance, professional appointments, death in the immediate family, observation or celebration of a bona fide religious holiday, and such other good cause as may be acceptable to the program director. The absence must be unavoidable and the program director is not obliged to accept a parent's explanation.

**Unexcused Absence:** For such reasons as camping, vacations, or visiting a relative is discouraged. Late night activities that cause a student to be absent the following day are also discouraged. We encourage all parents to inform the program of all absences in advance.

**Excessive Absences (AAP & SAP Scholarship):** from the program is defined as 10 days absent (unexcused). At day five, parents will be notified, and a conference held with the parents to determine the circumstances surrounding the absences. Further absences after conference will require proof or a written reason for absences, if not they will be marked as unexcused, thereafter.

### **Phone Text Procedures for Absences or Tardy (No Calls)**

- Parents MUST send a text message to program director before roll call.
- If parent has not texted before roll call, the absent or tardy will be recorded as unexcused.
- In the event that phone text message was not made by parent, parents are requested to send a signed and dated note on the day the child returns to the program explaining the reason for the absence.

## BEHAVIOR POLICY

### **STRICTLY PROHIBITED:**

1. To leave the school grounds without permission.
2. Any form of violence or behavior that endangers self or others (hitting, kicking, scratching, and punching a student, or staff member.)
3. Smoking, consumption of alcohol or drugs on campus or on school trips.
4. Infringement of the above strictly prohibited rules could lead to program expulsion.

**\*These rules apply to all field trips.**

### **Discipline Methods Used:**

Positive guidance  
Redirection  
Establishment of clear, concise, and reasonable limits

### **Consequences that may occur:**

Verbal Warning  
Short time outs  
Loss of privileges  
Adult observation  
Call or text parents  
Written Referral

### **Referral Five-step Process:**

1<sup>st</sup> =call/text  
2<sup>nd</sup>=call/text  
3<sup>rd</sup>=1-day suspension  
4<sup>th</sup>=3-day suspension  
5<sup>th</sup>=Program Expulsion

**Automatic Program Expulsion**=If parents are abusive or disrespectful toward staff or children other than their own.

## PARENT NOTIFICATION PROCEDURES

**Whenever a student fails to report for roll-call a total of five (5) days (AAP & SAP Scholarship) or receive 3 behavior warnings (AAP & SAP),** as defined within, the staff shall make a reasonable effort to ensure that direct contact is made with the Parent, in person, through telephone conversation, text, or note send by student, explaining the consequences when a Parent and student are in violation of the attendance and/or behavior policy.

**Whenever a student fails to report for a total of ten (10) unexcused days (AAP & SAP Scholarship) and or receive 5 behavior warnings (AAP & SAP),** as defined within, the student will be dropped from the program.

## NOISE MANAGEMENT ROUTINE

Parents we ask the all adults on site should follow a consistent noise reduction plan. In an effort to keep indoor noise to a minimum, we must follow a site wide plan that all adults demonstrate children.

### **Step 1:**

Say Aloud **"Give Me Five!"** and hold up five fingers. Students should do the following five steps.

### **GIVE ME FIVE:**

1. Legs Are Crossed / Feet Are Quiet
2. Hands Are Still
3. Ears Are Listening
4. Eyes Are Watching
5. Lips Are Zipped

### **Step 2:**

When you want students to behave, start by counting backwards "5 to 1".

### **Step 3:**

When you get the number "2", with "two fingers" in the air representing that you are now on "2" and it is expected for student to be quiet.

### **Step 4:**

Start to recognize which students are following directions and paying attention by stating "Thank you" followed by the student's name (ex. "Thank you, Roderica"). Children love positive reinforcement and students like to be recognized and praised. Once you start recognizing good behavior every student will try to change his or her behavior to be recognized positively.

### **Step 5:**

By the time you count down to "1", students should be quiet. If not, you must use the **Behavior Intervention Plan** to move them down one step on the levels.

## **SITE / CLASSROOM BEHAVIOR MANAGEMENT PLAN (BIP)**

All Students will begin their day on “Clear Skies”. Children may move up when behaving well or move down when acting inappropriately. Children can earn their way back to “Clear Skies” or higher if their behavior improves during the day. If students are on “Clear Skies” or higher by the end of the day, a sticker will be placed on the sticker chart, after 5 stickers the students will get to visit the “Treasure Box”.

**Pot-O-Gold** – Two or More Good Actions

**Over The Rainbow** – One Good Action

**Clear Skies** - Neutral starting point. Children may also return here if their behavior improves.

**Partly Cloudy** – One reminder or redirection

**Cloudy**– Two reminders or redirections. Time Out

**Stormy** – Three or more reminders or redirections. Parent Contact (Letter/ Phone Call)

**Treasure Box** – Randomly, Students will receive stickers on their name when they are “Caught being Good” and will be moved up on the behavior chart to “Over The Rainbow” or “Pot of Gold”. They will receive stickers for making good choices. Following directions the first time, staying on task, and setting a good example. Once they have received 7 stickers, children will be able to visit the treasure box.

**Note:** The Academic Afterschool Program (**AAP**) does not require the same rules as the Afterschool Food Program (**AFP**). It is not required for your child to meet attendance and behavior requirements to participate in the AFP, those requirements are only set forth for the AAP, Academic Break Program (**ABP**), and The Summer Academic Program (**SAP**).