



## Vera Court Neighborhood Center 2024 Elementary Summer Camp Enrollment Packet

We are excited to have your child participate in Vera Court Neighborhood Center's Summer Camp! We have sought to provide a fun, educational, and worthwhile experience for all of the youth who will be attending.

Our Elementary School camp runs **Monday-Friday from 9:00am - 4:00pm** from Monday, June 17th - August 9th. There is no camp on Wednesday June 19th or July 4th, 2024!

We will host an in-person summer camp orientation and open house for families on **Tuesday June 11th from 10:00AM-11:00AM and Thursday, June 13th from 6:00-7:00PM**. While not required to attend summer camp, this orientation is helpful to understand our summer camp schedules, routines, and expectations. Summer camp celebrates the end of camp with a Summer Camp Ceremony. That will take place on the last day **August 9th 2024 at 4:00 PM-6:00 PM**.

If your child attends summer school, they may join us on Monday, Tuesday, Thursday and Friday once summer school is over. Students in summer school will not be able to attend on Wednesdays.

Please do not hesitate to contact us with questions, concerns, and ideas.

**All paperwork must be turned in no later than June 13th**

All paperwork must be completed and turned in before a child will be allowed to attend camp! **Paperwork turned in after June 13th may result in your child being placed on the waitlist.**

**Elementary summer camp is only available for students 7 years and older. Due to city licensing requirements, we are only able to accept three (3) 6 year olds at a time. If your child is 6 years old, they may be placed on a waiting list.**

*\*Please note that all costs of the camp are paid for by Vera Court Neighborhood Center and camp is entirely free to all participants. No proof of income is required.\**

### **Summer Camp Dates:**

June 17th - August 9th

9:00am-4:00pm

**NO CAMP ON WEDNESDAY, JUNE 19TH OR THURSDAY, JULY 4TH!**

## Enrollment Priorities

Vera Court Neighborhood Center (VCNC) will select a limited number of participants based on the following priorities:

1. **Regular VCNC program participants with positive behavior and attendance records in VCNC programs.**
2. **Children who have successfully completed the 2023 summer camp that were NOT after-school participants in the 2023-2024 school year.**
3. **Vera Court Neighborhood residents who are not regular program participants.**
4. **Residents of the Madison Metropolitan School District year round.**
5. **Residents of other school districts/summer only residents of Vera Court**

**Current 6 year old applicants:** Vera Court Neighborhood Center can only accept **three** 6 year old participants due to State of Wisconsin Regulations. 6 year olds are encouraged to apply but may be placed on a waiting list.

**Current 5<sup>th</sup> grade students:** 5<sup>th</sup> grade students (entering 6<sup>th</sup> grade) will participate in the Middle School camp, please ask for a Middle School Camp application if you would like to enroll.

**Summer School Participants:** Students registered for summer school are encouraged to apply for Vera Court's summer camp. The center **does not** provide transportation to or from summer school. Your child would be able to attend camp after summer school from **12:30-4:00 Mon, Tue, Thur, Fri** (camp would not be available on Wednesdays).

I have read the following priorities and agree to Vera Court Neighborhood Center's Summer Camp 2024 application policy.

**Parent/Guardian Signature:** \_\_\_\_\_

In order to be considered for camp this application is due no later than Friday, May 31st.

# Enrollment Form

*All information on the subsequent pages must be completed for a child to be admitted to camp*

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_

Parent(s)/Guardian(s) Name(s):

\_\_\_\_\_

Home Address:

\_\_\_\_\_

Phone Number (indicate cell or home): \_\_\_\_\_

School (in Fall 2024): \_\_\_\_\_

Grade (in Fall 2024): \_\_\_\_\_

Child's T-Shirt Size: \_\_\_\_\_

Allergies/Dietary Restrictions or other important health information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Child's Physician or Clinic:

\_\_\_\_\_

Parent/Guardian Employer:

\_\_\_\_\_

Employer/Work phone number: \_\_\_\_\_

Employer address: \_\_\_\_\_

Person to be notified in case of emergency and parent(s)/guardian(s) cannot be reached  
(include relationship to child):

\_\_\_\_\_

Emergency contact phone number(s):

\_\_\_\_\_

Emergency contact address:

\_\_\_\_\_

# Vera Court Release Statement

I give my child \_\_\_\_\_, permission to participate in all program activities with Vera Court Neighborhood Center. In the event that I do not want my child to participate in activities, I understand that I must contact a staff person. I also understand that if my child does not obey Vera Court Neighborhood Center rules, he/she may be asked not to participate in activities.

Furthermore, in the event of an emergency, and I cannot be contacted, I authorize you to call my doctor. If he/she cannot be contacted, I give my consent for my child to receive medical treatment or care. I understand that staff will make every effort to contact me first.

\_\_\_\_\_  
(Parent/guardian signature)

\_\_\_\_\_  
(Date)

---

*In order to ensure the best programming possible we ask that you indicate which (if any) weeks and/or days that your student will miss summer camp this year. Please indicate the reason for missing summer camp as well, as our waiting list tends to be long and we want to offer opportunities for all youth interested in camp.*

Week one: June 17th - June 21st

---

Week two: June 24th - June 28th

---

Week three: July 1st - July 5th

---

Week four: July 8th - July 12th

---

Week five: July 15th - July 19th

---

Week six: July 22nd - July 26th

---

Week seven: July 29th - August 2nd

---

Week eight: August 5th – August 9th

---

# Vera Court Neighborhood Center Rules Contract

## Vera Court Neighborhood Center Rules

1. Have fun and enjoy yourself
2. Be safe and responsible
3. Respect staff, participants, and the center and places we go.
4. Refrain from running, fighting, and throwing objects in the center.
5. Refrain from using loud, vulgar, abusive language.
6. No put-downs
7. No alcohol / drugs around the center.
8. Follow all health & safety protocols.
9. The center is a gang free zone. No gang paraphernalia is permitted.
10. You are encouraged to make the center a better place.

## What happens when a rule is broken?

1. The first written warning is given by staff. If negative behavior continues:
  2. A 2<sup>nd</sup> written warning is given by staff. If negative behavior continues:
  3. The participant receives their 3<sup>rd</sup> warning and is removed from programming for the day, and a phone call is made to the parent/guardian. If the parent/guardian is unavailable, we will try and reach the emergency contact. If we cannot reach an adult a letter will be sent with the child explaining that the child will be suspended for the following day.
- Three warnings in one day = a one day suspension. If your child continues to receive three warnings per day on several different occasions a meeting will be set up between the center, the parent and the child to discuss a plan for the child.

## Fighting/Physical Altercations

1. All participants involved will be suspended for 1 week from the date of the incident. **Play fighting will be treated the same as any other physical altercations.**

If there is a second occurrence:

2. Participants involved in an altercation will be removed from summer camp another week.
3. If there is a 3<sup>rd</sup> occurrence, the child will be removed from summer camp for the remainder of the summer.

## Summer Camp Participant

*I understand the Vera Court neighborhood Center rule. I agree to follow the rules. I will accept the consequences if I break the rules.*

\_\_\_\_\_  
Campers Signature

\_\_\_\_\_  
Date

## Parent or Guardian

*My son / daughter and I have reviewed the rules. I understand the rules.*

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

\_\_\_\_\_  
Date

## Entering and Leaving Camp

Safety is our number one concern when your child is in our care; we want to minimize any chance of potential harm or threat. It is vital that your child is following instructions and staying with staff. If students are walking out of the program without notifying staff, it will result in an automatic 1-day suspension. If the offense occurs again, it will be a 2 day suspension and there will need to be a mandatory conference with parents and staff before the child is allowed back into the program. If the behavior is continued three times, your child will be removed from summer programming.

1st offense: 1 day suspension (call home)

2nd offense: 2 day suspension (mandatory conference with parents)

3rd offense: Removal from summer program

In addition, if your child is enrolled in camp, we want them to be here and actively engaged in activities. If your child has to continuously leave early or chooses not to participate in the program, a meeting will be held with parents and students. If the problem is not resolved, then the child will be removed from the program.

## Cell Phone/ Phone Use

There will be no cell phone use throughout the summer program. Parents will need to contact the center first if they need to get in contact with their child. We ask parents to contact the center ahead of time if their child has an appointment or needs to be released early from the program. We want to avoid students having to call parents throughout program time. If students are using a cellphone, they will receive a warning and be asked to hand it to staff until the end of the day. Refusal will result in an automatic 1 day suspension.

## Nutrition Policy

Vera Court provides a healthy breakfast, lunch and a snack every day for all camp participants. Campers are allowed to bring lunch from home during summer camp. We have designated meal times for all campers and no food will be eaten or served outside of scheduled meal times.

Other than a packed lunch, **no other outside food is allowed at Vera Court** during summer camp.

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

**PICK UP/DISMISSAL INSTRUCTIONS**

Please circle whether your child will walk home at the end of camp or will be picked up. If your child is being picked up, please make sure that they are being picked up at 4:00 pm as we will not have staff available after 4:00 pm to supervise your child(ren). If a parent/guardian is continually late for pick-up your child(ren) will be removed from summer camp.

**WALK HOME**

**PICKED UP**

Adults authorized for pick up:

---

---

---

Special instructions (such as siblings or friend they should walk with, etc.):

---

---

---

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

\_\_\_\_\_  
Date

## Enrollment/Unexcused Absences

Vera Court Neighborhood Center's summer camp is an enrolled camp with a long waiting list. In order to make the camp fair for everyone that has applied we ask that campers do not have more than **FOUR (4) unexcused absences** throughout the 8 weeks of in-person summer camp (**June 17th - August 9th**).

Students may miss camp for extended **excused** absences without jeopardizing their spot in camp. Excused absences include family vacations, sports programs and other short-term summer camps, illness and health concerns, etc. **We ask that parents and/or youth communicate about all absences to staff ahead of the absence.**

If your child has reached **TWO unexcused absences**, you will receive a phone call home to let you know that they are allowed to miss **TWO (2)** more days of camp before they will be in jeopardy of losing their spot in camp to one of the students on our waiting list.

I have read and understand the unexcused absences policy:

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

\_\_\_\_\_  
Date

## Photo/Video/Artwork Release Form

I hereby grant permission to Vera Court Neighborhood Center and its partners to use photographs, video, and artwork of my child and created by my child. Vera Court Neighborhood Center will use said material on the internet or in other official printed publications created by, or affiliated with Vera Court Neighborhood Center without further consideration. Therefore, I agree to indemnify and hold harmless from any claims the following: Vera Court Neighborhood Center staff, Board of Directors, its partners, and its volunteers.

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

\_\_\_\_\_  
Date

Please check the box if you are opting out of the photo/video/artwork release

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



**Authorization to Administer Sunscreen and Bug Repellant (optional)**

I give my permission to Vera Court Neighborhood Center staff to apply/supply **sunscreen** to my child during camp hours.

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

\_\_\_\_\_  
Date

I give my permission to Vera Court Neighborhood Center staff to apply/supply **bug spray** to my child during camp hours.

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

\_\_\_\_\_  
Date

**Phone Call Policy**

Summer camp participants are permitted to use the phone **at the beginning of camp and at the end of camp**. Additional phone calls tend to disrupt programming and make it difficult for youth and staff to complete tasks.

Phone calls made any other time of day will be conducted by staff and only in the case of illness, injury, behavior or other extreme circumstance. Parents/guardians are welcome to leave messages with our administrative staff for their children during the camp day.

**Cell phone use:** If participants choose to bring their cell phones to summer programming, they are solely responsible for them. As a center, we expect that participants will exercise respect toward staff and other participants when using their phones and not to use them during activity times and when we are off-site. If cell phones interfere with programming or become distracting, staff will hold onto them for the remainder of the day.

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

\_\_\_\_\_  
Date

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

**NEIGHBORHOOD SUPPORT DEMOGRAPHICS**

**Disclaimer:** We apologize if any questions are offensive or feel invasive. Local and Federal Community Development Block Grant Programs require the information in this section and reporting on them is mandatory for continued funding of Vera Court Neighborhood Center .

How many people in your family have a disability? \_\_\_\_\_

Is this a female headed household? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please describe your race/ethnicity. (The next question will ask about Hispanic/Latino heritage)**

- White/Caucasian
- Black/African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian/Other Pacific Islander
- Black/African American and White/Caucasian
- Asian and White/Caucasian
- American Indian/Alaskan Native and White/Caucasian
- American Indian/Alaskan Native and Black/African American

Other (please specify) \_\_\_\_\_

**Please check one:**

I am also Hispanic/Latino \_\_\_\_\_

I am only Hispanic/Latino \_\_\_\_\_

I am not Hispanic/Latino \_\_\_\_\_

**Please go to the column that indicates the number of people that live in your family and circle the income range that describes the combined income of everyone in your family.**

1 Person Family	2 Person Family	3 Person Family	4 Person Family
Over \$55,950	Over \$63,950	Over \$71,950	Over \$79,900
\$36,100 to \$55,950	\$41,250 to \$63,950	\$46,400 to \$71,950	\$51,550 to \$79,900
\$21,700 to \$36,100	\$24,800 to \$41,250	\$27,900 to \$46,400	\$30,950 to \$51,550
Less than \$21,700	Less than \$24,800	Less than \$27,900	Less than \$30,950
5 Person Family	6 Person Family	7 Person Family	8 Person Family
Over \$86,300	Over \$92,700	Over \$99,100	Over \$105,500
\$55,700 to \$86,300	\$59,800 to \$92,700	\$63,950 to \$99,100	\$68,050 to \$105,500
\$33,450 to \$55,700	\$35,950 to \$59,800	\$40,120 to \$63,950	\$44,660 to \$68,050
Less than \$33,450	Less than \$35,950	Less than \$40,120	Less than \$44,660