

Black Lake Bible Camp Before & After School Program 2011-2012

We are excited to offer a before & after school care program for Black Lake Elementary students during the 2011-2012 school year!

To register for before & after school care, return:

- a registration form (online or paper)
- \$50 deposit (applied to your first month of care)
- BLBC health form
- WA State Certificate of Immunization Status form



We will keep health forms on file for all programs or camps until the end of August.

Care is available for Black Lake Elementary and Michael T. Simmons Elementary school students as space remains available. (Morning kindergartners may attend before school, afternoon kindergartners may attend after school.)

Schedule Options	<u>Before Only</u>	<u>After Only</u>	<u>Before & After</u>
2-3 days/week	\$150/month	\$200/month	\$270/month
4-5 days/week	\$200/month	\$260/month	\$350/month
Early release days only		\$70/month	

The early release days only schedule option also includes conference days (November 7-10; March 21-22).

Drop In or Hourly care is not available.

Payment Due Dates

Payment for each month is due on or before the 5th of each month. You may make monthly payments in person, by mail, phone or bill pay.

Accounts paid after the 5th of the month will be assessed a \$10 late fee, unless you make prior arrangements with the camp registrar.

Prorated Month(s)

June is the only automatically prorated month; it is a half fee. If a student does not attend the Christmas break camp (December 19-23), we will also prorate December as a half fee. We will assume you will attend the Christmas break camp unless you inform us otherwise in writing.

Absences

Notify us whenever you will miss a day of care. For calls before 8:00 a.m. or after 5:00 p.m. use the message phone (360-359-5642).

Cancellation Policy

Deposits (the first \$50 per student) are non-refundable, unless you cancel at least one month before your care is scheduled to begin.

Two weeks notice is required when canceling or changing care. To cancel or change your registration, contact the camp registrar by mail, email or written note delivered to the main camp office.

BLBC reserves the right to send any student home if they fail to comply with the camp rules and/or its policies.

Sign-In & Sign-Out

Students must be signed in and out each day. Sign in students at the main office and sign them out at the Black Hills Center (Day Camp/After School Program building). Only persons authorized in writing by parents or guardians may pick up a child. Photo identification is required. To authorize someone new, please submit the name in writing to the camp registrar (in person or by email). For requests on the day of pick-up, please follow up any emails with a phone call.

Late Pick-Up

Please pick-up all students by 6:15 p.m. If you will be late, please call the message phone (360-359-5642).

The second time you pick-up your student(s) after 6:20 p.m., we will bill you a late pick-up fee of \$10. If you have not arrived by 6:35 p.m., we will bill you an additional \$20.

We may dismiss your student(s) from our program if you are late repeatedly.

Hours

We will open at 6:45 a.m. each morning for before school care and stay open until it's time to board the school bus.

After school we will open when the school bus arrives at the camp and remain open until 6:15 p.m.

Dates

Our first and last days of care will coincide with the school calendar (Sept 7 & June 15).

We will be open all day for the following non-school days: December 19-23, February 21, and April 2-6. The December and April days are week-long day camps.

We will be closed for the following holidays: November 11, November 24 & 25, December 26-30, January 1, January 16, February 20 and May 28.

Early Release Days

After school care will open early for all early release Fridays and conference days (November 7-10; March 21-22).

Snow Days

We will open at our regular time for all snow days and stay open all day until our regular closing time.

Delayed Start/Unplanned Early Release

We will open at our regular time for all delayed starts and stay open until the school bus arrives, or until our regular closing time if school is canceled. If school has an unplanned early release, we will open early and stay open until our regular closing time.

Dress Guidelines

Clothing that is appropriate for school is also appropriate for BLBC's Before & After School Program. Please avoid: spaghetti straps, bare midriffs, or exposed underwear.

Health & Medications

Please let us know if your student has a communicable disease and when symptoms first began so we may notify other families.

If your student needs to bring medication of any type, please bring it in a Ziploc bag with the student's name and birth date written on the bag. Include detailed instructions with the medication. Give it directly to a staff member.

Our Staff

We will maintain a minimum staff-child ratio of 1:7. Our staff maintains current training in First Aid, CPR and food-handling. We run background checks on all staff members through the Washington State Patrol.

Our Before & After School Program Director is Heather Graham. She is a graduate of San Diego State University with a degree in Recreation & Tourism Management. She is also our Day Camp Director and has three years of experience as an overnight camp director.

Contact Information

Website: blacklakebiblecamp.com

Address: BLBC Before/After School Care
6521 Fairview Rd SW
Olympia WA 98512

Main Phone #: 360-357-8425 (M-F 8:00 a.m. to 5:00 p.m.)

Message Phone #: 360-359-5642 (For calls before 8:00 a.m. or after 5:00 p.m.)

Fax #: 360-357-4438

Camp Registrar: alysa@blacklakebiblecamp.com

Program: program@blacklakebiblecamp.com