

WCFC SUMMER CAMP 2017

PARENT HANDBOOK

Welcome to the Washington Cathay Future Center!

Thank you for selecting the Washington Cathay Future Center as part of your child's summer camp experience! You've given your child a wonderful gift – the opportunity to learn new skills, make meaningful new friendships and discover themselves outside of the classroom. We're looking forward to a safe and fun summer that instills confidence in your child and creates wonderful memories.

At WCFC summer camp, we are guided by the mission to encourage students to express themselves creatively and challenge themselves intellectually. We believe firmly in the mission "learning today, leading tomorrow."

Safety and supervision are essential components of our camps. We carefully select our instructors from a vigorously screened group and train them extensively.

If after reading all of the materials you have additional questions, feel free to email us (info@cathayfutureus.com) or call us at (301) 978 - 3918.

Looking forward to a wonderful summer together,

Avery Wan

Director & Principal

Summer Camp Overview

Drop Off: Between 8:45am and 9:00am. Campers should not arrive before 8:45am unless they are enrolled in Before Care Extended Day. **Before Care is \$20 per week. Enrollment for before care must be done AT LEAST a week ahead.** You must walk your child into the facility and check them in at the front desk, then a staff member will walk them into the center. **If your camper arrives before 8:45am and is not enrolled in Before Care, a \$10 fee will be charged.**

Pick Up: Between 3:45pm and 4:00pm if your child is not in after care. **After Care is \$50 per week. Enrollment for after care must be done AT LEAST a week ahead.** You must walk into the facility and wait for your child at the check desk. Then a staff member will walk your child up to you. **If you arrive after 4:00pm and your camper is not registered in After Care, a \$25 fee will be charged.**

Extended Day Drop Off & Pick Up: If your child attends extended day, you must drop them off after 8:00am and pick them up by 6:30pm. You must walk into the facility and wait for your child at the checkout desk. Then a staff member will walk your child up to you. **If you arrive after 6:30pm you will be charged a late fee, \$1 per minute late.**

What to wear and bring: It is important that children comes to camp after having received a good night's sleep as well as a healthy breakfast in order to ensure for a fun, safe and energetic day. Campers should be dressed in comfortable clothing. And they may bring a water bottle with them.

Lunch and Snacks:

- WCFC provides 2 snacks and a hot lunch for each camper.
- Campers dine family-style while sitting with their group and counselors.
- Campers with special dietary needs or allergies may bring their own lunch.
- This is a peanut-free lunch.
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Communications and Electronics:

Cell Phones: Please do NOT send your camper with a cell phone. In the instance that a camper would need to contact a parent or guardian or vice versa, we will use the WCFC office phone.

Other Electronics:

With a fun filled day, youth won't have time to play with electronics such as ipods, gaming devices and other electronic equipment. Please keep these items at home.

Lost and Found: The WCFC has lost and found shelves in the main social area. Please check the shelves in the case that a child has lost an item. It is a good idea to label all items with the camper's full name.

THE WCFC IS NOT RESPONSIBLE FOR LOST, BROKEN OR STOLEN PERSONAL BELONGINGS.

Summer Camp Health Form

Camp Name/Date(s): _____

The health form is kept confidential and used by our health services staff (or emergency medical personnel). **Every camper needs a completed health form to participate in any summer camp programs. Please fill out this form as completely as possible.** Thank you!

SECTION I – BASIC CONTACT INFORMATION

Camper Name _____

Birth date _____ / _____ / _____ Age _____ Gender Male Female

Home Address _____

Home Phone _____

Parent/Guardian #1 Name _____

Relationship: _____

Day Phone _____ Night Phone _____

Day Phone is Home Work Cell Night Phone is Home Work Cell

Parent/Guardian #2 Name _____

Relationship: _____

Day Phone _____ Night Phone _____

Day Phone is Home Work Cell Night Phone is Home Work Cell

Additional Emergency Contact _____ Relationship _____

(In case we can't reach YOU)

Day Phone _____ Night Phone _____

Day Phone is Home Work Cell Night Phone is Home Work Cell

Family Physician Name _____ Phone _____

Dentist/Orthodontist Name _____ Phone _____

SECTION II – INSURANCE INFORMATION

Is the camper covered by family medical/hospital insurance? Yes No

If yes, indicate Insurance Carrier _____

Group # _____ Policy # _____

Policy Holder's Name _____ Relationship to participant _____

SECTION III – ALLERGIES

Camper does not have any Allergies
Camper is allergic to

1. Hay Fever 2. Poison Ivy/Oak 3. Insect Stings 4. Food 5. Penicillin 6. Other Drugs 7. Other
List allergy. Describe reaction and treatment

SECTION IV – IMMUNIZATIONS

Please attach your child's immunization records to this document.

SECTION V – AUTHORIZATION

My child has permission to engage in all prescribed camp activities except as noted. The information provided on this form is accurate to the best of my knowledge. I have indicated any special health conditions, including required medication and activity limitations which should be known to the camp staff and medical personnel. I am aware of and accept the risk inherent in the program activity. I give consent in advance for medical treatment at an appropriate facility in case of illness or injury.

Signature of Parent or Guardian X_____ Date_____



Accident Waiver and Release of Liability Form

I hereby agree to be responsible for the conduct and actions of my child or children and to release the Washington Cathay Future Center from any claims and demands that may occur during the participation of the center's programs and activities held at the WCFC's facilities from time of arrival to time of pickup.

Furthermore, I hereby assume all of the risks of my child or children participating and or volunteering in the Washington Cathay Future Center's educational programs and activities and waive, release, and discharge the center's facility, directors, board members, officers, employees, volunteers, agents, representatives, and sponsors from any and all liability, including, but not limited to, liability arising from negligence or fault of the entities or persons release, for death, disability, personal injury, property damage, property theft, or actions of any kind which may occur as a result of my child's or children's participation in the Washington Cathay Future Center's programs and activities. I agree to indemnify, hold harmless, and promise to not sue the entities or persons mentioned above from any and all liabilities or claims made as a result of participation in these programs and activities, whether caused by the negligence of those released or otherwise.

This accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under application of law.

The undersigned parent or legal guardian does hereby represent that the child or children is, in fact, acting in such capacity, has consented to the child's participation in the Washington Cathay Future Center's programs and activities and has agrees to individually and on behalf of the child or children to the terms of the accident waiver and release of liability set forth above. The undersigned parent or legal guardian further agrees to save and hold harmless and indemnify each and all of the parties referred to above from all liability, loss, cost, claim, or damage whatsoever which may be imposed upon those patties because of any defect in or lack of such capacity to so act and release those parties on behalf of the minor and the parents or legal guardian.

Social Media Release Form

Being an organization that seeks to provide families around the area with quality educational programs and activities, we would like to promote our educational programs, such as our summer caps and daily activities on social media platforms including, but not limited to Facebook, Instagram, Twitter, our Youtube channel, and our website.

By signing this waiver, I give permission to the Washington Cathay Future Center to post publications, including video and photos to our Facebook, Instagram, Twitter, Youtube channels, and our website. As the parent or legal guardian that represents this child or these children, I certify that I have read this document, and fully understand its content. I am aware that this is a release of liability and a contract and I sign it on my own free will.

This release form will be valid for the time registered that your child participates in our programs and activities.

Parent/Guardian Signature: _____

Date: _____