



75 Chenango Ave
Clinton, NY 13323
315-557-2340
Clintonelc.com

PLEASE READ THE FOLLOWING GUIDELINES FOR ENROLLMENT

SACC Summer Camp Registration Policies and Procedures 2019

Please complete a separate registration form for each child, by mail or deliver to the Center in one envelope per family, **with the non-refundable registration fee of \$25, per application**. Please make checks payable to the Clinton Early Learning Center.

REGISTRATION OPTIONS

Our summer camp program consists of 8 consecutive weeks, beginning July 1st and ending August 23rd. Parents can choose the weeks they would like their child(ren) to attend. There is no care on July 4th.

Our summer camp runs from 9:00AM-3:30PM. We offer before care from 7:30AM-9:00AM and after care from 3:30PM-5:30PM, for an additional cost. If you need before or after care, it is for the entire week, not daily.

There are 3 specialty camps you can register for; please pay attention to the age and weight restrictions.

REGISTRATION FEE

Each registration must be accompanied by a **nonrefundable** \$25.00 registration fee. REGISTRATIONS WHICH ARE NOT ACCOMPANIED BY THE REGISTRATION FEE CANNOT BE PROCESSED AND WILL BE RETURNED TO YOU. Please make checks payable to the Clinton Early Learning Center.

DEPOSIT & TUITION

There is a \$25 **non-refundable** deposit due at the time of registration for each week your camper is enrolled. Deposits are put toward each week of tuition.

Tuition for weeks 1-4 is due on **JUNE 24, 2019**

Tuition for weeks 5-8 is due on **JULY 22, 2019**

If payments are not received by the due date, your child will not be able to attend camp.

ENROLLMENT RESTRICTIONS

Age- The School Age Summer Camp program is licensed by the NYS Office of Children and Family Services. We accept children who are registered for Kindergarten and who are at least 5 years of age through 12 years old.

Groups- Children are grouped in consultation with the staff according to age and pursuant to New York State regulations.

IMPORTANT DEADLINES

- 2/28/19 Summer Camp Registrations are DUE. Any registration forms received after 2/28/19 will be considered priority 5.
- 4/1/19 Acceptance letters and additional paperwork go out.
- 4/12/19 Deposits are DUE.
- 4/30/19 Deadline to withdraw/make changes to your enrollment without penalty.
- 5/1/19 **No refunds of any kind will be given; you are responsible for all camp tuition your child(ren) are registered for.**
- 5/15/19 Additional paperwork DUE.

All deposits are non-refundable.

SPECIAL NEEDS/DISABILITIES

Clinton Early Learning Center has a limited ability to accommodate children with special needs. If your child has special needs that the staff should be aware of, please consult with the Executive Director before applying.

The Clinton Early Learning Center admits students of any race, color, sex and gender (identity and expression), sexual orientation, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex and gender (identity and expression), sexual orientation, national and ethnic origin, in administration of its educational policies, financial aid awards and other school-administered programs.

REGISTRATION PROCESS AND PRIORITIES

Please return completed registrations by mail or hand deliver to the CELC no later than February 28, 2019. Applications for Priorities 1, 2, 3 and 4 must be postmarked (or hand delivered) by the due date indicated. Any forms postmarked after this date will be processed as Priority 5. Telephoned/emailed applications will not be accepted.

Registrations are sorted by priorities (see below).

Registrations are accepted and sorted by priorities. As each registration is turned in, we place children in the respective weeks they are registering for. Once a week fills up, children are placed on a waiting list. If we have more than the maximum number of children allotted for a camp and they are all considered Priority 1, we go by the date they were received.

We can take up to 40 children each week for our Day Camp. Horseback Riding Camp and Boating Camp have a maximum of 10 children who can register. Adventure Camp has a maximum of 15 children who can register. *Adventure Camp will be at the Root Farm this summer.

**Turning in registration forms by the 2/28/19 deadline will help us determine the amount of staff required to run the program and transportation needs. If there is an increased interest in our summer camp program, beyond the 40 children, we will do our best to accommodate all families. Summer Camp confirmations will go out to families on April 1, 2019.

Priority 1:

Currently enrolled children in our SACC Program

Priority 2:

Hamilton College Employees

Priority 3:

Center Employees

Priority 4:

Past Summer Camp families not currently enrolled in our SACC program

Priority 5:

Community

Applications postmarked after the deadline will be processed as Priority 5.

COMPLETING REGISTRATION

Additional paperwork must be returned by May 15, 2019 to complete the registration process. All children enrolled in the Clinton Early Learning Center must have their immunizations up to date. Every child must have the Child in Child Care Medical Statement completed within 12 months of enrolling in the program. If your child has allergies or special medical conditions, i.e. asthma or food allergies, please let us know immediately, so we can create an Individual Health Care Plan for him/her. There are additional forms for medications that must be completed by your child's physician prior to the start of program.

FINANCIAL AID

The Clinton Early Learning Center has allocated scholarship funds to defray the cost of tuition for families with financial need. A financial aid application can be requested from the Executive Director.

PARENT HANDBOOK

Parent handbooks will go out with additional paperwork.

NEW CAMPER ORIENTATION

All new camper parent(s) are required to attend the CELC Summer Camp Orientation. Date TBD, invitation will go out with additional paperwork.