

## Summer Adventures Policies and Procedures

The mission of The CCA Summer Adventure Program is to provide a fun, loving, and safe Christian environment for children during the summer. The adventure is for children 2½ to 12 years of age. Central Christian Academy Summer Adventures is a ministry of Central Christian Academy and thus follows the objectives and doctrinal statement of Central Christian Academy. Students are expected to abide by the Standard of Conduct of Central Christian Academy.

### Statement of Cooperation

By enrolling in CCA Summer Adventures, a family recognizes the VISION, MISSION and VALUES that Central Christian Academy has therefore agrees to:

1. Remaining a mission appropriate family at **HOME** (*Deuteronomy 4:9*)
  - A. Recognizing that the only way to receive salvation is to **Accept** they are sinners (*Romans 6:23, 3:23*), **Believe** that Jesus died for their sins, (*Romans 5:8*), and **Confess** their belief. (*Romans 10:9-13*)
  - B. Living according to on Biblical criteria. If the home environment is not in harmony with the school's doctrinal beliefs and biblical lifestyle requirements, it will be difficult for the school to cooperate with the home. This would include the school's belief that biblical marriage is limited to a covenant relationship between a man and a woman. (*Matthew 19:4-6*) See Non-Discrimination Clause below.
2. Be actively involved in a **CHURCH** (*Hebrews 10:25*)
3. Support the educational philosophy, objectives, and teaching methods of the **SCHOOL**, cooperating with the administration and teachers in unity of the Spirit. (*Ephesians 4:1-6*)  
Any impediment to these principles and guidelines could result in dismissal.  
"Can two walk together, except they be agreed?" (*Amos 3:3*).

### Enrollment Dates

Enrollment will open in February and remain open until all slots are filled. The summer program will begin one week after school ends and continues through the beginning /middle of August. There will not be care offered on July 4<sup>th</sup>. See the Summer Adventure Calendar for specific dates. The registration packet and enrollment fee must be returned to enrolled.

### **Non-discriminatory Policy**

Central Christian Academy and Summer Adventures admits students of any race, color or national origin to all rights, privileges, programs and activities generally available to others.

Central Christian Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home and church to mold students to be like Christ. On those occasions in which the atmosphere or conduct within a particular home or church is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4–6).

The school's restrooms are designated for one biological sex (meaning the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level). These restrooms may only be used by members of that biological sex. However, teachers and administration are permitted to enter any restroom for the purpose of assisting small children, managing behavior, and helping to maintain order.

### **Admissions Policy Rates/Fees**

There is a \$40 (through March 31) or \$60 (after March 31) non-refundable registration & T-shirt fee per child. Students enrolled in CCA for the 2018-2019 school year pay \$155.00/week. Students not enrolled for the 2018-2019 school year: \$165.00/week. If parents wish to have their child participate in tutoring or therapy services throughout the week, they can attend sessions with our licensed cognitive therapist. This service plus Summer Adventure tuition is \$235.00/week. Swim lessons are included if the child attends six or more weeks. If the child attends less than six full weeks, there is an additional \$40 billed to the account to cover the cost of their swim lessons. *Students of CCA may not attend if their school account is not current.*

Students must be ages two and a half (2 ½) through twelve (12). Students must submit the following paperwork before attending Summer Adventures.

- Summer Adventures Registration Form
- Verification of Birth Certificate/Social Security Card (Non-CCA Student)
- Physical Form w/Current Immunizations (Non-CCA Student)
- Cinemark Movie Permission Slip
- Sunscreen and Bug Spray Permission
- Swim Lesson Agreement
- Release and Waiver of Liability and Indemnity Agreement

### **Management Procedures/ Behavior**

Leadership and faculty of Central Christian Academy strongly believe that each student is created in the image of God; is possessed of worth, dignity and reason; and is capable of living his/her life making wise choices. Wise choices are those in agreement with the counsel of God. It is Jeremiah who says, "O Lord, I know that the way of man is not in himself: it is not in man to direct his steps." (Jeremiah 10:23) The Summer Adventure staff will work the parents of each child to consistently manage behaviors.

Each child is uniquely created by God with different social, emotional, and academic needs. As a result, every behavioral situation becomes unique in itself. Consequences for misbehavior provide the best learning value when matched to the unique student and situation. The odds for children learning from their mistakes and becoming more Christ-like increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

For the safety of all children, aggressive behaviors such as, hitting and biting will not be tolerated. Team Leaders will partner with the director when handling such issues. If the behavior continues, administration will become involved and parents will be notified. If the problems cannot be resolved, the child may be asked to leave CCA's Summer Adventure.

### **Field Trips and the Summer Adventure T-Shirt**

Children must be age four (4) and the field trip permission slip must be returned for students to attend. The departure time for each field trip will be posted in advance. Summer Adventure saints may **NOT** be dropped off if their group is away on a field trip. Children must ride the bus to and from the school.

A CCA Summer Adventure T-Shirt is required for field trips. This will easily identify your child as belonging to our group. In order to assist us in making sure the students have their Summer Adventure T-shirts for the needed trips, we ask that you print your child's name in the shirt's label with a permanent marker. Bring your child's shirt to school and ***leave it in their cubby for the entire week.*** Students will change into their shirt before leaving for trips and return it to their cubby upon coming back. Please take the shirt home each Friday for cleaning and bring it back on Monday. Tennis shoes & socks must be worn every day. Flip flops are only permitted going to and from the YMCA

### **Change of clothing**

Children should have a complete change of clothing at the school at all times, with the child's name clearly marked on each item. Preschool threes and older must be **COMPLETELY** potty trained. The two and half year olds are allowed to use pull ups while training.

### **Swim Lessons/Water Play Guidelines**

- Bring sandals or water shoes to wear for water play/swim lesson days.
- Be sure to label all your children's clothing that day.
- Place a plastic bag in your child's swimming bag for wet swimsuits and towels.
- The children are to wear their swimsuits to school under their clothing on water day. Make sure they bring their underclothing for their change after water play.
- If possible, wear shorts or clothing on swim days with elastic waistlines. This helps in dressing the younger ones.

### **Sickness**

Children with a temperature or contagious sickness must be picked up and will be isolated until the parent arrives. Children sent home with a fever will be allowed to return when the fever/sickness is gone without the use of medication.

Please keep children home if they have a fever, diarrhea or vomiting. Children too sick to participate in the full program, including outside play, will need to be kept at home.

### **Billing & Payment Procedures**

**Each week's fee must be paid by the Monday of the week(s) marked. If payment is not made until Tuesday, a late fee of \$20 will be added. If payment is not received by Wednesday, the child may not attend until a payment is made.** Swim lessons are included if the child attends six weeks. If they do not attend a full six weeks, there is an additional \$40 billed to cover the cost of the lessons. Please make payments through the school office only. Please do not send payment with your children. A mailbox slot is located on the door of the school office for your convenience. Checks (payable to CCA), cash, and cards are accepted for payment. All returned checks must be redeemed in cash for the amount of the check plus a \$35 charge the camp has incurred from the bank.

### **Hours**

Summer Adventure hours are from 6:30 a.m. to 6:00 p.m. Children are expected to be picked up before closing time, 6:00 p.m. A fee of \$15.00 per 15 minutes or any part thereof after 6:00 pm will be added.

### **Sign in/out & Pick Up**

The parent or a responsible designated adult must walk the child into the building and sign them in and out on a computer in the school entryway. Each student will be assigned a summer ID number. This number will be entered on the computer and your child will be signed in for the day. The same procedure is to be followed to check your child out when he or she is picked up at the end of the day. You may park in the back lot or the side parking lot. Parents or a responsible adult (ONLY those outlined on the authorized consent form) must come into the building to pick up children, sign them out, and inform a teacher they are leaving. The school regards the safekeeping of your children as an important responsibility and asks your cooperation in this procedure.

### **Medication**

All medication will be dispensed and recorded in the office. No medication can be administered to a child without written consent and instructions from the doctor. Please see the office for a Medication Administration Form (MAT).

### **Supplies**

The Summer Adventures Staff may request recyclable items or supplies for crafts and special activities throughout the summer. Please donate what you are able to. Baby wipes, Lysol wipes, Hand Sanitizer (12oz), and tissue boxes are always needed.

Please bring a nap mat and blanket for your child if they are ages 2 ½ - 5. Children ages 6-12 can bring sleeping bags or blankets to rest on during quiet time (so they can be comfortable while they read or watch a movie). Please bring these items home on Friday's to be washed and return them on Mondays.

### **Visitors**

All visitors must come to the school office to be checked in.

### **Withdrawal**

If a child is withdrawing from Summer Adventures, the parent must notify the school office. The parent is still responsible to pay all marked weeks indicated on the registration form up to two weeks.





# Registration Form

Student's Last name: \_\_\_\_\_ Student's First name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sex: \_\_\_\_ Age: \_\_\_\_ Grade: (in fall) \_\_\_\_ Date of Birth: \_\_\_\_\_

## **T-Shirt Size**

Youth: \_\_\_\_ (XS) \_\_\_\_ (S) \_\_\_\_ (M) \_\_\_\_ (L) Adult: \_\_\_\_ (S) \_\_\_\_ (M) \_\_\_\_ (L)

## **Parent/Guardian Information**

Father: \_\_\_\_\_ cell phone: \_\_\_\_\_

Employer: \_\_\_\_\_ work phone: \_\_\_\_\_

Mother: \_\_\_\_\_ cell phone: \_\_\_\_\_

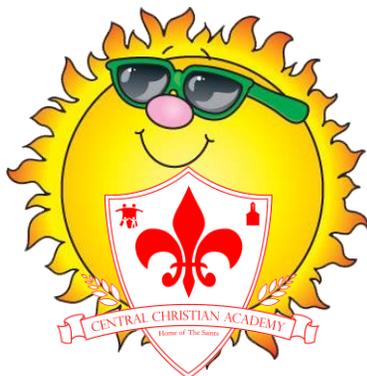
Employer: \_\_\_\_\_ work phone: \_\_\_\_\_

## **Persons authorized to pick up my child from CCA (other than parents)**

1. Name: \_\_\_\_\_ phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ phone: \_\_\_\_\_



### Emergency Contacts (Other than parents) and Medical Information

1. Name: \_\_\_\_\_ phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_ phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Doctor: \_\_\_\_\_ Clinic: \_\_\_\_\_

Address: \_\_\_\_\_ phone: \_\_\_\_\_

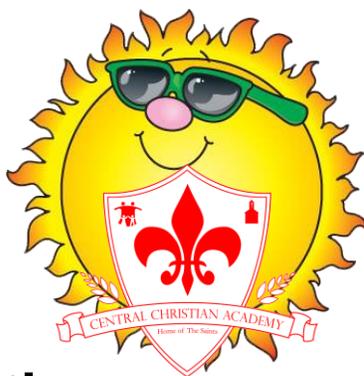
Allergies: \_\_\_\_\_

Medical Information/Special Concerns: \_\_\_\_\_

\_\_\_\_\_

Medications: \_\_\_\_\_

Please see the office for a Medication Administration Form (MAT).



## Billing Information:

Check the appropriate box:

- Student enrolled for the 2018-2019 school year: \$155.00/week
- Student not enrolled for the 2018-2019 school year: \$165.00/week
- Summer Adventures plus NILD Therapy: \$235/week

Please mark an "X" under the weeks your child will attend

<b>June 11-15</b>	<b>June 18-22</b>	<b>June 25-29</b>	<b>July 2-3, 5-6 (closed July 4)</b>	
<b>July 9-13</b>	<b>July 16-20</b>	<b>July 23-27</b>	<b>July 30- Aug. 3</b>	<b>Aug. 6-10</b>

**You will be billed for the marked weeks.**

Any changes after June 1, 2018 require a two week notification.

By signing this document, you acknowledge that you have read, understand and agree to fully comply with all of the policies and procedures of CCA's Summer Adventures. If you have any questions about any of the information contained in the Summer Adventure packet, you should direct them to CCA Administration BEFORE signing this form.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature



## Swim Lesson Agreement

Dear Parents,

Swim lessons for saints attending Summer Adventures, four and older will be held every Friday, June 21<sup>st</sup> through August 2<sup>nd</sup>, 2017 at the Portsmouth YMCA. The cost for this program is included with enrollment unless your child is attending less than 6 weeks. In this case, a \$40 fee must be paid for them to participate.

All overseeing staff will be at the YMCA. Therefore, your child must participate in swim lessons or not be dropped off before 11:30am on Fridays. Please fill out the bottom of this page, and return by Friday, June 14, 2017.

Children must come dressed in their swim suits, with their clothes or a cover-up on over their suit. Send in a plastic bag for wet clothes, a towel and a change of clothes. Be sure to label all items. Your child may wear flip-flops to school, but will need their socks and tennis shoes to wear after swim lessons.

Thank you,  
Summer Adventure's Director

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Name of child: \_\_\_\_\_

**Please check an option below and sign and date:**

- Yes, my child will be attending swim lessons and is attending six weeks or more of Summer Adventures
- Yes, my child will attend swim lessons the weeks they are enrolled (less than 6) and I understand I will be billed \$40.
- No, my child will not be participating in swim lessons and I understand I cannot drop them off before 11:30am on Fridays.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

In consideration for being permitted to utilize the facilities, services, and programs of the YMCA for any purpose, including but not limited to observation or use of facilities or equipment, or participation in any program affiliated with the YMCA without respect to location, the undersigned, for himself or herself and any personal representatives, heirs, and next of kin hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participation will, inspect and carefully consider such premises, facilities and affiliated program(s). It is further warranted that such entry into the YMCA or its programs for observation, or use of any facilities or equipment, or participation in such affiliated program(s) without respect to location, constitutes an acknowledgement that such premises, facilities and equipment thereon, and other such affiliated programs have been inspected and carefully considered, and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use, or participation.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE, INCLUDING BUT NOT LIMITED TO, OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY PROGRAM AFFILIATED WITH THE YMCA WITHOUT RESPECT TO LOCATION, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. **THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT SUE the YMCA**, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned, his personal representatives, assignees, heirs, and next of kin for any loss or damage and any claim or demands therefore on account of injury to the person or property or resulting death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein, or participating in any program affiliated with the YMCA, without respect to location.
2. **THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY, SAVE AND HOLD HARMLESS** the releasees and each of them from any loss, liability, damage or cost that may incur due to the presence of the undersigned in, upon, or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releasees or otherwise.
3. **THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE** while in, about, or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon, or participation in any program affiliated with the YMCA.
4. I, or on behalf of the program participant (if under the age of 18), hereby give the YMCA the absolute and irrevocable right and permission to use, re-use, publish and re-publish photographs taken of me arising out of participation in YMCA programs in any medium for any purpose. I hereby release and discharge the YMCA from any and all claims arising out of or in connection to with the use of the photographs, including all claims for libel.

**THE UNDERSIGNED** further expressly agrees that the foregoing **RELEASE, WAIVER AND INDEMNITY AGREEMENT** is intended to be as broad and inclusive as is permitted by the law of the State of Virginia and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**THE UNDERSIGNED HAS READ, UNDERSTANDS, AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT**, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

_____ DATE	✓ _____ PARTICIPANT'S SIGNATURE	_____ DATE	✓ _____ PARTICIPANT'S SIGNATURE
_____ DATE	✓ _____ PARENT/GUARDIAN SIGNATURE (IF PARTICIPANT IS UNDER 18)	_____ DATE	_____ STAFF WITNESS SIGNATURE

## Participant Information

Central Christian Academy

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Age: \_\_\_\_\_ Skill Level: (circle one) Non Swimmer Swimmer Competitive Swimmer

Emergency Contact: Name \_\_\_\_\_ Relation \_\_\_\_\_

Emergency contact phone numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_

Work \_\_\_\_\_

Allergies: \_\_\_\_\_



## Sunscreen & Bug Spray Permission Form

Family Name \_\_\_\_\_

By signing below I give Central Christian Academy's Summer Adventure staff permission to apply sunscreen and/or bug spray on my child. I understand that the sunscreen and bug spray **must be provided by the child's parent**. I understand that sunscreen and bug spray must remain in the possession of the camp staff at all times and that it **cannot be shared** with other campers. I have labeled each bottle of sunscreen and/or bug spray with my child's name.

Camper Names:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I have provided bug spray \_\_\_\_\_ I have provided sunscreen \_\_\_\_\_

\_\_\_\_\_ I acknowledge that the Adventure staff **will not apply sunscreen or bug spray** if I have not provided and labeled each container with authorized permission.

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

\_\_\_\_\_  
Date