



Arches Oak Hills Registration Form

Student Information

Child 1

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Child 2 Last Name First Name Age Must be 3 Grade 2024/25 School Year Birth Date

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Child 3 Last Name First Name Age Must be 3 Grade 2024/25 School Year Birth Date

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Last Name First Name Age Must be 3 Grade 2024/25 School Year Birth Date

Program Information

Registration Fee: \$40/\$5 each additional child OR \$15/\$5 each additional child if enrolled at Arches for 2023-24 School Year

11 Week-Long Themed Camps	
6:30 am – 6:00 pm	
**Arches will be closed on May 27th for Memorial Day and July 4th **	
Weekly Fee: 4 or 5 days/week	\$175 (1 st child), \$160 (2 nd child), \$145 (3 rd child)
Daily Fee: 1-3 days/week	\$55/day (1 st child), \$50/day (2 nd child), \$45/day (3 rd child)
Bus/Field Trip Fee: 2 Field Trips Per Week	\$295 (if paid in one installment) or \$15/trip (if paying per trip)

Weekly Camps

Please **check mark** which camps you will be attending:

Welcome to the Jungle May 28 – May 31 (Closed Monday, May 27)	Burning off STEAM July 8 – July 12
Superheroes Unite June 3 – June 7	Under the Sea July 15 – July 19
Global Explorers June 10 – June 14	Lost in Space July 22 – July 26
Art & Music Fest June 17 – June 21	Magical Creatures July 29 – August 2
Ooey Gooey Science June 24 – June 28	Camp Olympics August 5 – August 9
Party in the USA July 1 – July 5 (Closed Thursday, July 4)	Summer Camp 2024 starts on May 28th and ends on August 9th

Please indicate days of the week your child will be attending: _____

Signature Indicating Responsibility of Payment	Date
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2024 Summer Camp Registration

Registration Information

Enrollment is on a first come, first served basis, and cannot be guaranteed until the director has received all forms, including medical and registration fees.

School Information

Does your child currently have an IEP, 504 Plan, or ETR? _____ If so, please provide a copy.

Tuition

Tuition payments are due on the Friday before each week of service. **Full payments are due for each week, including those that have fewer days.**

Parent Initial _____

Arches does not pro-rate tuition fees. Payment can be paid by credit card or ACH through our payment app or check or cash in our mailbox or the drop box located outside the director's door.

Late Payments

Payments received after 6pm on Friday are considered late. If payment has not been received by 6pm on Monday, your account will incur late fees.

If tuition is 7 days past due, a reevaluation of enrollment will be considered. In the event of non-payment, please understand it is your responsibility to speak with the director.

Signature Indicating Understanding of Late Payments and Tuition

Date

Deadline for Finalizing Schedules

Families must give advance notice for weeks that children will not be in summer camp attendance. This deadline will be given at the time registration forms are sent out to families and the exact date will be around the end of March. Families who wish to discontinue childcare services with Arches will still owe for the summer and be billed accordingly if advance notice by the deadline is not given.

Signature Indicating Understanding of Two-Week Notice

Date

Parent Handbook

Arches parent handbook should fully inform of all policies and procedures of the program. Among other topics, I have now been informed of the policies regarding release of children, discipline, tuition, fees, communicable disease, administration of medication, medical emergencies, child abuse reporting, late pick-up fees, and termination from the program. The handbook should serve as a quick reference to answer most questions.

Signature Indicating Understanding and receiving of Parent Handbook

Date

Photo & Video Permission

Signing below indicates permission for your child's photograph to be taken and or/video to be taken and used by Arches Oak Hills LLC in publications, social media, and possible release to local newspapers.

Signature Indicating Photo and Video Permission

Date

2024 Summer Camp Registration

Family Information, Communication, and Emergency Contacts

In the event the need arises to contact parents/guardians, please indicate who is to be called first and so on. For weather or emergency closing procedures, you will receive an email or telephone call.

(Print clearly) We will be using emails to send out information and for communication.

Parent/Guardian Name _____

Cell Number _____ Work Number _____

Employer _____

Email Address _____

Parent/Guardian Name _____

Cell Number _____ Work Number _____

Employer _____

Email Address _____

Emergency Contacts (when parents/guardians cannot be reached)

Name _____	Name _____
Relationship _____	Relationship _____
Phone Number _____	Phone Number _____

Child lives with: Both Parents _____ Mother _____ Father _____ Guardian(s) _____

Is there a court order protecting the custody of the child? _____

***If yes, a copy of the court order must be included with this registration.*

Release to Pick Up (other than parents/guardians)

Please list at least two local adults, other than parents/guardians, who can pick up your child if you are delayed, or there is an emergency. This is MANDATORY. Arches staff will not release a child to any person not listed below unless the parent/guardian calls the director to make other arrangements. Please have adults other than yourself be prepared to show identification. Staff will not release children to people they do not recognize.

Name	Relationship	Phone Number
Name	Relationship	Phone Number
Name	Relationship	Phone Number
Name	Relationship	Phone Number

Toilet/Potty Training

Children must be potty trained in order to attend Arches. Please sign below indicating your child is potty trained.

<i>Signature Indicating Your Child is Potty Trained</i>	<i>Date</i>
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Routine Trip Permission Forms

Destination: GREEN TOWNSHIP PUBLIC LIBRARY
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I, the undersigned, grant permission for my child to participate in routine walks, and outdoor activities, which will be scheduled during Arches regular hours. Every safety caution will be observed, along with taking all medical care plans while on the walking trip to the library.

The mode of transportation will always be walking. During any walking trip, children will never have access to water that exceeds one foot in depth and will not participate in water activities at all.

Child's Name _____

**form is valid for one year

<i>Signature Indicating Permission for Child to Go on Walking Field Trips to the Library</i>	<i>Date</i>
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Destination: J.F. DULLES PLAYGROUND

I, the undersigned, grant permission for my child to participate in routine walks, and outdoor activities, which will be scheduled during Arches regular hours. Every safety caution will be observed, along with taking all medical care plans while on the walking trip to the playground.

The mode of transportation will always be walking. During any walking trip, children will never have access to water that exceeds one foot in depth and will not participate in water activities at all.

Child's Name _____

**form is valid for one year

<i>Signature Indicating Permission for Child to Go on Walking Field Trips to the Dulles Playground</i>	<i>Date</i>
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