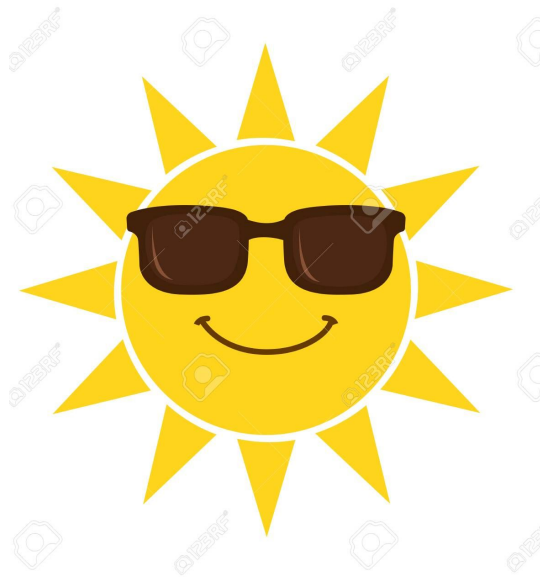


# Portland Public Schools



## Summer Adventure Program -2021 Enrollment Packet **Important Information**

**Summer Program Dates:  
June 16th-August 6th  
Closed July 2nd and July 5th**

**Location: Oakwood Elementary**

**Hours of Operation  
6:30 AM -6:00 PM**

The summer program is located at Oakwood Elementary and hours of operation are Monday-Friday 6:30 AM -6:00 PM. The program is open to children 3 years old (fully potty trained ) through 5th grade. Pre Registration is required.



## Enrollment Checklist

Your child will not be able to start Summer Adventure Camp, until all the below items have been turned in to the Oakwood Office -Attention Laura Prince

- 40.00 Non-refundable Registration Fee
- Physical/Health Appraisal-Only for 3 and 4 Year Old Campers
- Immunization Records-Only for 3 and 4 Year Old Campers
- Child Information Card- Per the State of Michigan here are the Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.
- Statement Of Understanding and Permissions Forms
- Field Trip Permission Forms
- Food Allergy or Sensitivity Questionnaire
- Medical Health Alert
- Procure Fingerprint-This will be done on the first day of camp

The Health Appraisal and Immunization Forms can be faxed to (517) 647-4479 attention Laura Prince

**If you are printing these forms from your computer, please do NOT print**

**double sided, thank you for understanding!**



## Summer Adventure Child Supplies

### Daily

- Water Bottle- labeled with the child's name.
- Lunch-labeled with the child' name and date.  
Per licensing, it also needs to have an ice pack to ensure the food is kept cold.
- Two Snacks-Labeled with your child's name and date
- Tennis Shoes-other shoes may be worn at arrival, but tennis shoes should be brought to camp daily.

### Weekly

- A labeled swimsuit and towel every Tuesday and Thursday.  
Swimsuits and towels are taken home at the end of each Tuesday and Thursday.

### Supplies that will stay at Summer Adventure

- Preschool-Kindergarten-labeled Nap Mat and Small Blanket.  
If your child is older but still naps/rest please provide the above.
- Sunscreen-labeled with the child's name.
- Bug Spray-labeled with the child's name.
- Change of clothing labeled in a ziplock bag.

**Summer Adventure Camp does not allow electronics or toys from home, thank you for understanding.**



2020 Summer Adventure Program Rates

Summer Registration Fee (non-refundable and due at enrollment).....	40.00
Weekly Tuition.....5 days a week.....	150.00
Daily Tution.....1-4 days a week .....	34.00
Field Trip Fee.....	Based on Location-See Field Trip Information

**20% Sibling Discount**

**\*Selected field trips may be billed at a higher rate \***

Please return all completed forms to the Oakwood Elementary office attention Laura Prince. Registration fees can be made in the form of a check or money order and should be placed in the locked payment box in the main office of Oakwood. Summer and all Latchkey payments can be made in the form of a check or money order and should be placed in the locked payment box located near the Procure computer. You can also pay by credit card through the Procure parent portal. PPS Latchkey and Summer Adventure staff will not be able to take cash payments.



### Summer Adventure Daily Schedule

6:30-9:00	Table Activities
9:00	Wash Hands
9:00-9:30	Group Activity Monday-Group Game Tuesday-Science/STEM Wednesday- In Room Field Trip Activity Thursday-Arts and Crafts Friday-Cooking Activity
9:30	Wash Hands
9:30-10:00	Snack
10:00	Wash Hands
10:00-11:00	Session 1
11:00-11:45 11:00-11:45 11:45-12:30	Outside Group A -Wash Hands when inside Lunch-Group B Outside Time Group B Lunch-Group A
12:30	Wash Hands
12:30-1:30	Quiet Time Nappers will have an opportunity to lay down and rest Non-nappers will have quiet activities to choose from such as reading, puzzles, independent projects and computers.
1:30	Wash Hands
1:30-2:15	Weekly Themed Activity
2:15	Wash Hands
2:15-3:15	Session 2



3:30-4:00	Snack
4:00-5:00	Weekly Themed Activity or Gym
5:00-6:00	Free Play

### Session 1

Group A: Gym, Art, Computers, Free Play in Centers- Blocks, House, Art/Writing, Toys/Games, Library and Sensory.

Group B: Outside, Art, Computers, Free Play in Centers -Blocks, House, Art/Writing, Toys/Games, Library and Sensory.

### Session 2

Group A: Outside, Art, Computers, Free Play in Centers- Blocks, House, Art/Writing, Toys/Games, Library and Sensory.

Group B: Gym, Art, Computers, Free Play in Centers -Blocks, House, Art/Writing, Toys/Games, Library and Sensory



## Portland Public Schools Latchkey & Summer Adventure Program

# Tuition Payment Information

- Childcare fee schedules are available on the separate Fee Schedule sheet. Because the Summer Adventure Program is a non-profit organization that relies on your tuition money to remain open and provide childcare, we must ask for timely payment of all childcare fees.
- Tuition is **paid in advance of services rendered**. Tuition bills are emailed through PROCARE on or about the 15th of each month. Tuition must be paid by the first day of each month as stated on the bottom of your bill. Tuition payments received after that time may have a \$15.00 (per child) late fee added to their bill. Billing periods that fall during holiday breaks may vary slightly.
- Check or Money Order payments can be dropped in our locked deposited box. We no longer take cash payments.
- Please make checks payable to Portland Public Schools. Tuition payments may also be charged to your VISA, Discover, or MasterCard through Myprocare.com or the credit card slide at the sign in the computer. **Cash payments are not accepted.**