

## Packet Guide

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If you are unsure if your child needs a specific form please feel free to reach out to our camp office 410-766-0591.

## Summer 2024 Packet Required Forms

Please pay attention to all the forms that your Camper is REQUIRED to have prior to attending camp.

The links to the REQUIRED FORMS are listed below:

**Emergency Card:** (REQUIRED FOR ALL CAMPERS) Please make sure you sign the form.

<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ-1214-emergencyform.pdf>

**Health History:** (REQUIRED FOR ALL NEW CAMPERS)

<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1215healthinventory.pdf>

**Immunizations:** (REQUIRED FOR ALL NEW CAMPERS)

[https://health.maryland.gov/phpa/oideor/immun/shared%20documents/mdh\\_896\\_form.pdf](https://health.maryland.gov/phpa/oideor/immun/shared%20documents/mdh_896_form.pdf)

**Lead Test:**

[https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/dhmh\\_4620\\_bloodleadtestingcertificate\\_2016.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/dhmh_4620_bloodleadtestingcertificate_2016.pdf)

**Medication Administration Form:** (REQUIRED FOR CAMPERS WHO REQUIRE MEDICATION AT CAMP)

<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1216medicationadministrationauthorization.pdf>

**Asthma Action Plan:** (REQUIRED FOR CAMPERS WHO REQUIRE MEDICATION AT CAMP)

<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1216asthmaactionadministrationauthorizationform.pdf>

**Allergy and Anaphylaxis Medication Administration Authorization Plan:** (REQUIRED FOR CAMPERS WHO REQUIRE BENADRYL AND EPIPEN)

[https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ\\_1216bmedicationincidentreportingform.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ_1216bmedicationincidentreportingform.pdf)

**Topical Basic Care Product Application Authorization Form:** (REQUIRED FOR TOPICAL OINTMENTS AND CREAMS TO BE USED DURING CAMP. Ex. Diaper Cream, Chapstick, Sunscreen, Bug Spray...)

[https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ\\_1216e\\_topical\\_product\\_application\\_approval.september\\_2022.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ_1216e_topical_product_application_approval.september_2022.pdf)



ST. PAUL'S LUTHERAN SUMMER CAMP 2024

308 OAK MANOR DRIVE

GLEN BURNIE, MD. 21061

410-766-0591

March 1, 2024

Dear Parents:

Summer is fast approaching and now is the time for us to think about Summer Camp. St. Paul's is offering a program for children two years of age through grade eight. Children must be two when entering the Summer Program or have already turned three years of age prior to the start of camp and be fully independently potty-trained to be in P3. Each day will be a specially designated day for different groups so each child may have the opportunity to enjoy summer. Many activities from craft making to game playing will be a part of our regular Summer Program. In addition to special activities, the Summer Program will be offering some VERY EXCITING WORKSHOPS. These workshops are for children registering for our Summer Camp Program. Some of these workshops will require an additional fee in order to participate. Final plans for the program will be made once we have an idea of how many children will be participating.

St. Paul's Summer Camp has a qualified, loving staff and our program is in compliance with all State of Maryland Regulations. To ensure a space for your child(ren), you must register by April 1<sup>st</sup>. Space is given to students enrolled at SPLS for 2024/2025, Church members, past campers, and any spaces after that will be available on a first come-first serve-basis. St. Paul's Summer Camp requires a \$175.00 non-refundable registration/activity fee to accompany your registration form.

If you are interested in using St. Paul's Summer Camp please read the following pages for fees, hours and a few of our policies.

In His Service,

*Coral L. Shreve*

Coral L. Shreve, B.A. Early Learning  
St. Paul's Camp Director

**Please read the following information and submit the form attached by April 1<sup>st</sup> along with a \$175.00 non-refundable registration/activity fee to guarantee a space for your child(ren).** The activity fee doesn't include lunch, snowballs, ice cream, off site field trips or workshops. If you have any questions, please do not hesitate to call (410)766-0591 and someone will be happy to assist you.

**CHILDREN ELIGIBLE:** Space is given to students enrolled at SPLS for 2024/2025, Church members, past campers, and any spaces after that will be available on a first come-first serve-basis AFTER April 1<sup>st</sup>.

**HOURS:** 7:00 AM to 3:00 PM or 7:00 AM to 5:30 PM. Parents arriving after the 3:00 PM registered time or 5:30 PM closing time, will be responsible for paying \$2.00 a minute per child for each minute after 3:00 PM or 5:30 PM. This policy is strictly enforced!

**COST:** We will have a MONTHLY RATE, WEEKLY RATE and DROP-IN RATE. Payments must be paid by the 1<sup>st</sup> of May, June, and July. We are offering electronic transfer through VANCO this summer. If you would like to take advantage of the Electronic Transfer, please fill out the form on the reverse side of the registration form. If the payment that is due is not made by the designated due dates, you will be charged a \$35.00 late fee after 10 days. We will not carry past due balances forward to next month.

**\*You are responsible for paying for the time that you reserve on the registration form.**

1. MONTHLY 5 DAY FULL TIME PLAN FROM 7:00 AM TO 3:00 PM

<b>P2/P3</b>	<b>P4</b>	<b>K-8</b>		
936.00	884.00	822.00	DUE ON MAY 1 <sup>st</sup> .....	Provides care June 3 – 28
936.00	884.00	822.00	DUE ON JUNE 1 <sup>st</sup> .....	Provides care July 8 – August 2 <b>CLOSED July 1 - 5</b>
421.00	398.00	370.00	DUE ON JULY 1 <sup>st</sup> .....	Provides care August 5 – 15

2. MONTHLY 5 DAY FULL TIME PLAN FROM 7:00 AM TO 5:30 PM

<b>P2/P3</b>	<b>P4</b>	<b>K-8</b>		
1,092.00	1,048.00	982.00	DUE ON MAY 1 <sup>st</sup> .....	Provides care June 3 - 28
1,092.00	1,048.00	982.00	DUE ON JUNE 1 <sup>st</sup> .....	Provides care July 8 – August 2 <b>CLOSED July 1 - 5</b>
491.00	472.00	442.00	DUE ON JULY 1 <sup>st</sup> .....	Provides care August 5 - 15

3. WEEKLY PLAN:

**P2/P3**    \$273.00 per week and is due the 1<sup>st</sup> of May, June and July.

(AVAILABLE FOR THOSE WHO ARE NOT ENROLLED IN CARE FULL TIME)

**P4**        \$262.00 per week and is due the 1<sup>st</sup> of May, June and July.

(AVAILABLE FOR THOSE WHO ARE NOT ENROLLED IN CARE FULL TIME)

**K-8**        \$245.00 per week and is due the 1<sup>st</sup> of May, June and July.

(AVAILABLE FOR THOSE WHO ARE NOT ENROLLED IN CARE FULL TIME)

4. FEE BREAKDOWN FOR THOSE CHILDREN WHO DON'T NEED CARE FULL TIME

P2/P3		P4		K – 8	
TUES./THURS.	109.00 PER WEEK	TUES./THURS.	105.00 PER WEEK	TUES./THURS.	98.00 PER WEEK
MON./WED./FRI.	164.00 PER WEEK	MON./WED./FRI.	157.00 PER WEEK	MON./WED./FRI.	147.00 PER WEEK

\*RATES ARE BASED ON WHAT GRADE YOUR CHILD WILL BE ENTERING FOR THE 2024 – 2025 SCHOOL YEAR.

\*RETURNED CHECKS for non-sufficient funds will be charged a fee of \$35.00. St. Paul's reserves the right to request cash for repeat offenders.

**VACATIONS:** Eligible families will receive 50% reduction of their normal weekly fee for TWO weeks of vacation during the Summer Camp. Vacation discounts will only be given to families using the Monthly Plan. IN ALL CASES, A MINIMUM OF 2 WEEKS of ADVANCE NOTICE IN WRITING WILL BE NECESSARY OR YOU WILL BE CHARGED THE FULL AMOUNT. ALL VACATION CREDIT REQUESTS MUST BE IN WRITING IN THE CAMP OFFICE PRIOR TO FRIDAY, JUNE 28, 2024. NO VACATION DISCOUNTS WILL BE GIVEN AFTER FRIDAY, JUNE 28, 2024.

**MEALS AND SNACKS:** Children will bring their lunch each day. Snacks will be provided unless a child has a food allergy in which the parent will be asked to provide the camp with snacks.

**WORKSHOPS:** Workshops are done on a first come first serve basis. To guarantee your child's spot in a workshop please have your registration and payment to the Camp office by **Monday, May 13, 2024**. No children will be accepted into the workshops after Monday, May 13, 2024. There are separate workshop sheets for the different grades. **REFUNDS will ONLY be given for canceled workshops. NO EXCEPTIONS.**

**INSURANCE:** Student accident insurance is provided.

**ATTENDANCE:** Summer Camp is open Monday – Friday, beginning on June 3, 2024, and continuing until August 15, 2024. Camp will be CLOSED July 1 – 5, 2024. A minimum of two weeks written notice is required to change registered dates no matter if you are Monthly, Weekly or Drop-In care. PLEASE NOTE THE DAYS THAT SUMMER CAMP WILL NOT BE PROVIDED.

**WITHDRAWALS:** Withdrawals from camp require a two-week written notice. No changes or withdrawals will be accepted after Friday, June 28, 2024.

**St. Paul's Lutheran Summer Camp 2024**  
**308 Oak Manor Drive**  
**Glen Burnie, MD. 21061**  
**410-766-0591 ext. 14**

**REGISTRATION FORM/ATTENDANCE SCHEDULE** (RETURN BY APRIL 1st) Please include a **\$175.00 non-refundable registration/activity fee with this form.** Please check the days/weeks that your child will attend. Please fill out a separate form for each child. **ALL MEDICAL FORMS, EMERGENCY FORMS, ALL ABOUT MY CHILD FORMS MUST BE FILLED OUT AND RETURNED TO THE CAMP OFFICE BEFORE ATTENDING. P2, P3 & P4 Children attending St. Paul's for the first time will also need to attach a copy of their certificate of birth.**

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ 2024 - 2025

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ (MOM **OR** DAD)

CELL PHONE: \_\_\_\_\_ (MOM **OR** DAD)

EMAIL: \_\_\_\_\_ (MOM **OR** DAD)

EMAIL: \_\_\_\_\_ (MOM **OR** DAD)

**(Please Circle)** Arrival Time a.m.: 7:00 7:30 8:00 8:30 Departing Time p.m.: 3:00 4:00 4:30 5:00 5:30

PLEASE PUT AN (X) IN THE BOX THE DAYS THAT YOUR CHILD **WILL NEED** CARE DURING THE SUMMER.

**JUNE**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

## JULY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1      CLOSED	2      CLOSED	3      CLOSED	4      CLOSED	5      CLOSED
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31	1	2

\*Vacation Bible School will be July 8 - 12 for all campers entering P4 – 8<sup>th</sup> grade 2024/2025.

## AUGUST

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5	6	7	8	9
12	13	14	15	16      CLOSED

PLEASE RETURN COMPLETED FORM WITH YOUR REGISTRATION FEE TO ST. PAUL'S CAMP OFFICE BY APRIL 1, 2024.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(The signer agrees to be financially responsible for payment.)

Please read this form and fill it out completely to ensure payments are made in a timely manner. Thank you.

# Organization Name: St. Paul's Lutheran Summer Camp 2024

FOR OFFICE USE ONLY	CUSTOMER #	DATE
Effective date of authorization:		NAMES:
Type of authorization:	New authorization	Change payment amount
	Change banking information	Discontinue electronic payment
Last Name		First Name
Address		
City		State      Zip
Email Address: (IMPORTANT)		
MONTHLY PAYMENT: There is a one-time convenience fee of \$20.00. INITIAL HERE		
Dates for monthly transactions are:                      May 1                      June 1                      Jul 1		
Date of first payment: The first payment date is May 1, 2024. The amount of all monthly payments will be provided for your review via email, prior to the first transaction being processed.		
<b>CK</b>  <b>SAV</b>	Please debit payment from my (check one): Savings Account (contact your financial institution for Routing #) a Checking Account (staple a voided check below)	Routing Number: Valid Routing # must start with 0, 1, 2, or 3 Account Number:
	I authorize the above organization to process debit entries to my account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization.  <b>Authorized Signature:</b> _____ <b>Date:</b> _____	
	<b>ATTACH YOUR VOIDED CHECK HERE</b>	

If using a checking account, please attach a voided check over the credit card section.



2024 SUMMER CAMP

WORKSHOP REGISTRATION P2, P3, P4, K & 1<sup>st</sup>

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ 2024-2025

Please carefully read the information about each workshop and put a check beside the workshops that your child would like to participate in. All workshops are optional. Please complete a separate form for each child. This form should be returned to St. Paul's Summer Camp **NO LATER THAN MONDAY, MAY 13, 2024 with payment. We will not accept any workshop registration forms after MONDAY, MAY 13, 2024.** Supplies need to be ordered. There are no make-up or refunds for missed workshops. Workshops will begin each day starting at 9:00 a.m.

1. \_\_\_\_\_ **PERSONALIZED CALENDAR (P2 & P3 ONLY):** The children will meet with Mrs. Jenny and Mrs. Tracy to make a calendar of personal touches to include handprints, fingerprints, and other personalizations. This workshop will take place Monday – Thursday July 8 – 11.

2. \_\_\_\_\_ **YOGA (P2 & P3 ONLY):** Mrs. Forsythe, a Certified Yoga Instructor, will lead the children through a Physically Calming Practice, Bending through Breath. The cost of this workshop is \$10.00. Each child will receive their own yoga mat to keep. Mats will stay at camp until the workshop is over. This workshop will take place Monday – Thursday July 8 - 11.

\_\_\_\_\_ **#3 - #5 BELOW THIS LINE ARE FOR P2, P3, P4, K & 1ST** \_\_\_\_\_

3. \_\_\_\_\_ **CUPCAKE CREATIONS:** Mrs. Susan will assist the children in decorating cupcakes that will tempt their taste buds. The children will make a cupcake to eat at camp and one to take home to share. The cost of this workshop is \$15.00. This workshop will take place Monday – Thursday June 10 - 13. **\*Please list any food allergies:** \_\_\_\_\_

4. \_\_\_\_\_ **CRAFTS:** A Classic favorite to include ceramics, painting on canvas, making t-shirts... The children will put their creative minds to work as they paint beautiful ceramic pieces (that will be returned after they are glazed), paintings and more. The cost of this workshop is \$35.00. This workshop will take place Monday – Thursday June 17 – 20.

5. \_\_\_\_\_ **OBSTACLE:** This workshop offers different obstacle courses while giving the children physical activity that is fun. Children will be excited and eager to participate each day. The cost of this workshop is \$10.00. This workshop will take place Monday – Thursday June 24 – 27.

\_\_\_\_\_ **#6 BELOW THIS LINE ARE P3, P4, K & 1ST ONLY** \_\_\_\_\_

6. \_\_\_\_\_ **BEAD CRAFTS:** The children will meet with Mrs. Susan and create some beautiful jewelry for them to wear or share. The cost of this workshop is \$10.00. This workshop will take place four consecutive days Monday – Thursday July 15 - 18

\_\_\_\_\_ **#7 BELOW THIS LINE ARE OFFERED TO K & 1<sup>st</sup> ONLY** \_\_\_\_\_

7. \_\_\_\_\_ **SPORTS:** The children will learn basic soccer and basketball skills with their friends learning from some of the local high school athletes. The cost of this workshop is \$5.00. This workshop will take place Monday – Thursday July 15 – 18.

**\*\*If your child is not signed up for a workshop on a given day, there will be alternative activities that your child will be able to participate in.\*\***

Reimbursement for any paid workshop will be given only if a workshop becomes full and space is not available for your child or canceled. **NO PRORATING WILL BE DONE.** Conflict with workshops overlapping in time will not occur.

**IMPORTANT:** PLEASE BE ADVISED THAT CHANGES TO THIS FORM AFTER RECEIPT IN THE CAMP OFFICE ARE NOT PERMITTED. SUPPLIES WILL HAVE BEEN PURCHASED. PLEASE SIGN THAT YOU UNDERSTAND THAT PAYMENT IN FULL IS EXPECTED FOR ALL WORKSHOPS THAT ARE CHOSEN ON THIS FORM. ANY PROCEEDS FROM THESE WORKSHOPS WILL BE USED TO BENEFIT THE CHILDREN OF ST. PAUL'S.

**PARENT OR RESPONSIBLE PARTY SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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**OFFICE USE ONLY:** Total Payment Rec'd: \_\_\_\_\_ Check No.: \_\_\_\_\_ Date: \_\_\_\_\_

2024 SUMMER CAMP

WORKSHOP REGISTRATION 2nd & Up

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ 2024-2025

Please carefully read the information about each workshop and put a check beside the workshops that your child would like to participate in. All workshops are optional. Please complete a separate form for each child. This form should be returned to St. Paul's Summer Camp NO LATER THAN MONDAY, MAY 13, 2024, with payment. We will not accept any workshop registration forms after MONDAY, MAY 13, 2024. Supplies will need to be ordered. There will be no make-up or refunds for missed workshops. Workshops will begin each day starting at 9:00 a.m.

- 1. \_\_\_\_\_ CUPCAKE CREATIONS: Mrs. Susan will assist the children in decorating cupcakes that will tempt their taste buds. The children will make a cupcake to eat at camp and one to take home to share. The cost of this workshop is \$15.00. This workshop will take place Monday – Thursday June 10 - 13. \*Please list any food allergies: \_\_\_\_\_
2. \_\_\_\_\_ CRAFTS: A Classic favorite to include ceramics, painting on canvas, making t-shirts... The children will put their creative minds to work as they paint beautiful ceramic pieces (that will be returned after they are glazed), paintings and more. The cost of this workshop is \$35.00. This workshop will take place Monday – Thursday June 17 – 20.
3. \_\_\_\_\_ LIFE SIZE GAMES: This workshop offers different obstacle courses while giving the children physical activity that is fun. Children will be excited and eager to participate each day. The cost of this workshop is \$10.00. This workshop will take place Monday – Thursday June 24 – 27.
4. \_\_\_\_\_ BEADS: The children will meet with Mrs. Susan and create some beautiful jewelry for them to wear or share. The cost of this workshop is \$15.00. This workshop will take place four consecutive days Monday – Thursday July 15 - 18.
5. \_\_\_\_\_ SPORTS: The children will learn basic soccer and basketball skills with their friends learning from some of the local high school athletes. The cost of this workshop is \$5.00. This workshop will take place Monday – Thursday July 15 – 18.
6. \_\_\_\_\_ SURVIVOR: Who will be the ultimate survivor at Summer Camp 2024? The children will be challenged to eat unique food, run obstacles, and compete with our staff. The cost of this workshop is \$7.00. This workshop will take place Tuesday 8/6 3rd & Up and Wednesday 8/7 K - 2nd.

\_\_\_\_\_ BELOW THIS LINE ARE FOR 3RD & UP ONLY \_\_\_\_\_

- 7. \_\_\_\_\_ WOOD SIGN/LIMITED SPACE: The children will make one of two signs with multi-step processing and the finished product will be something for the children to be proud of. The cost of this workshop is \$20.00. This workshop will take place on Thursday, 7/25.

\_\_\_\_\_ BELOW THIS LINE ARE FOR 5th & UP ONLY \_\_\_\_\_

- 8. \_\_\_\_\_ STAINED GLASS/LIMITED SPACE: The children will make a stained-glass sun catcher with the owner of Shine On. The cost of this workshop is \$25.00. This workshop will take place on Monday, 7/22.

\*\*If your child is not signed up for a workshop on a given day, there will be alternative activities that your child will be able to participate in.\*\*

Reimbursement for any paid workshop will be given only if a workshop becomes full and space is not available for your child or canceled. NO PRORATING WILL BE DONE. Conflict with workshops overlapping in time will not occur.

IMPORTANT: PLEASE BE ADVISED THAT CHANGES TO THIS FORM AFTER RECEIPT IN THE CAMP OFFICE ARE NOT PERMITTED. SUPPLIES WILL HAVE BEEN PURCHASED. PLEASE SIGN THAT YOU UNDERSTAND THAT PAYMENT IN FULL IS EXPECTED FOR ALL WORKSHOPS THAT ARE CHOSEN ON THIS FORM. ANY PROCEEDS FROM THESE WORKSHOPS WILL BE USED TO BENEFIT THE STUDENTS OF ST. PAUL'S.

\_\_\_\_\_  
PARENT OR RESPONSIBLE PARTY SIGNATURE DATE

=====
OFFICE USE ONLY: Total Payment Rec'd: \_\_\_\_\_ Check No.: \_\_\_\_\_ Date: \_\_\_\_\_

# Summer Camp T-Shirts 2024

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Camper shirts are not required for camp. If you would like to purchase a camp shirt, please fill out the form below and return it with full payment to the Camp Office by **Monday, May 13, 2024**.

Please write the number of shirts:

Color: **Red with White writing**

Youth: \_\_\_\_\_ X-small          \_\_\_\_\_ Small          \_\_\_\_\_ Medium          \_\_\_\_\_ Large

Adult: \_\_\_\_\_ Small          \_\_\_\_\_ Medium          \_\_\_\_\_ Large          \_\_\_\_\_ X-large

Cost Per T-shirt: \$15.00          Number of Shirts: \_\_\_\_\_ X \$15.00 = Total Due \_\_\_\_\_

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