

## **How to Register**

In order to better serve all our families and facilitate our expansion to new programs, **all families, regardless of prior year's attendance with Esperanza School, must register as a 'new registration.'** Enrollment forms may be mailed or dropped at 1100 Roy Street, Houston Texas 77007. We thank everyone in advance for their understanding and helping us ensure we have the most up to date information on you and your camper.

## **Immunization Records**

You must provide us with an up-to-date copy of each child's immunization record each year in order for your child to attend camp. Records must be received no later than March 15th.

## **Payments, Cancellations and Refunds**

An **Activity/Supply fee** of \$250 per child is required at time of registration to secure your space in our camp. Our cancellation deadline is May 2, 2011. All requests for cancellations must be submitted to our main office in writing, via email or fax. If you make a cancellation on or before May 2, 2011, your deposits will be refunded in full. If you cancel after May 2, 2011, your deposits become non-refundable.

## **Customer Service**

One of our main goals is to make the Esperanza School experience the best it can be for both you and your child. Our commitment to excellence drives us to exceed your customer service expectations, and what's more, provide you with personal assistance and complete solutions in every area. Please call us anytime if you have a question, compliment or concern. We will be glad to assist you!

## **Arrival and Pick Up Procedures**

On your first day of camp a parent must accompany the camper into camp for drop-off. After the first day of camp, parents may drop off or pick up using our curbside service or parking and coming in to camp. All children must be signed in and dropped off in the presence of an Esperanza Camp Staff. Children are not allowed to walk in unattended.

**Camp Drop off:** 7:30 AM to 9:00 AM

**Camp Hours:** 9:00 AM to 5:00 PM

**Camp Pick up:** 5:00 PM to 6:00 PM

## **Lunch and Snack**

Campers must bring their own lunch, snacks and drinks, which meet 1/3 of the daily nutritional requirements. Candy, soft drinks and sweets are not permitted as daily fare. Water is available to all children at all times. Please inform your teacher of any food allergies your child may have.

## **Camp Attire**

Camp T-shirts MUST be worn during all field trips. Every camper will be given one free camp shirt with their initial registration, but additional shirts can be purchased from the Camp Office for \$12.00 each.

1. Campers should dress for general-purpose activities each day. The following are items your child should bring or wear to camp (PLEASE LABEL EVERYTHING!!!): Comfortable shorts
2. Tennis shoes and socks (please, no flip-flops)
3. Hat or cap
4. Sunscreen
5. Lunch (if bringing your own) A backpack for all your stuff

## **Please DO NOT Bring To Camp**

- Toys or electronics (This includes Game Boys, cell phones, iPods, iPhones, iPads, or iAnything-else)
- Heely's (or other shoes with wheels)

## **A Word on Lost Items**

We encourage you to write your child's name on everything and have their things organized in one bag or backpack. Esperanza School is not responsible for lost items at camp, so help us help your child keep their belongings together. We do, however, keep a lost and found at the camp site. All items not claimed by the end of the last week of camp will be donated to charity.

## **Field Trips**

Each group has a designated field trip day. Your monthly calendar will remind you of the day, place and time! **Child Care Licensing requires that all children present a field trip must wear the current Esperanza**

**Summer Adventure field trip shirt.** One shirt is included in your activity fee. **It is your responsibility to ensure your child is wearing their shirt on the correct day otherwise; they will not attend the field trip.**

## **Discipline**

Camp is both fun and exciting, but only when there is organization and discipline. Safety will always be our number one priority for all children in our care. Esperanza School believes that discipline begins with our proactive implementation of positive reinforcement. Discipline problems diminish when kids are active, engaged and having a great time, but sometimes issues do arise. We work closely with kids to solve matters positively, and we will inform the parent and involve them in solving discipline problems. If severe discipline troubles continue we will ask the child not to return to camp.

## **Camp Awards**

Each week, your camp team will present campers with awards. These awards are given out on Fridays for honors such as being respectful, showing great camp spirit and helping others. This is a “big deal” at camp so look for any ribbons and awards your child might come home with and be sure to congratulate them!

## **Medication**

If your child will be taking medications of any kind during camp hours, you must fill out an Esperanza School Medical Dosage Form. This form must be turned in to the Camp Lead Staff Member with the medication in its original, labeled container on the first Monday of camp. All medications will be dispensed by the Camp Lead Staff Member as per the label and dispensed at 12:00 noon and 4:00 pm only. This includes over-the-counter medications such as Tylenol, Benadryl, and vitamins. Medical Dosage Forms available upon request.

## **About Sunscreen**

At Esperanza School, we feel strongly about the dangers of sun exposure and the protection of our kids’ skin. Please pack sunscreen and apply it to your child’s face and exposed areas prior to camp, and we will reapply throughout the day.

## **Emergency Procedures**

In the event of severe weather or any other potentially threatening situations, Esperanza School will notify you immediately regarding your child's safety through the **Esperanza Alert System**. Please make sure all contact information is correct and up to date. If camp closure is necessary, again we will announce any closures through the **Esperanza Alert System**. Esperanza School reserves the right to cancel any day(s) of camp due to inclement weather or any other situation which might compromise the safety of our campers, their families, or our staff. Esperanza School does not refund for cancellations due to these circumstances.

### **Sick Child At Camp**

From time to time, children may become ill or do not feel well. Every camp has a designated First Aid/Sick Station, where he or she will be isolated from the other children and allowed to rest. If your child is sick, we will notify you and in some cases we will ask you to pick your child up from camp.

### **Contacting Your Camp**

If you must contact your campsite or child, please call the main office at 713-868-2200. We will relay any messages to the camps staff for you and assist you in answering any questions.

### **Weekly Communications: Esperanza School Newsletters**

In order to better communicate with you about your child's activities at camp, we have created a newsletter called the Esperanza School News. The Esperanza School News contains an agenda for the week, important things to bring, upcoming events and other camp information. The newsletter will be e-mailed to you the week before each week attending, so please make sure you have a current email account on file with the Esperanza School office.

### **Other Information**

Please feel free to contact us if you have any additional questions at 832-308-1930.