

## KEYS 4 KIDS SUMMER CAMP

### OPERATIONS

PEE WEE PIANO'S "KEYS 4 KIDS" SUMMER CAMP is a faith based program that operates by biblical principles and values to help your children become productive citizens in our community. During the camp, the children will learn the art of playing the piano, drums or guitar and participate in other recreational and educational activities such as, Bowling, Skating, Swimming, Spanish, Creative Dance, and character building.

### REGISTRATION FEES AND WEEKLY PAYMENT

The fees required are the Registration Fee , Activity & Material Fee, and the fee for the last week of camp, which is due at the time of enrollment.

1. Payments must be paid through Tuition Express (Automated Payments)
2. All fees must be paid on the first day of the week (Mondays). **If payment is not received your child will not be able to participate in our summer camp program. A \$10.00 fee per day will be assessed to your accounts for each day late. If payment is not received after 7 days service will suspended.** Once fees are brought current, service will resume based on space availability. If space is no longer available, the child will be placed on our wait list and placed accordingly. Pee Wee Piano reserves the right to collect on all outstanding fees by way of legal recourse. Please note: Postdated checks are considered to be late payments.
3. Parents must complete and submit a Registration form, Medical/Emergency Information, Policy Agreement, and required fees at the time of enrollment.

### SIBLING DISCOUNTS

Sibling Discounts are offered to parents with more than one child.

Percentage Off

- First Child: Regular Weekly fee
- Second Child: 10% off regular weekly fee
- Third Child: 15% off regular weekly fee
- Fourth Child: 20% off regular weekly fee

## RETURNED PAYMENTS

For all returned checks, a \$25.00 return check fee plus a \$10.00 per day late fee will be imposed from the day the check was written up to the date the check is posted by Pee Wee Piano's bank as insufficient funds. All re-submissions must be paid in full, in the form of cash, money order, debit or credit card within 2 business days. If all fees are not paid in full within 2 business days, service will be suspended until the account is brought current. For all automated payments returned, there will be a \$10.00 fee.

## REFUND POLICY

There are absolutely no refunds for the Registration Fees, Weekly fees, or Activity & Material Fees paid to Pee Wee Piano. In addition, fees are not transferable to other children.

If a parent withdraws a student from Pee Wee Piano for any reason. There will be no refund of funds, or transfer of funds to other children.

## ABSENTEEISM

If a child is sick or otherwise absent for any reason, on any given day for which payment has been made, or has been agreed to pay, there will be no entitlement to a refund or a reduction for amounts due or paid. No credit is given for an absence or suspension.

## WITHDRAWAL

In the case of withdrawal, parents must provide a written notice two weeks prior. **If two week notice is not submitted, parent is responsible for submitting payment for those two weeks.**

## EARLY DROP OFF AND LATE PICK-UP/ABSENTEEISM

1. An authorized person must sign in all children; please do not drop children off on the street/building.
2. Children must arrive at the camps no earlier than 6:45 a.m. and picked up no later than 6:00 p.m. daily.
3. **Child (ren) who have not been picked-up by 6:00 p.m. are automatically charged \$1.00 per minute.** (Late fees will automatically be deducted via tuition express. Parents will be notified at the time of pick up the amount being charged.)
4. Once campers arrive they are not allowed to leave unless chaperoned by a counselor or picked up by the authorized person.
5. Please notify counselors if someone will pick up your child (ren) other than the authorized pick-up person by 3:00 p.m. Child (ren) will not be released otherwise. If your child (ren) will be absent, please notify the counselors at your appropriate location--**Largo:(301) 350-5397, Glenn Dale:(301) 262-5397.**

## PIANO, DRUM AND GUITAR LESSONS

Summer Camp students receive musical instruction twice a week with their instructors. All students receive lesson in pair or small group (no greater than 4). Each student does have individual time on their instrument to practice during their weekly lessons. Students will experience the joy of learning the rudiments of music in a steady progress. Age Requirements: Piano - ages 3 and up; Drums - ages 5 and up; Guitar - Ages 6 and up.

~ Page 2 ~

# PEE WEE PIANO

## school of the arts

MUSIC, EDUCATION & FUN!

### ACTIVITIES

Children will participate in the following activities and field trips:

- Bowling
- Skating
- Swimming
- Character Building
- Talent and Gifting Development
- Educational Field Trips
- Arts and Crafts

### FIELDS TRIPS

Child (ren) must arrive no later than **8:30 a.m.** Once the bus is in route, it is the parent's responsibility to ensure that the child (ren) arrives at the destination. For Special field trips, parents may be required to pay additional money, as this is not included in the activity & material fee. Field trips will be held 3 times per week.

### EDUCATIONAL ENRICHMENT

Twice a week, students will participate in creative ways to enhance their knowledge in core subject areas such as reading, writing, science, math and art.

### SNACKS AND LUNCH

Children will be provided with morning and afternoon snack. All children should bring a lunch to camp daily. Campers should not bring food that will need to be heated.

### CLOTHING AND PERSONAL ITEMS

Campers should wear clothing that is loose fitting and comfortable (i.e. shorts and t-shirts), tennis shoes are ideal for the activities we provide; no sandals are to be worn for safety of child. Wearing bandanas and stoking caps are not permitted. Child (ren) **are not allowed to wear t-shirts or two-piece swimsuits in the pool.** Personal items (clothing, towels, shoes, bags, etc.) should be clearly marked with the child's full name in permanent marker. Please ensure that your child's personal belongings are not left at the campsite. **The staff is not responsible for lost or stolen items. Toys, games, radios, "electronic devices, iPads, Ipods, Nintendo DS, tablets, kindles jewelry or other personal items should be left at home. Campers are not allowed to have cell phones during camp sessions.**

### T-SHIRTS

Campers will be given a Keys 4 Kids T-shirt on their second week of camp. Campers should bring this t-shirt to camp daily. They will be required to wear t-shirts over their regular clothes during our Activities and Field Trips. Additional t-shirts can be purchased for \$12.00 each.

### DISCIPLINARY SYSTEM

#### 1<sup>st</sup> Offense: Verbal warning

Counselor will ask child if he/she understands what he/she has done wrong. Positively state the behavior that is expected

#### 2<sup>nd</sup> Offense: Inform Parent(s)

Age Appropriate "Time Out"

- 4-8 years old: 10 minutes
- 9-13 years old: 20 minutes

~ Page 3 ~



# PEE WEE PIANO

## school of the arts

MUSIC, EDUCATION & FUN!

**3<sup>rd</sup> Offense: Conference with parent (s)**

**4<sup>th</sup> Offense: Child may be suspended or put out of camp**

In addition, we will use the Behavior Light Color Changing System (Red, Yellow, and Green). Parents are encouraged to monitor their child's daily progress.

Pee Wee Piano has the right to suspend a child from the program due to gross misconduct. Based on the discretion of the site director, your child may be placed in In house or off-campus suspension. After a child is suspended, upon return the child will be placed on probation. If gross misconduct continues, Pee Wee Piano reserves the right to remove a child from the program permanently.

If a child is suspended from program due to gross misconduct, parents will not receive refunds for previous payments made to Pee Wee Piano.

If a child damages Pee Wee Piano property due to misconduct, parents will be held liable. Parents will be responsible for paying for all damages to Pee Wee Piano's property.

If a parent withdraws a student from Pee Wee Piano for any reason. There will be no refund of funds, or transfer of funds to other children.

Based on the discretion of the site director, with the intent to correct misconduct, field trips will be taken away from children who refuse to follow directions. Parents will not be refunded for missed field trips.

### FIRST AID

The safety and well being of your child(ren) is of the utmost importance to us. We are prepared to assist your child(ren) at anytime should a medical problem or emergency arise. A CPR trained staff will be on duty at all times. Please be reminded that as your child is in a recreational environment, minor cuts and bruises can happen. In the event your child is hurt at camp and needs emergency treatment, the staff will attempt to reach the parents, the emergency contact or the family doctor.

### ADDITIONAL INFORMATION

- The ratio of staff to campers is 1 staff to every 15 campers. All Pee Wee Piano staff's background has been thoroughly checked and approved. The adult staff members are Spirit-filled Christians, College students and graduates in Education, Music, or related studies or fields who will be supervised by the Director and Managers.
- Transportation is not provided to or from the campsite.
- Child(ren) are not allowed to make or receive calls unless it is an emergency and has been cleared by the Director. If any calls are made to child(ren), a message will be taken and forwarded to them.
- Pee Wee Piano will be closed on July 4th in observance of Independence Day (and or the dates observed by the government).

# PEE WEE PIANO

school of the arts

MUSIC, EDUCATION & FUN!

## 2017 SUMMER CAMP DATES & FEE AGREEMENT June 13th- August 21st 11 Weeks of Camp

Child(ren)'s Name: \_\_\_\_\_  
Parent's Name: \_\_\_\_\_

Please CHECK the weeks that your child(ren) will be attending our Summer Camp. Student accounts will be charged a weekly fee based on the weeks selected by parent/guardian. Due to capacity requirements, once camp begins parents will not be allowed to reduce weeks only add additional weeks (if space is available).

Each camper must submit an Activity and Material Fee. All campers must also have a Season Pass and will have the option to purchase from Pee Wee Piano if needed.

Dates: Select week(s) your child will attend our Summer Camp program.

- Week 1: June 13th (Tuesday)\*
- Week 2: June 19th
- Week 3: June 26th
- Week 4: July 3rd
- Week 5: July 10th
- Week 6: July 17th
- Week 7: July 24th
- Week 8: July 31st
- Week 9: August 7th
- Week 10: August 14th
- Week 11: August 21st

### FULL TIME or PART-TIME CAMPER:

Please Choose ONE of the following options:

#### Option #1- Part-Time Camper

My child will be attending camp for 1-8 weeks  
Weekly Fee: \$160  
Activity & Material Fee: \$30 a week

#### Option #2- Full-Time Camper

My child will be attending camp for 9-11 weeks  
Weekly Fee: \$149  
Activity & Material Fee: \$300

\*Allotted two weeks of vacation time with no Weekly Fee charge

### Season Pass:

Option 1: I would like to purchase my Six Flags Season Pass through Pee Wee Piano(\$75)

Option 2: I will be purchasing a Six Flags Season Pass for my child and submit my child's pass before camp begins

**ACTIVITY & MATERIAL FEE (Full - Time Campers Only)**

Please choose ONE of the following options for your Activity and Material Fee Payment.

\_\_\_ Option 1: Pay Activity Fee in installments of \$30.00 a week and \$75.00 Season Pass (Please note: Season Pass Fees will be due before camp begins)

\_\_\_ Option 2: Pay Entire Activity Fee \$300 and \$75.00 Season Pass Upfront

I \_\_\_\_\_ agree to the aforementioned Summer Camp Dates & Fees selected for Pee Wee Piano's Summer Camp. I understand that I will be financially responsible for all dates selected above.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



# PEE WEE PIANO

school of the arts

MUSIC, EDUCATION & FUN!

## REGISTRATION FORM

**Registration must include: (1) Completed registration and enrollment form (2) Medical Information and Emergency Consent Form for each child attending, (3) Registration Fee (4) Activity & Material Fee (5) Final Weekly Fee**

Child's Name: \_\_\_\_\_ Nick Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

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

Is your child currently a Pee Wee Piano Student: \_\_\_\_\_ Instrument of Choice: \_\_\_\_\_ T-shirt Size: \_\_\_\_\_

### PARENT OR GUARDIAN CONTACT INFORMATION

Parent Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

### EMERGENCY CONTACT INFORMATION

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

Home Phone: \_\_\_\_\_ Work or Mobile Phone: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work or Mobile Phone: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work or Mobile Phone: \_\_\_\_\_

Referred By: \_\_\_\_\_

## CHILD RELEASE INFORMATION

**PEE WEE PIANO'S "KEYS 4 KIDS" SUMMER CAMP** is authorized to release my child to the following persons (including yourself). I understand that each authorized person must be at least sixteen (16) years old and that my child will NOT be permitted to leave the camp with anyone not listed below. All authorized individuals will be required to show identification and sign the child out each day.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(Parent)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(Parent)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### COMMITMENT STATEMENT

Each camper must meet the minimum of 7 out of 9 weeks of camp sessions. We also offer a part-time option of 1-6 weeks.

### RETURNED CHECK AND LATE PICK UP POLICY

A returned check fee of \$25.00 will be assessed each time a check is returned. After two checks have been returned you will be required to pay by cash, money order, cashier check or certified check.

A late fee of \$1.00 per participant for every 1 minutes (or portion thereof) will be assessed for children not picked by the program's scheduled closing time (6:00 p.m.) We understand that emergencies do arise and request that parents call if they are being delayed. However, late fees will still be assessed. Payments for late pickup will be automatically deducted via tuition express.

### ACTIVITY/PROGRAM FIELD TRIP LIABILITY RELEASE/AUTHORIZATION

I hereby give permission for the student to participate in all program activities, including field trips, and agree to release "Keys 4 Kids" Summer Camp, its employees, and agents from all liability arising from any harm or injury by the participation of my child in the program stated above. I give Pee Wee Piano permission to transport my child during activities and field trips sponsored by the camp.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

---

### FOR OFFICE USE ONLY

Students Name: \_\_\_\_\_ Processed by: \_\_\_\_\_



# PEE WEE PIANO

school of the arts

MUSIC, EDUCATION & FUN!

## ACTIVITY/PROGRAM FIELD TRIP LIABILITY RELEASE/AUTHORIZATION

I hereby give permission for the student to participate in all program activities, including field trips, and agree to release Pee Wee Piano's "Keys 4 Kids" Summer Camp, its employees, and agents from all liability arising from any harm or injury by the participation of my child in the program stated above.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## ACTIVITY/PROGRAM FIELD TRIP LIABILITY RELEASE/AUTHORIZATION

I give permission for my child(ren) to be transported in a motor vehicle driven by the individual identified Pee Wee Piano, LLC to Pee Wee Piano's location 1441 McCormick Drive, Largo, MD 20774 or 6717 Glenn Dale Road, Genn Dale, MD 20769. I understand that my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver.

I recognize that by participating in this activity, as with any activity involving motor vehicle transportation, my child may risk personal injury or permanent loss. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

As a condition for the transportation received, I, for myself, my child, my executors and assigns, further agree to release and forever discharge Pee Wee Piano its Board of Trustees, governing members, agents, officers, employees and volunteers from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation.

I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

---

### FOR OFFICE USE ONLY

Student Enrollment Form for: \_\_\_\_\_ Processed by: \_\_\_\_\_

## PARENTAL POLICY AGREEMENT

*Please sign and date, and return to our Office. Please note, your child will not be considered enrolled until this official document is submitted.*

As I enter my child(ren) \_\_\_\_\_, into Pee Wee Piano's Summer Camp Program. I \_\_\_\_\_ have read and understand the before mentioned and agree to adhere to the policy. I understand that I am financially responsible to fulfill any acquired account balances. Pee Wee Piano reserves the right to collect on all outstanding fees by way of legal recourse. (Delinquent accounts will be submitted to FMS Financial Solutions and are subject to an additional 35% collection fee).

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

---

**FOR OFFICE USE ONLY:**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MEDICAL INFORMATION & EMERGENCY TREATMENT CONSENT FORM

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

### EMERGENCY CONTACT

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

Home Phone: \_\_\_\_\_ Work or Mobile Phone: \_\_\_\_\_

### MEDICAL INFORMATION

List all past and present medical problems indicating dates: \_\_\_\_\_  
\_\_\_\_\_

List all allergies, food, drugs, environmental and others: \_\_\_\_\_  
\_\_\_\_\_

List all current medications taken by your child (See Medical policy below): \_\_\_\_\_  
\_\_\_\_\_

Date of last tetanus or DPT shot (Info required by state of law.): \_\_\_\_\_

Are there any special needs or disability accommodations that will be required? If yes, please describe. \_\_\_\_\_  
\_\_\_\_\_



## EMERGENCY TREATMENT CONSENT

In emergencies requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature below authorizes personnel of Pee Wee Piano's Keys 4 Kids Summer Camp to transport your child if an ambulance is not required. Please provide the following information.

Doctor's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Health Insurance Provider \_\_\_\_\_

Policy Number \_\_\_\_\_

**(Please provide a copy of your health insurance card.)**

## MEDICAL POLICY

Staff members are not authorized to administer medication. Parents and/or guardians are solely responsible for ensuring that adequate medication is provided to their child and that the child has appropriate storing capabilities. If child is in need of taking medicines, parents, and/or guardians will be responsible to administer to child if they are not able to safely do so themselves. If medication needs to be administered to a child by an adult, there must be documentation signed by your child's doctor indicating all necessary information for documentation. Once this form is submitted to us, a certified medical administrator will administer the medication to you child. All medication must be brought to us in the original package given by the pharmacist or brought over the counter.

Due to the potential necessity for immediate medication distribution imposed by my child's life-threatening allergic response or asthma, I \_\_\_\_\_, hereby request that \_\_\_\_\_ be allowed to keep the appropriate prescribed medication on his/her person while participating in all **Summer Camp Activities**.

I give consent to **Keys 4 Kids Summer Camp** to obtain necessary emergency medical treatment for my child in cases of injury or illness. I understand that my child will be transported to the nearest hospital for emergency treatment only and that I am responsible for all follow-up treatment and accept financial responsibility for all medical care.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# PEE WEE PIANO

school of the arts

MUSIC, EDUCATION & FUN!

## PEE WEE PIANO'S REFERRAL PROGRAM

Pee Wee Piano Parents and Friends now have the chance to participate in our NEW REFERRAL PROGRAM! This program offers individuals the opportunity to save money for spreading the word about Pee Wee Piano. We will give you all the tools you need to be successful!

The referral program is **SIMPLE** and **FUN!**

- For each student that enrolls in our Private Lesson Program (Piano, Drums, or Guitar) you will receive **\$20.00 off** a weekly/monthly payment
- For each student that enrolls in our After School Program or Summer Camp you will receive **\$35.00 off** a weekly/monthly payment

### TERMS AND CONDITIONS

1. All students referred to the program must present your name as their Pee Wee Piano referral representative
2. Student must be enrolled in the Pee Wee Piano Program for a minimum of two weeks from enrollment date.

Please see the front desk for Pee Wee Piano Marketing Materials (Pee Wee Piano Brochures, Drum Lessons, Guitar Lessons)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

I agree to the Terms and Conditions of the Pee Wee Piano Referral Program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_