



2009 CAMP REGISTRATION PACKET

1. TO REGISTER ONLINE

- Go to: <https://c2k.valenciacc.edu/Heading.asp>
- Click on "Youth Programs" at the bottom of the list.
- Click on "Summer Camp"
- Click on the desired language program
- Scroll through the weekly course start dates and click on "Add to Shopping Cart" for each week you want to register.
- When done click on "Proceed to Checkout" and follow the online instructions for payment.
- Go to: <http://www.centerforgloballanguages.com/youthprograms/>
- Click on "Orlando Language Camp for Kids"
- Click on "Registration Packet," print out the pdf file, fill out all the pages, and send by mail, fax, or walk in to the address at the bottom of this page.

2. TO REGISTER BY PHONE

- Call 407-582-6688 and have your credit card number ready.
- You will need to give the Client Service Center Consultant the following information: child's name, address, language program, and weekly starting dates.
- Go to: <http://www.centerforgloballanguages.com/youthprograms/>
- Click on "Orlando Language Camp for Kids"
- Click on "Registration Packet," print out the pdf file, fill out all the pages, and send by mail, fax, or walk in to the address at the bottom of this page.

3. TO REGISTER IN PERSON

- Go to the address listed at the bottom of this page.
- You can pay by check, credit card, or cash.
- Be sure to get a copy of the "Camp Registration Packet," fill out all the pages, and send by mail, fax, or walk in to the address at the bottom of this page.

Valencia Enterprises
Client Service Center
2411 Sand Lake Road, Orlando, FL 32809
tel. (407) 582-6688 / fax (407) 582-6610



Program Information

This year, the *Orlando Language Camp for Kids* will be running several different language programs for children ages 8 through 14:

Camp Name	Days	Time	Dates	Location
Spanish for Kids	Monday-Friday	9:00 am-2:00 pm	July 13-17	Lake Nona YMCA ¹
Chinese for Kids	Monday-Friday	9:00 am-2:00 pm	August 3-7	Lake Nona YMCA ¹
ESL for Kids	Monday-Thursday	8:30 am-1:00 pm	June 29-July 23	Sand Lake Center

Please note that the Spanish and Chinese camps are offered through the Lake Nona YMCA and you must register directly with them. For information, call 407-852-3520. The fee is \$200 per week and you must be a YMCA member in order to participate.

The fee for each *ESL for Kids* camp week is \$125.00. Campers can sign up for as many weeks as they want. If you need after-care (1:00 pm-5:00 pm) there is an additional \$100 per week fee.

Children 15 years old and up can enter our regular Intensive English Program at the Sand Lake Center for only \$300 per each 2-week course (regular price is \$400). This program runs Monday-Thursday 8:30 am to 1:00 p.m. for camp participants.

Children can enter the program at any week as each week will feature a new theme and different topics. Instructors will modify the curriculum for mixed-level abilities.

Fees DO NOT include snacks or lunch. It is recommended that campers bring two snacks and money for the vending machines if they would like a drink. For those campers in after-care, they must bring a lunch.

Parents of children in the ESL Camp for Kids should report to the Security desk at the end of camp to pick up their child. Security will call the classroom to have the instructor send the student to the front entrance.

REGISTRATION FORM

In order to secure your space, please fill out all the pages in this packet and submit your payment to:

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2411 Sand Lake Road, Orlando, FL 32809
tel. (407) 582-6688 / fax (407) 582-6610

CAMPER INFORMATION

Camper's Name: _____ Age: _____ DOB: _____
 Address: _____ Grade in the fall of 2009*: _____
 _____ Gender: ___ female ___ male
 Email: _____ Home Phone: _____
 Camper's Regular School Attending: _____

PARENT INFORMATION

Mother/Guardian: _____ Cell: _____
 Place of Work: _____ Phone: _____
 Father/Guardian: _____ Cell: _____
 Place of Work: _____ Phone: _____

ESL for Kids PROGRAM REGISTRATION: Please checkmark each week of camp for which they are registering. Also, please checkmark each week you will require after-care for your child. **You are responsible for payment for each week that you select below:**

Week	Dates	Fee	After-Care	Fee
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
	June 29—July 2	\$125		\$100
	July 6-9	\$125		\$100
	July 13-16	\$125		\$100
	July 20-23	\$125		\$100

MEDICAL INFORMATION

Medication cannot be administered by OLCK staff. If a camper will require medication during the day, the parent or guardian may come to the camp to administer it.

1. Does your child have any medical condition, learning disability, or other special needs?

2. Does your child have any allergies?

3. Does your child have any behavioral issues?

EMERGENCY CONTACT & PICK-UP FORM

Camper's Name: _____ Age: _____

EMERGENCY CONTACT LIST

CAN PICK UP? YES/NO

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

AUTHORIZED PICK-UP LIST

Please write the names of any other individuals authorized to pick up your child. Children will be released only to individuals on this list. You must inform them to bring a PHOTO ID for pick up. Parents should report to the Security desk and request that their child be called to the front entrance.

NOTE: It is illegal to leave children unattended. Children may not be left at the camp before 8:30 a.m. or after 1:00 p.m. (5:00 p.m. for those in after-care) regardless of staff members present. There will be a \$5.00 charge for late for pick up within the first 10 minutes and then \$1.00 per minute thereafter. Campers with unpaid balances will not be permitted to attend.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

PAYMENT, CANCELLATION, & REFUNDS

Camper's Name: _____ Age: _____

I have read and understand the refund and cancellation policy.

Signature

Date

Print Name

Please tear off the bottom portion and retain for your records.

TUITION & FEES

1. **Course fees include:** Language and culture instruction, course materials, activities, arts & crafts supplies.
2. **Course fees DO NOT include:** snacks and lunch.
3. The weekly fee is due at the time of registration. If you register your child for multiple weeks, you must pay the first week's fee. The fee for each upcoming week is due on the Wednesday prior to that week. If you checkmark multiple weeks, you are responsible for payment of those weeks and the cancellation/refund policy will apply.
4. If your payment is not received by Wednesday, there will be a \$20.00 late fee.
5. Space is limited. Maximum group size is 17 children.
6. Checks returned for insufficient funds will be charged an additional \$25 fee.

REFUND & CANCELLATION POLICY

1. If a section is cancelled by the college, you will be given a complete refund.
2. If you decide to cancel your registration, you will be given a 100 percent refund if you contact the Client Service Center at least 5 business days prior to the camper's program start date. There are no refunds once the program week has started.
3. All requests for refunds and cancellations must be submitted in WRITING to ve_info@valenciacc.edu or sent to the address listed above.
4. If you are registered for a program week and need to change to a different program week, the cancellation policy still applies as stated above.
5. There is no refund if your child is dismissed from camp for inappropriate behavior. There is no refund for any days that your child did not attend camp due to illness or vacation.

WAIVER & RELEASE

Camper's Name: _____ Age: _____

As the duly authorized agent of the child, I have read this release and indemnification and understand all of its terms. This release and indemnification agreement is executed voluntarily and with full knowledge of its contents and significance.

Duly Authorized Representative for the Child

Date

Print Name Here

Please tear off the bottom portion and retain for your records.

The above-signed representative, on behalf of the child named above (hereinafter "the child"), who desires to participate in the Orlando Language Camp for Kids (hereinafter "OLCK"), and in consideration of being permitted to participate in said activity, voluntarily and knowingly executes this release and indemnity agreement on behalf of the child with the express intention of extinguishing the rights and obligations designated herein. The undersigned representative, on behalf of the child, hereby grants the OLCK staff the permission to provide treatment for emergency and/or minor medical injuries or illnesses which may arise while the child is participating in the camp.

As representative of the child, I hereby elect to and assume all risks for claims hereinafter arising, known or unknown, from the conduct of the OLCK and hereby knowingly and voluntarily expressly release Valencia Community College, its employees, agents, representatives, officers, directors, or others acting on behalf of Valencia Community College, from all liability for claims arising out of such matters.

With the intention of binding the child and with full authority to do so, I hereby release, discharge, and indemnify Valencia Community College, its employees, agents, representatives, officers, directors, or others acting on behalf of Valencia Community College, from any and all claims, demands, actions, judgments, and executions which the child ever had, nor now has, or ever will have, or which the child may claim to have against Valencia Community College, its employees, agents, representatives, officers, directors, or others acting on behalf of Valencia Community College, in connection with or arising out of, directly or indirectly, any and all matters relating to the OLCK, including any alleged acts of negligence by the College's employees, agents, representatives, officers, directors or others acting on behalf of Valencia Community College.

As the duly authorized agent of the child, I give my permission to OLCK to use, without limitation or obligation, photographs, film footage, or tape recordings, which may include the child, my family's image, or me for the purpose of promoting the OLCK.

DISCIPLINE AGREEMENT FORM

Camper's Name: _____ Age: _____

I, _____ (camper's name) and _____ (parent's name) hereby acknowledge that we have read and discussed this policy. We understand and agree to abide by all terms and conditions.

Camper's Signature

Parent's Signature

Date

Date

Please tear off the bottom portion and retain for your records.

TO ALL CAMPERS AND PARENTS: Please read this Discipline Policy and acknowledge your agreement with the terms by signing below. Tear off the bottom portion of this form and return it with your registration paperwork.

Discipline is necessary for an effective program. Our philosophy is respect, praise, and positive reinforcement for all. In an effort to provide your child and others with a safe and fun-filled summer language camp experience, it is important that all campers exhibit proper behavior and self-control. Correcting inappropriate behavior is time-consuming and detracts from providing quality, safe, and enjoyable activities for all campers. If campers behave in a manner that is unsatisfactory, we will employ methods of positive redirecting and reinforcement and the use of "time-outs." Examples of inappropriate behavior include, but are not limited to: fighting, bullying, name calling, foul language, arguing, lying, reckless endangerment, disrespectful actions, stealing, spitting, or ignoring adult instructions.

Some of the rules that must be followed by all campers include:

- You must always wear your nametag.
- You must stay with your group at all times throughout the day.
- Treat others with respect and kindness.
- Show respect to the property of others and school property.
- Use "inside voices" when in the classroom.
- Keep your hands to yourself.
- No running throughout the building.
- Clean up after yourself.

When camp staff members experience repeated inappropriate or unsatisfactory behavior, that camper will first be issued a verbal warning and instructed on how to correct the behavior. A second offense will result in a counseling with the program coordinator or management staff. A third offense will result in a phone call to the parent or guardian to address the situation. If the behavior persists, we reserve the right to require the parent or guardian to pick up the child from camp immediately. Should the behavior persist, we reserve the right to expel the child from the camp with no tuition reimbursement.