Subject: Registering for Summer at Stanley

Dear Families.

Please take a moment to review this important information regarding this year's Summer at Stanley registration. There are certain steps you must take in order to properly sign up your children for this upcoming summer. *Prior to January* 30th when registration opens, we highly encourage that you explore the site to familiarize yourself with the various pages so that your actual registration will go more smoothly. Go to stanleybps.org and click on the **Summer at Stanley** tab.

STANLEY WEBSITE



Review the Online Brochure and Specialty Camps At A Glance Before Registering

The new registration system does not provide camp descriptions all in one place but instead shows camp descriptions by the various types of camps once you have made a selection for the type of camp (Day Camps Full Day, Day Camps AM, Day Camps PM, Special Camps Full Day, Specialty Camps AM, Specialty Camps PM).

When you are online and wish to view all camp descriptions be sure to check the box for all sessions. You will then be directed to the entire camp listing for the weeks you have selected.

Registration Opens on January 30

Because of the popularity of many classes, we highly encourage that if you wish to sign up for a particular class or camp session that you go online when registration opens to avoid missing out. There are different opening registration times for different camps this year. See below for the schedule:

Hogwarts: 9 AM

All other Specialty Camps: 11 AM Day Camp and Junior Day Camp: 1 PM

Hogwarts – A recommendation

Because Hogwarts is a hugely popular camp offering, we recommend that if you wish to sign up for this camp, that you go online at 9 AM on the 30th to register.

Returning Summer at Stanley Customers:

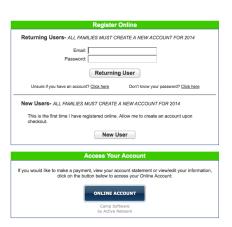
If you had campers attend Summer at Stanley in summer 2014, you can log into your account from last summer during the registration process to save time. We will send out an option to reset your password on 1/26 if you have forgotten your password. If you do not change your password when the reset is sent, you can use your password from last summer. Once you log into the site, you can add new campers or select camps for returning campers. You will **not** be required to fill out all of the forms online this year for returning campers. They will be auto filled from the information that you provided last year. It is important to make sure the information on your forms is accurate. There will be one section that will be required to fill out this year. It contains information regarding allergies and medical information. If you are registering a new camper, you will be required to fill out some of the forms that contain personal information regarding that child. See below for the section that will be required for returning campers this year.



New Summer at Stanley Customers:

New families to Summer at Stanley will be required to create a new account. You can do this on the first page of the site. Whatever email you choose will be your username. You will not be able to set up an account until registration opens on January 30th. Please note: here is no disadvantage in registration if you are setting up an account for the first time.





STEP 1: This is the initial registration page where you will create an account.

Registration Forms Online Only

Please be aware all key information will be collected via our online system and will be required at registration. We will not have any paper forms for submission.

Session Expiration

Please be aware that sessions expire approximately 10 minutes after the last entry so be sure to have all your information available when you log-in online.

Registration Process

You will have to select what type of camp you want to register for prior to filling out your registration form.



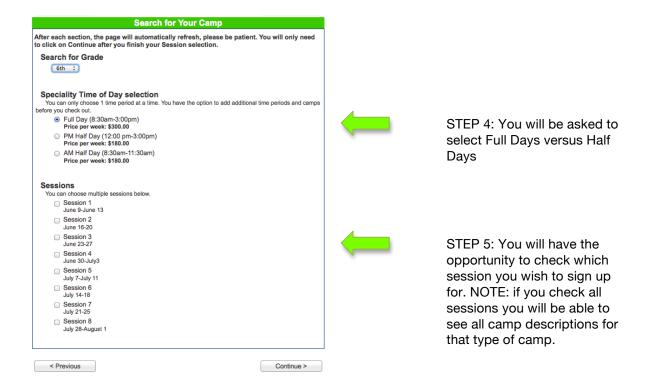


STEP 2: This is the second page you will be taken to after selecting new user.

EXAMPLE OF SPECIALTY CAMP



STEP 3: You will be asked to select Grades for Specialty Camps and Age of your child for Day Camps



Extended Care Services

You will have the opportunity to choose extended care options after you have selected the camp you wish to sign up for.

EXTENDED CARE SERVICES



Having Key Information In Advance

Please have the following information in advance of registration, as this information will be required at registration.

- Parent/Guardian Information
- Emergency Contact Information
- Doctor Name and Phone #
- Dentist Name and Phone #
- Preferred Hospital

You will also be asked to provide:

- Names and relationship for Pick Up Authorizations
- Sunscreen, Photo and Field Trip Authorizations

REGISTRATION FORM

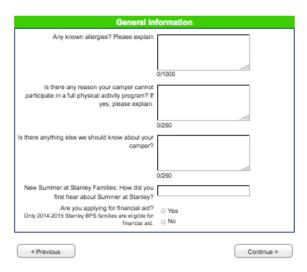
< Previous	Continue >
Participant Information	
*First Name	
*Last Name	_
Birth Date mm /dd //yyyy	
Gender O Male	
O Female	
Current School	- I
Home Phone	
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Address	
City	
State	
Zip	¬
Cell Phone	
Relationship	¬
Cell Phone to receive Text Messages	
Cell Provider	
By giving us your cell provider, you are authorizing us to send a text message out	to your mobile
phone number listed above. Standard text messaging rates apply.	io your moune
Authorizations	

Authori	zations
Name of Person Authorized to Pick Up	
Relationship to child	
Name of Person Authorized to Pick Up	
Relationship to child	
Name of Person Authorized to Pick Up	
Relationship to Child	
Sunscreen Release I authorize Summer at Stanley Staff to apply sunscreen as needed.	○ Yes ○ No
Photo Authorization At various times during the year, Summer at Starriey includes the children in pictures and videotapes used for camp-related and promotional purposes. Photographs, without names, may be used in printed publications or on the camp's websitis. I do authorize ny child to be filmed and the photographs to appear in camp publications, the camp websits and in newspapers or or television. Lundenstand that any footage will become the property of the school or media and used by Summer at Starley only for camp-related, and reserved the property of the school or media and used by Summer at Starley only for camp-related,	○ Yes ○ No
Field Trip Authorization. Only specified Specialty Camps go on field trips. I hereby give my consent for my child to go on field trips. I hereby give my consent for my child to go on field trips. In the state of t	○ Yes ○ No

Parent/Guardian 2 Information	1
First Name	
Last Name	
Email	
Address	
City	
State -	
Zip	
Cell Phone Relationship	
Cell Phone to Receive Text Messages Cell Provider	
By giving us your cell provider, you are authorizing us to send a text me phone number listed above. Standard text messaging rates apply.	issage out to your mobile
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Allergies or Medical Needs

You will have the opportunity to provide information regarding any known allergies or any related medical information. Follow up forms will be sent to you after you submit your information.



Payments and Fees

When registering, you will have the option to pay in full or provide a **non-refundable** deposit comprised of \$50.00 per camp, relevant material fees and a one-time registration fee per camper of \$10. Full payments are due 5/1/15. We do have cancelation and camp switching policies. Please refer to the website for more information (stanleybps.org).

Waitlists

Classes do fill up quickly. If the class you wish to sign up for is full, you will be offered the opportunity to join a waitlist. There is no charge for being on a waitlist however in order to be considered, you must create an account and provide your billing information.

Questions and Online Support

If you have any questions in advance of registration, please email us at summer@stanleybps.org. Looking forward to a great summer!

Sara Stern Director Summer at Stanley