

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 30<sup>th</sup> 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**



Click the  
Summer at  
Stanley tab

### **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.

**General Information**

Any known allergies? Please explain  
01000

Is there any reason your camper cannot participate in a full physical activity program? If yes, please explain.  
0250

Is there anything else we should know about your camper?  
0250

New Summer at Stanley Families: How did you first hear about Summer at Stanley?  
0250

Are you applying for financial aid?  
Only 2014-2015 Stanley BPS families are eligible for financial aid.  
 Yes  
 No

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**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.



# SUMMER AT STANLEY



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

**Search for Your Camp**

After each section, the page will automatically refresh, please be patient. You will only need to click on Continue after you finish your Session selection.

**Search for Grade**

**Speciality Time of Day selection**  
 You can only choose 1 time period at a time. You have the option to add additional time periods and camps before you check out.

- Full Day (8:30am-3:00pm)  
Price per week: \$300.00
- PM Half Day (12:00 pm-3:00pm)  
Price per week: \$180.00
- AM Half Day (8:30am-11:30am)  
Price per week: \$180.00

**Sessions**  
 You can choose multiple sessions below.

- Session 1  
June 9-June 13
- Session 2  
June 16-20
- Session 3  
June 23-27
- Session 4  
June 30-July3
- Session 5  
July 7-July 11
- Session 6  
July 14-18
- Session 7  
July 21-25
- Session 8  
July 28-August 1



STEP 4: You will be asked to select Full Days versus Half Days



STEP 5: You will have the opportunity to check which session you wish to sign up for. NOTE: if you check all sessions you will be able to see all camp descriptions for that type of camp.

### 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

**Select Options for Extreme Fun-Session 1**  
(06/09/2014 - 06/13/2014)

<input checked="" type="checkbox"/> Camp Fee	\$300.00
<input checked="" type="checkbox"/> Material Fee	\$50.00
<b>Early Bird</b>	
<input type="checkbox"/> Early Birds-Session 1 7:30am-8:30am	\$30.00
<b>Milk and Cookies</b>	
<input type="checkbox"/> Milk and Cookies-Session 1 3:00pm-5:30pm	\$60.00

### 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

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### Participant Information

\*First Name

\*Last Name

Birth Date  /  /

Gender  Male  
 Female

Current School

Home Phone  -  -

### Parent/Guardian 1 Information

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 message out to your mobile phone number listed above. Standard text messaging rates apply.

### Authorizations

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  Yes  
 No  
I authorize Summer at Stanley Staff to apply sunscreen as needed.

Photo Authorization  Yes  
 No  
At various times during the year, Summer at Stanley 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 website. I do authorize my child to be filmed and the photographs to appear in camp publications, the camp website and in newspapers or on television. I understand that any footage will become the property of the school or media and used by Summer at Stanley only for camp-related, promotional and/or newsworthy purposes.

Field Trip Authorization  Yes  
 No  
Only specified Specialty Camps go on field trips. I hereby give my consent for my child to go on field trips from the camp grounds. I understand that the mode of transportation will be cars driven by parents, school vehicles, city bus, or walking, depending upon the nature of the field trip. I release Summer at Stanley and its faculty chaperones from any and all liability, costs, losses, injuries or damages which may occur to my child and/or his/her property. I also agree to indemnify Summer at Stanley and its faculty chaperones, and hold harmless, from any costs, liabilities or expenses incurred by reason of my child's actions, conduct or medical needs. In the event of a medical emergency, I give agents of Summer at Stanley full permission and authority to secure whatever medical treatment is necessary for my child, in their judgment, and request notification of such medical emergency as soon as is practicable.

### Parent/Guardian 2 Information

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 message out to your mobile phone number listed above. Standard text messaging rates apply.

### Emergency Contact Information

Emergency Contact First Name

Emergency Contact Last Name

Emergency Contact Phone Number  -  -

Emergency Contact First Name

Emergency Contact Last Name

Emergency Contact Phone Number  -  -

Primary Doctor

Doctor Phone Number  -  -  ext

Dentist Name

Dentist Phone  -  -  ext

Preferred Hospital

## 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.

**General Information**

Any known allergies? Please explain

  
0/1000

Is there any reason your camper cannot participate in a full physical activity program? If yes, please explain.

  
0/250

Is there anything else we should know about your camper?

  
0/250

New Summer at Stanley Families: How did you first hear about Summer at Stanley?

  
Are you applying for financial aid?  
Only 2014-2015 Stanley BPS families are eligible for financial aid.

Yes  
 No

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## 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 cancellation and camp switching policies. Please refer to the website for more information ([stanleybps.org](http://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](mailto:summer@stanleybps.org). Looking forward to a great summer!

Sara Stern  
Director  
Summer at Stanley