

Old Westbury Gardens

Summer Session Registration Form 2024 (Form must be completed in full – one form per child)

Caregiver/Guardian name(s): _____

Address: _____
Street City State Zip

Day phone: _____ Cell Phone: _____ E-mail: _____

Child's name: _____ Nickname: _____

Pronoun: He She They Age at start date: _____ Date of birth: _____ Entering Grade in 9/24: _____

Please check Summer Session(s):

___ Fresh Takes STEAM Art Session July 15-19, 9AM- 12PM, \$300, Members- 20% discount

___ Water WORKS! STEM Science Session July 22-26, 9AM- 12PM, \$300, Members- 20% discount

___ Decade Detectives Investigative Session July 29- August 2, 9AM- 12PM, \$300, Members- 20% discount

___ Fresh Takes- Take 2! STEAM Art Session August 5-9, 9AM- 12PM, \$300, Members- 20% discount

___ Check here if you are an Old Westbury Gardens member. (For membership info call, 516.333.0048, x315 or visit oldwestburygardens.org). Memberships may be purchased online or over the telephone.

Complete this and all required Summer Session Participant Forms and return to:

Laura Erwin c/o

education@oldwestburgardens.org

Method of Payment:

___ Online payment via www.oldwestburygardens.org

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Summer Session Participant General Information Sheet

Old Westbury Gardens Summer Sessions provide a rich learning environment and a fun, memorable on-site experience. Below is a guide to help you and your child have the best experience possible.

Drop-off and Pick-up:

Drop-off: On the morning of each summer session day, drop off will be designated at the Plant Shop. Please be prepared to show ID if necessary. Your child will then wait with the group and counselors until all participants have arrived to begin the day's activities.

Pick-Up Protection: You or a designated person is required to initial your child in and out with a staff member daily. For your child's safety, only the individual(s) designated on the Participant Emergency Information Form can pick up your child. Additionally, the person completing the Participant Emergency Information Form is the only one who can add or delete individuals with pick-up authority.

Late Pick Up: A charge of \$10 for the first 15 minutes and \$15 for each additional 15 minutes will be charged for participants not picked up by 1:00, payable on the following day upon arrival.

Staffing:

Professional Staff: Old Westbury Gardens' counselors and educators are college students or professionals currently working with children. All staff is required to attend an extensive pre-session training (including updated wellness protocol training) and submit to a criminal background check.

Staff wellness: If a staff member presents symptoms of an illness not caused by a previously established medical condition, they must stay home.

Participant to Staff Ratio: Old Westbury Gardens' Summer Session ratio is 1 educator per 5 participants.

Health:

Medication: Old Westbury Gardens will not provide any medication (except topical) that is not supplied by the caregiver. For non-prescription and prescription medicine, please complete a Medication Form. For any new medication, please administer at least one dose of a prescription medicine at home prior to the day's session to assure there are no adverse reactions on-site. All medicine must be sent in the original container; refrigeration is available.

Sickness: The health and wellness of both participants and staff will be monitored throughout the day's session. A child will be sent home if staff feels he/she cannot participate in the day's events or if he/she begins to feel unwell.

Tick Check: The staff will perform two tick checks per day; however it is also very important that caregivers check participants thoroughly after each day's session.

What to Pack:

Clothing: Participants will be all outdoors (weather permitting) and indoors when the weather is inclement. Outdoor locations include fields, woodlands, and at the ponds. Please send your child in sturdy boots or sneakers with socks. For safety reasons, open-toed shoes and flip flops are **NOT** permitted. Water shoes or old sneakers are appropriate for stream walks or sprinkler time.

Additional items: We suggest that participants wear a hat, sunscreen, and insect repellent. Pack a smock or old shirt as a cover-up for "messy" projects.

Inclement Weather: On days when rain is predicted, please prepare your participant for outdoor exploration. On these days, please pack an extra pair of clothes, a raincoat, and extra shoes (no

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umbrellas, please). We do not let children out during thunderstorms, and will have alternative indoor activities planned. Masks are not required, but are encouraged if indoor programming is necessary.

Labeling: All personal items need to be labeled including backpacks, water bottles, lunches, and clothes. *Old Westbury Gardens is not responsible for any lost/stolen personal items.*

Lost and Found: If, during the summer session, your participant loses anything, please check with a counselor first. Every effort is made to return lost items to the participant.

Electronics/ Toys: Please leave all electronics and other valuable games/ toys at home.

Food and Beverages:

Snacks: Pack healthy snacks for your child. Due to allergies and safety concerns, Old Westbury Gardens cannot provide snacks and juice and requires **NO NUT PRODUCTS** be included.

Water: Send full water bottles with your participant each day. Refills are available throughout the day.

Cancellation Policy:

Old Westbury Gardens reserves the right to cancel any summer session due to insufficient enrollment. If this occurs, you will be notified immediately and you will receive a full refund in advance of the start date or, if the session has already commenced, a pro-rated refund based on the number of days cancelled.

Refund Policy:

A full refund will be issued for cancellations made **before June 1**, less a \$10 administration fee. A full refund, less a \$50 administration fee, will be issued for cancellations made in writing at least 10 days prior to the start of the program. *No refunds will be issued for withdrawal or absence with less than 10 days notice.*

Behavioral Expectations:

Old Westbury Gardens is committed to providing a positive and healthy environment for each child. Our Summer Sessions are built around shared group activities and experiences. Please reinforce the need for appropriate behavior with your child. Significant behavioral problems have a detrimental effect on other participants. If behavioral problems persist despite the best efforts of our staff, the parent/guardian will be contacted and be asked to remove the child from the sessions. No refunds will be issued in such an event.

Questions?

If you have any questions, please contact Laura Erwin at lerwin@oldwestburygardens.org or 516.333.0048 x338.

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Summer Session Participant Emergency Information Form (Form must be completed in full – one form per child)

Participant name: _____ Date of birth: _____ Entering grade in Fall _____

Pick-up Authorization (Please list all of the people who are authorized to pick-up your participant from the summer session, including caregivers):

Caregiver's cell phone _____ Business phone _____

Emergency Contacts (please provide us with at least three people to contact in case of an emergency):

<i>Name</i>	<i>Relationship</i>	<i>Daytime Phone</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Medical History and Information

Participant's Primary Physician: _____ Phone: _____

Allergies: Please list any medication, food, or environmental allergies your participant has:

Health Issues: Please list any pertinent information for any health problems your participant has including physical, psychiatric, or behavior problems:

Medications: Please list any medication your participant is taking even if it is only administered at home (including dose, reason for taking the medication, and possible side effects):

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Will your participant be taking medication on-site? Yes No (If yes, you will be sent a Medication Form to be completed by a physician.)

Emergency Medications: Please list any emergency medications (Epi-pen, inhaler, etc.) that your participant will need to have on-site:

The following topical medication(s) below may be administered to my participant:

- Calamine Lotion/Anti-Itch Medication
- Neosporin/Antibiotic ointment
- Suntan Lotion
- DO NOT ADMINISTER ANY OF THE ABOVE

Caregiver Consent

Old Westbury Gardens has my consent for my child/ participant to take part in all programs. I release Old Westbury Gardens and its personnel of any liability related to the administration of the over-the-counter medication listed above, if selected. I hereby authorize the Summer Session staff to act for me according to their best judgment in any emergency requiring medical attention, and I hereby waive and release Old Westbury Gardens from any and all liability for any injuries or illnesses incurred while my child is at the summer session. Old Westbury Gardens also has my permission to secure treatment by a local doctor or area hospital in the event of a medical emergency.

I understand Old Westbury Gardens reserves the right to dismiss any participant whose conduct is detrimental to the sessions. No refund will be issued in such an event. No refund will be issued for withdrawal or absence due to illness or family vacation.

As caregiver or guardian of the above named participant, I give my permission for him/her to be photographed while participating in Old Westbury Gardens Summer Sessions. I understand the images may be used for publicity purposes.

Yes No

I have read and understand the registration and information forms, and agree to the conditions stated therein.

Name (please print): _____

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Signature: _____ Date: _____

Relationship to participant (caregiver/guardian): _____