

Subject: Registering for Summer at Stanley



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 the end of January 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** tab.

STANLEY WEBSITE

STANLEY BRITISH PRIMARY SCHOOL *Joyful Lifelong Learning*

ABOUT PROGRAM ADMISSION **SUMMER** ALUMNI GIVING FOR PARENTS CLASSES STAFF

Experience Summer at Stanley

Stanley Summer Scholars

Register for Camp

Create a new account during this open-enrollment period. Click here to start yours now.

Already Registered? Click to make a payment, change student information or see an

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

The Day Camp and Specialty Camp brochures are online and available to look at now. Descriptions of the camps are available online.

Hogwarts Registration Opens at 9 AM on January 23

Specialty Camp Registration Opens at 1 PM on January 23

Day Camp Registration Opens at 9 AM on January 24

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.

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 and register for Hogwarts when it opens. We are offering 7 weeks of Hogwarts this year due to the demand. Each camper can only attend Hogwarts for 1 session.

Creating a New Account- New Families to Summer at Stanley

All families that are new 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.

Returning Summer at Stanley Customers:

If you have an existing account from previous years, 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 one week before registration opens 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 in the past. It is important to make sure the information is accurate. There will be one section that you will be required to fill out that year for returning campers. It is 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.



SUMMER AT STANLEY

Register Online

Returning Users- ALL FAMILIES MUST CREATE A NEW ACCOUNT FOR 2014

Email

Password

Unsure if you have an account? [Click here](#) Don't know your password? [Click here](#)

New Users- ALL FAMILIES MUST CREATE A NEW ACCOUNT FOR 2014

This is the first time I have registered online. Allow me to create an account upon checkout.

Access Your Account

If you would like to make a payment, view your account statement or recheck your information, click on the button below to access your Online Account.



STEP 1: This is the initial registration page where you will create an account or log into your 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. If you are a new family, you will need to fill out the entire form for each camper before being able to complete registration. If you are a returning family, you will only need to fill out the "General Information" section of the camper forms. Everything else will be saved from last year and can updated as needed.

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.

< Previous Continue >

Search for Your Camp

Enter Your Search Criteria Below

Select Camp Type

Day Camp
Ages: 5-8 as of June 1st, 2016

Specialty Camp
Entering Grades: 3rd-9th

Junior Day Camp
Age: 4 as of June 1st, 2016

< Previous Continue >



STEP 2: This is the second page you will be taken to that will allow you to select Day Camp or Specialty Camp.

EXAMPLE OF SPECIALTY CAMP

< Previous Continue >

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

6th

Specialty 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-July 3

Session 5
July 7-July 11

Session 6
July 14-18

Session 7
July 21-25

Session 8
July 28-August 1

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STEP 3: You will be asked the grade for Specialty Camp or the age of the camper for Day Camp.



STEP 4: You can select Full Day or Half Day



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.

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

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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 and Phone #

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 / /
 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.

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

AUTHORIZATIONS

Authorizations	
Name of Person Authorized to Pick Up	<input type="text"/>
Relationship to child	<input type="text"/>
Name of Person Authorized to Pick Up	<input type="text"/>
Relationship to child	<input type="text"/>
Name of Person Authorized to Pick Up	<input type="text"/>
Relationship to Child	<input type="text"/>
Sunscreen Release I authorize Summer at Stanley Staff to apply sunscreen as needed.	<input type="radio"/> Yes <input type="radio"/> No
Photo Authorization 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.	<input type="radio"/> Yes <input type="radio"/> 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 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.	<input type="radio"/> Yes <input type="radio"/> No

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. **This section will need to be filled out for new and returning campers.**

General Information	
*Any known allergies?	<input type="radio"/> Yes <input type="radio"/> No
Please explain any allergies.	<input type="text"/>
	0/250
*Any health or medical concerns?	<input type="radio"/> Yes <input type="radio"/> No
Please explain any health concerns.	<input type="text"/>
	0/250
*Is your child currently on any medication?	<input type="radio"/> Yes <input type="radio"/> No
Please explain and list all medications	<input type="text"/>
	0/250

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. 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

Dear Parents,

This is a quick note to let you know of a new feature on our Summer at Stanley site that may impact you as you register for sessions.

When there are more than 50 users registering, the software will automatically put you into a virtual waiting room. It will look like this:

LOADING....

An unusually large number of visitors are accessing our site. You've been placed in line and will be granted access to the site in the order in which you arrived.

You are currently 1st in line



Do not hit the refresh or back buttons or you will lose your place in line!

The software limits the number of registrants to ensure the system is not overloaded and the site doesn't lose any important information regarding your registration.

All you have to remember is to ensure that you don't refresh or hit the back button on your browser or you will lose your place in line.

Users who will most likely encounter this during the first few hours of registration.

We encourage you to navigate the site prior to registration opening. You can find a detailed explanation of the registration process at www.stanleybps.org.

Looking forward to summer!

Sara Stern
Director of Summer at Stanley